

Internship Subsidy Program Guide

2021-2022 SUBSIDIES - REVISED JANUARY 2022

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OVERVIEW

The goal of the Magazine Association of BC (MagsBC) Internship Subsidy Program is to subsidize wages for member publications to hire qualified interns, providing invaluable support to the province's magazines and training the next generation of industry professionals.

We recommend that member magazines create an intern role that will provide the intern with a variety of challenging opportunities to practice their knowledge and education, gain meaningful experience in a wide range of areas relating to magazine publishing, and feel confident they are ready for full-time work in the industry.

For the 2021-2022 intake, MagsBC is offering a subsidy of up to 80% to a maximum of \$5,500 per internship. In addition, for those internships located outside our major urban centres (Metro Vancouver, Greater Victoria, and Kelowna), we plan to offer up to \$2,100 each for up to 2 internships per year to assist with rent, moving, and other expenses.

We want to make sure that each internship is of value to both the host magazine and the intern. Therefore, MagsBC reserves the right to deny approval of an application or all or part of a subsidy, to review an internship, to recommend dismissal of an intern, or to reassign an intern to another magazine if necessary.

Questions about the Internship Subsidy Program should be directed to Sylvia Skene, Executive Director/Internship Coordinator, MagsBC, 604-688-1175 / exec@magsbc.com

PARTICIPATION REQUIREMENTS/DUTIES

Magazines

- Must be full (voting) members of the Magazine Association of BC in good standing, i.e., have paid their dues for the full duration of the internship.
- Need to assign a primary supervisor to the intern, who is not expected to be absent from work for any significant length of time during the internship.
- Also need to arrange for a mentor for the intern to offer career advice. MagsBC can assist small magazines with finding a mentor for an intern, if needed.

Supervisors

- Are encouraged to give their interns challenging tasks and projects, even if it means taking on some of the more basic jobs themselves, to make sure the interns have a meaningful, enjoyable and useful internship.
- Shares a link to the intern's timesheet with the internship coordinator or sends it monthly, and makes sure the hours are logged in a timely fashion.
- Are expected to plan their intern's assignments and duties so that the intern works about the same hours each week.
- Are responsible for making sure the intern is paid at least monthly.

Mentors

- Give advice and guidance to the intern on their **career** in the magazine publishing industry.
- Must not also be the primary supervisor, although they can be the backup.
- Must be willing to donate a half hour a week or an hour every other week for the duration of the internship to meet with the intern, whether in person or via phone or Skype.
- Do not have to be an employee of the host publication.

Non-Discriminatory Practices

We have learned to our dismay that some former interns experienced micro-aggressive behaviours and discrimination against them by their supervisors and others.

MagsBC recommends that all supervisors and mentors take the time to become aware of these tactics and biases in themselves and others and strive to minimize them in order to nurture a more welcoming and productive environment for all.

Our website contains many links to helpful articles, videos and other resources to assist hosts:

<https://magsbc.com/resources/>

Limit on Internships

A magazine may apply for a maximum of two internship subsidies in any given year, depending on the funding available.

Interns

- Must be enrolled in or be recent (within 3 years) graduates of journalism, publishing, professional writing, digital publishing, communications, design, business, marketing, advertising or a comparable program at an accredited post-secondary institution.
- Should be available for a continuous period for the internship, not including the holiday season, if applicable. However, a short gap is acceptable if the intern has a previously booked commitment of one week or less (two weeks if over the holiday break) and can arrange with the magazine to extend the internship to make up those lost hours.
- Cannot have been hired under this program before.

The MagsBC Internship Coordinator

- Facilitates training and communication between supervisor, mentor, expert consultant and intern in a timely fashion
- Monitors hours worked during the internship and asks a supervisor for their plan to make up hours if their intern is falling behind
- Recruits a mentor for the intern, if needed
- Meets with the intern weekly to find out how they are doing, what they are working on, and if they need additional support
- Arranges for a meeting with the intern and their supervisor at their worksite midway through the placement (the mentor too, if possible). We prefer in-person site visits, but for 2022, these meetings will be held online unless pandemic restrictions ease
- Assigns an expert consultant for the intern promptly after discussing training needs with the intern and supervisor at the meeting, or sooner, if it's felt the training is urgently needed

- Sends out survey links to the host and intern at the end of each internship to collect data and feedback for the association and its funders.
- Arranges for payment of subsidies from MagsBC after all criteria for a successful internship have been met and both surveys have been filled out.

WORKING CONDITIONS (HOURS, WAGES, ETC.)

