

Internship Subsidy Program Guide

FOR INTERNSHIPS BETWEEN APRIL 2023 AND FEBRUARY 2024 - REVISED MARCH 17, 2023

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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 a 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 period spanning April 1, 2023 to February 29, 2024, MagsBC is offering a subsidy of up to 80% to a maximum of \$5,750 per internship.

MagsBC is offering two remote work stipends of up to \$2125 each for an intern who must move to work with a magazine that is located outside the Lower Mainland, Greater Victoria, or other populous region in BC. This stipend is meant as an additional recruitment tool for those magazines that have trouble recruiting someone with the right expertise or education locally, and may be used to help with moving, rental, and work expenses.

As we want to make sure that each internship is of value to both the host magazine and the intern, MagsBC reserves the right to deny approval of an application or all or part of a subsidy, 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

MAIN PARTICIPATION REQUIREMENTS (see also p. 5)

Magazines

- Are 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.
- Have assigned a primary supervisor to the intern who is not expected to be absent from work for any significant length of time during the internship.
- Have recruited a mentor to offer career advice. This mentor cannot be the same person as the supervisor. 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.
- Are expected to plan their intern's assignments and duties so that the intern works about the same hours each week.

Mentors

- Do not have to be an employee of the host publication.
- Give advice and guidance to the intern on their **career** in the magazine publishing industry, such as giving feedback on their resume or portfolio, talking about aspects of the magazine industry, doing a role-play interview, etc.
- 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 online. This can be slightly less for internships of 10-16 hours/week.
- Must not also be the primary supervisor, although they can be the backup.

Non-Discriminatory Practices

We have learned to our dismay that a few 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.

We also recommend reading the [Alberta Magazine Publishers Association's Guide to Internship Success](#). Even experienced supervisors may find new insights from reviewing this document.

Limit on Internships

A magazine may apply for a maximum of **two** internship subsidies in any given year, if funding is available.

Interns

- Must be enrolled in or be recent (within 3 years) graduates of a 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

- 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.
- Facilitates training and communication between supervisor, mentor, expert consultant and intern in a timely fashion.
- Arranges for a meeting with the intern and their supervisor at their worksite or via Zoom midway through the placement (the mentor too, if possible).
- 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. **Occasionally there may be a delay in payment of a month or two if MagsBC is between funding cycles.**

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 \$16.50 per hour for at least 20 hours per week. As average intern wage through this program is currently \$19.15 per hour, we recommend paying at least \$18 per hour.
 - For very small magazines (decided on a case-by-case basis), pay at least minimum wage (currently \$15.65 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 or more hours per week
- 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 biweekly
- 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.
 - Any week where the intern works less than half their usual hours is not counted as part of the weeks contracted for, but the hours may be used to top up other weeks to meet the minimum hours per week.
 - A week where not enough hours are worked is especially important if the internship is the minimum 16 weeks, as another week of work will have to be added on at the end.

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. This can be added to the wage for a total per-hour amount to increase the subsidy.

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 our [Internship Subsidy Program](#) webpage.
3. A detailed internship job posting, including start and end dates, pay, etc. See below for details. If an intern has already been found, the coordinator still needs to receive a job description with the same details as a posting.
4. Whether a subsidy advance is needed during the internship to assist with cash flow.

Positions must:

- Include a significant amount and variety of activities that go beyond rote administrative tasks, even if it means supervisors taking on some of the more basic jobs themselves, to make sure the interns have a meaningful, enjoyable, and useful internship experience
- 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:

- Contests
- Interviewing
- Writing feature articles
- Event planning
- Promotions
- Reader surveys
- Marketing campaigns
- Illustrations and design
- Editorial, layout, art direction, and/or sales meetings

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, the wage being offered, 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% or \$5,750 maximum.

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 half of their subsidy as an advance to assist with cashflow.

4. Hire an Intern

Once agreed to, the magazine is responsible for recruiting and hiring an intern. If requested, the coordinator will assist by promoting the internship posting on MagsBC's website and social media.

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

If the internship position is substantively reworked after being approved for a subsidy, it must be submitted again for approval.

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.

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

For members located in remote work areas, the supervisor must also let the internship coordinator know whether their intern needs a stipend. The coordinator will then contact the intern to discuss how they can claim the stipend.

6. Submit Timesheets or Link

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.

For interns receiving stipends, they will also need to keep track of expenses related to their work and retain receipts for reimbursement.

7. Arrange Mid-Internship 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, examples of work done (if applicable), what is being planned for the rest of the internship, and what training the intern might need (see #8 below).

The coordinator may travel to the worksite, or if there is no worksite, at a convenient public place such as a library or coffee shop, or may choose to hold the meeting via Zoom.

8. Identify Training Needs

During or just before the mid-internship meeting, 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.

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. Any suggestions for expert consultants will be considered, but the internship coordinator will make the final choice.

If the supervisor feels training is urgently needed for the intern to successfully complete their tasks, the supervisor may ask the internship coordinator to find someone sooner.

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, so their focus is preparing them for success when the internship is finished.
- The expert consultant is brought in for 2 hours 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

After the internship has ended, the coordinator will send the supervisor a link to a host survey and the intern an internship survey to fill out. Surveys must be completed by both the supervisor and the 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, or notice that the online timesheet has been completed.
- 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 minus any advances (if applicable).

11. Receive Subsidy Payment

- MagsBC will pay the subsidy to the host magazine. Subsidy payments cannot be made directly to the intern.
- MagsBC aims to pay invoices fully and promptly. However, there is occasionally a lag between receiving an invoice and payment due to the funding cycle.
- 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 related to the job). 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 (within 3 years) of a program related to the job at an accredited post-secondary institution.
- Accountability – who the intern will report to and who their mentor will be, including job titles or roles. For very small magazines that rely on MagsBC to recruit a mentor, the mentor’s name is not needed to post the position.
- Benefits – what the applicant should get out of the internship in terms of knowledge and experience gained by the time they have finished.
- Compensation (as applicable):
 - Pay per hour
 - Statutory holiday time off with pay
 - Remote work stipend
 - Any other benefits
- Working conditions:
 - Remote, in-person, or hybrid work
 - Hours of work per week
 - Number of weeks and/or 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 address 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.

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