**Internship Subsidy Details Form**

**SECTION 1: Application and details of internship**

*See our Internship Subsidy Program Guide, August 2022 for details on how to apply.*

Please send:

1. Your magazine’s expression of interest
2. This section, filled out
3. Your internship job description

to Sylvia Skene, Executive Director/Internship Coordinator, [exec@magsbc.com](mailto:exec@magsbc.com)

Company:

Member magazine:

Address:

*Please see guide pages 2-3 for information on the different and distinct roles of a supervisor and a mentor.*

**Supervisor:**

Title:

Phone number:

Email address:

**Mentor:**

Title:

Phone number:

Email address:

Company/magazine (if different from above):

**Internship title:**

Start date: Sept. , 2022

End date: Dec. , 2022

Total work weeks:1 16

Hours per week:2

Hourly wage:3

Notes:

1 From 16 to 26 weeks. Do not include the break between Christmas and New Year’s in the total weeks, if the internship spans this period.

Ideally, the internship should encompass at least one publishing cycle, e.g. if a magazine publishes twice per year, the internship should be 26 weeks long.

2 Minimum 20 hours per week unless the magazine is very small. Please contact the internship coordinator if you wish to offer a 10-19 hour per week internship.

3 At least $15.50 per hour, except for very small magazines, which must pay at least minimum wage, $15.20 per hour. We recommend a higher wage, as the average is currently $18.50.

**SECTION 2: Intern details and learning objectives**

**One week after internship start date,** please fill out and send the following to Sylvia Skene, Executive Director/Internship Coordinator, [exec@magsbc.com](mailto:exec@magsbc.com):

1. This section, signed and dated
2. Your intern’s resume
3. A link to intern’s timesheet OR an Excel timesheet sent to the coordinator at the end of each month.

Intern:

Email address:

Phone number:

Address:

o Current student or o Graduate, Year: (must be within the last 3 years)

o Intern: I certify that I have not participated in the MagsBC Internship Subsidy Program before.

**Collaboratively,** the supervisor and intern must discuss, identify and agree on at least three challenging and meaningful learning objectives to work on during the course of the internship.

Upon completion of the internship, both will be required to assess if these objectives had been met.

**Intern’s learning objectives:**

|  |  |  |
| --- | --- | --- |
| 1. |  | |
| 2. |  | |
| 3. | |  |

Supervisor signature Date Intern signature Date

The intern’s supervisor should retain a hard copy on file, to be submitted to MagsBC if requested.

**SECTION 3: Expert consultant for intern**

**By 4-6 weeks after the start date** of the internship, please send this section to Sylvia Skene, Executive Director/Internship Coordinator, [exec@magsbc.com](mailto:exec@magsbc.com) before her mid-internship meeting.

**Collaboratively,** the supervisor and intern must identify and agree on one or more areas that the intern needs extra coaching or training by an outside expert in to complete their duties or projects.

The internship coordinator will then contract with an expert for a 2-hour training session with the intern and connect the expert with the intern for them to decide when to meet.

**Training needed in the following areas:**

|  |  |  |
| --- | --- | --- |
| 1. |  | |
| 2. |  | |
| 3. | |  |

**Recommendations for expert consultants (if any):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Area(s) of Expertise | Contact Info (email & phone) | |
| 1. |  |  |  | |
| 2. |  |  |  | |
| 3. |  |  |  |

*Although recommendations for expert consultants will be considered, the final decision on who is assigned to the intern remains with the internship coordinator.*

|  |  |
| --- | --- |
| Funding provided by the Government of Canada |  |