Host Magazine Internship Requirements

The magazine must:

- Be a paid-up member of MagsBC for the full duration of the internship
- Offer an internship of 16-26 weeks, not including holiday breaks. Ideally, the internship should encompass at least one publishing cycle.
- Pay at least \$15.50 per hour for at least 20 hours per week. Average intern wage through this program is currently \$18.50.
- For very small magazines (decided on a case-by-case basis), pay at least minimum wage (\$15.20 per hour) for 10-19 hours per week. Preference will be given to those small magazines who can offer longer internships to make up for the intern working fewer hours per week, or who pair with another magazine to offer a shared internship of 20 hours per week or more.
- Discuss with a bookkeeper, accountant or HR professional other appropriate deductions and remittances to pass on to the appropriate government agency, unless the supervisor is experienced and up to date on the regulations.
- Pay their intern(s) at least monthly, preferably twice a month
- Give eligible interns paid time off for statutory holidays and other benefits, as applicable. See below under **Employee or Contractor?** for details on determining eligibility.
- Arrange with their intern to make up any shortfall in hours promptly. Note:
 - If an intern hired under a 20+ hours per week schedule works less than 10 hours in a particular week, that week is not counted toward the 16-week minimum required to be eligible for a subsidy
 - If an intern hired under a 10+ hours per week schedule works less than 5 hours in a particular week, that week is not counted toward the 16-week minimum

Employee or Contractor?

Some interns may legally be considered employees. Don't assume they're contractors!

We recommend that magazines:

- Read [these](#) Government of Canada criteria
- Discuss the internship with a bookkeeper, accountant or human resources professional to determine the status of the intern
- Pay those interns who qualify as employees for statutory holidays that fall on their workdays; these hours count toward their weekly hour total and will be included in the subsidy.
 - BC statutory holidays are listed [here](#).
 - CRA provides general holiday and vacation pay calculators [here](#).
- Provide those interns who qualify as employees with additional benefits or an in-lieu top-up

INTERNSHIP SUBSIDY APPLICATION AND PROCESS

1. Apply

A member magazine must submit all of the following in response to a call for applications:

1. An expression of interest of no more than two paragraphs
2. A completed section 1 of the internship details form, which can be found on the Internship Subsidy Program webpage
3. A detailed internship job posting, including start and end dates, pay, etc. See below for list of what's needed in the posting.
If an intern has already been found, the coordinator still needs to receive a job description with the same details as a posting
4. If a very small magazine, whether a subsidy advance is needed during the internship to assist with cash flow
5. If outside Metro Vancouver, Greater Victoria or the Kelowna region, an estimate of the stipend needed for the successful recruitment of a qualified and capable intern. This stipend will be paid directly to the intern over the course of the internship.

Positions must:

- Include a significant amount and variety of activities that go beyond rote administrative tasks
- Facilitate the intern in building skills and experience related to both their educational background and magazine publishing.

Past interns have been involved in many aspects of publishing, such as:

- Photo shoots
- Contests
- Interviewing
- Writing feature articles
- Event planning
- Promotions
- Reader surveys
- Crowdfunding campaigns
- Facebook Live reporting
- Social media campaigns
- Editorial, layout, art direction, and/or sales meetings

Supervisors are encouraged to include challenging tasks and projects in the posting, even if it means taking on some of the more basic jobs themselves, to make sure the interns have a meaningful, enjoyable and useful internship experience.

Funding decisions are dependent on available funds. If we receive too many applications, successful applications will be chosen on what meaningful opportunities and support a magazine is offering as part of their internship as well as how successful any past internships have been at that magazine.

Submit applications to Sylvia Skene at exec@magsbc.com.

2. Receive Funding Notification

Successful candidates will be offered a subsidy and informed of any adjustments needed to the internship. As we wish to fund as many internships as possible, magazines may receive an offer of a lower subsidy amount or percentage than the 80%/\$5,500 maximum subsidy.

3. Accept Subsidy Offer

Notify MagsBC promptly whether you are still interested in hosting an intern based on the subsidy amount offered and the approved job description. At this time, a magazine may ask for an advance on their subsidy mid-way through the internship to assist with cashflow.

4. Hire an Intern

Once agreed to, the magazine must recruit and hire an intern. The internship coordinator will provide hosts with a list of potential job and student sites. The coordinator will also promote the internship posting on MagsBC's website and social media if requested.

Note that if the member magazine is unsuccessful at hiring an intern for the position within a couple of months, MagsBC may withdraw their subsidy in order to offer it to the membership at large.

5. Complete Paperwork

Within a week of the intern starting their internship, the primary supervisor and the intern will complete, sign and submit section 2 of the internship details form along with the intern's resume.

At this time, if applicable, the supervisor and intern may also submit an expense claim with receipts or documentation attached against the stipend reserved for that position, and information on where to send the payment.

The internship coordinator will at that time contact the intern directly to set up a short weekly check-in.

