**Internship Subsidy Details Form**

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

*See our Internship Subsidy Program Guide, March 2025 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 Shristi Uprety, Internship Coordinator, interncoord@magsbc.com

**Company:**

**Member magazine:**

**Address:**

**Internship title:**

Start date: 1

End date: 1

Total work weeks2:

Hours per week2: \_\_\_\_\_\_\_\_

Total hours worked (weeks x hours)2:

Hourly wage:2

*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):

Notes:

1 Internships must start March 1, 2025 or later and end by Feb. 28, 2026. Interns in place before the application date must meet the eligibility requirements and cannot have been hired under the subsidy program before to be considered for subsidy funding.

2 See program webpage for details on eligible numbers of hours and weeks of work and recommended hourly wage.

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.

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

**One week after internship start date,** please fill out and send the following to Shristi Uprety, Internship Coordinator, interncoord@magsbc.com

1. **This section, signed and dated**
2. **Your intern’s resume**
3. **A link to your intern’s timesheet**

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 weeks after the start date** of the internship, please send this section to Shristi Uprety, Internship Coordinator, interncoord@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, also where located & phone if possible) | |
| 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 |  |