

Procedures for Internship Programs

SELECTION, ASSIGNMENT & NOTIFICATION

Announcement

1. NJPF distributes application forms and program information by November. Announcements are sent as email attachments to all New Jersey college journalism programs, New Jersey college newspapers, New Jersey dailies and weeklies, other journalism programs in the East and accredited journalism programs nationwide.
2. Applications are accepted from students attending New Jersey colleges and from New Jersey residents who are currently enrolled at other U.S. colleges. Students must have at least one term of undergraduate school remaining following the summer internship.
3. Application information is posted on websites for New Jersey Press Foundation and New Jersey Collegiate Press Association.
4. The internships also are announced in *InPrint*, New Jersey Press Association's member newspaper.
3. NJPF contacts newspapers and media companies asking them to consider hiring specific NJPF intern candidates. Copies of the students' applications also are sent to the companies.
4. Each student's internship assignment is subject to the approval of the company's president, publisher or other key manager.
5. If none of the media companies listed by a student opt to accept him or her as an intern, the student will be free to search for a summer internship at another media company. If hired by another NJPA member newspaper or media company, then NJPF will award the scholarship as originally offered.

Selection

1. A committee of at least three New Jersey newspaper editors, including the NJPF director, reads applications and ranks the applicants in January.
2. Each committee member reads all parts of the applications they are sent, including essays, recommendation letters, etc. They rank applicants, with a "1" as their choice of the best applicant, "2" as the next best, etc.
3. The students with the lowest cumulative scores are selected to receive NJPF scholarships.
4. The internship/scholarship recipients then are tentatively assigned to summer jobs at New Jersey newspapers or media companies.

Assignment to Newspapers

1. The students indicate on their application forms three choices of NJPA members where they would like to work as interns.
2. Tentative assignments are made by NJPF, taking into account a geographical match so the interns might be able to live at home and save additional money from their summer wages.

Notification Procedure

1. When a newspaper or media company agrees consider an intern, NJPF sends the student an email telling him or her to contact a specific person at that company for an interview.
2. Each student who is selected for an internship will send NJPF an email or letter agreeing to be part of the program and to accept an internship assignment, if offered.
3. Following an interview arranged by the student, the company notifies NJPF of its decision.
4. Interns who are offered summer positions are sent letters confirming where they will work for their summer internship.
5. All other applicants, including alternates to the program, are notified that they weren't selected.

Confirmation of Internships

1. Following confirmation of job offers by the various companies, NJPF tells the interns to immediately contact the companies to let them know when they can report to work for the summer and to ask other questions they may have about their internships.
2. NJPF sends letters to the companies confirming the internship assignments and asking that they respond to the interns' calls or emails. Each company is asked to confirm with their intern what the salary will be, how long the internship will last, who the supervisor will be, the types of work the intern can expect to perform, and any preparation the intern needs to make prior to reporting to work (read newspaper, review stylebook, etc.).