6. Submit Timesheets or Link to Same

The intern or supervisor must keep timesheets to record hours worked during the internship and share them with the internship coordinator via Dropbox or Google link or as a monthly email attachment.

7. Arrange Site Visit/Meeting

The internship coordinator contacts the supervisor to arrange for a meeting one-third to half-way through the internship with the supervisor, the intern, and, if possible, the mentor as well.

In the meeting, the coordinator will ask how the internship is going, what work has been assigned to and mentoring received by the intern, what is being planned for the rest of the internship, and what training the intern might need (see #8 below).

In the past, the internship coordinator has travelled to the worksite, or, if there was no worksite, the supervisor has arranged for everyone to meet in a convenient public place such as a library or coffee shop.

Until such time as it is safe to have in-person meetings again, the intern coordinator will meet with the supervisor and the intern via Zoom instead.

8. Identify Training Needs

During or just before the site visit, the intern and supervisor need to discuss the intern's professional development needs. The supervisor then sends the completed [section 3 of the internship form](#) to the internship coordinator or provides it during the site visit. Any suggestions for expert consultants will be considered, but the internship coordinator will make the final choice.

The internship coordinator will hire an expert consultant in an agreed-upon area of expertise for the intern and connect them with the intern to arrange two one-hour sessions or one two-hour session.

Confused about the roles of the supervisor, mentor and expert consultant?

- The supervisor is generally concerned with the intern's day-to-day work, training, orientation, etc.
- The mentor is focused on encouraging and guiding the intern in their career.
- The expert consultant is brought in for 2 hours only when the supervisor or mentor does not have the expertise or time to train the intern in a specific skill needed for their work. The expert consultant may also act as an additional contact and resource for the intern.

9. Fill Out Intern and Host Surveys

Close to the end of each internship, the coordinator will send the supervisor a link to a host survey and the intern an internship survey to fill out after the internship has ended. Surveys must be completed by the supervisor and intern for payment to be issued.

10. Send Final Paperwork and Invoice

The magazine must arrange for the following to be sent to MagsBC to receive the subsidy:

- A complete timesheet of weeks and hours worked by the intern
- An invoice stating the following:
 - Name of intern
 - Number of hours, weeks and from-to dates worked
 - Hourly rate
 - Total paid to the intern
 - The original amount offered or up to 80% of total, whichever is less.
 - The magazine's dollar contribution to this total (total minus subsidy)
 - Any advances received
 - The amount due.
- If applicable, the supervisor and intern may also submit another expense claim at this time with receipts or documentation to claim the remainder of the stipend reserved for that position, along with how to pay the intern.
Final expense claims must be received within 2 months of the end of the internship or by August 7, 2022, whichever is sooner.

11. Receive Subsidy Payment

- MagsBC will pay the subsidy to the host magazine. Subsidy payments cannot be made directly to the intern.
- MagsBC will pay an intern directly for allowable expenses claimed from their approved stipend.
- MagsBC aims to pay invoices fully and promptly. However, there is occasionally a lag between receiving an invoice and payment due to the funding disbursement schedule.
- Subsidy amounts are dependent on the number of internships MagsBC has funded, the final claim amounts, and the maximum allowable.

INTERNSHIP JOB DESCRIPTION

What to Include

Job title – please be as specific as possible.

- Host magazine – name and overview of the publication. If part of a larger company, please include that information, too.
- Main job responsibilities, tasks and activities. Internships are meant to give post-secondary students or graduates meaningful work experience related to their course of study, so your job description should reflect that here.
- Qualifications (skills/abilities/experience). For each, include:
 - An indication of that qualification's importance, e.g. "required" versus "an asset," based on the main responsibilities.
 - At what education or experience level the applicant must be at for each qualification, e.g. basic, intermediate, etc.
- The requirement that an applicant must be enrolled in or a recent graduate of (within 3 years) a program in an accredited post-secondary institution related to the job.
- Accountability – who the intern will report to and who their mentor will be, including job titles or roles.
- Benefits – what the applicant should get out of the internship in terms of knowledge and experience gained by the time they have finished.
- Compensation – pay per hour, statutory holiday time off with pay, work stipend and/or other benefits, as applicable.
- Working conditions – hours of work per week, number of weeks, planned start and end dates. If internship runs over the holiday break, please extend the end date if needed to make sure it meets the 16-week minimum.
- How to apply:
 - Email subject line, e.g. posting title, name of applicant, etc.
 - Cover letter
 - Resume
 - Sample of work related to the job, if applicable
 - Name, title and email of recipient
 - Application deadline

And that's it!

We hope this guide has been of value to you and look forward to your internship subsidy application.

Funding (we hope) provided by the Government
of Canada

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