

NEW JERSEY PRESS FOUNDATION

Summer Internship Program

SELECTION, ASSIGNMENT AND NOTIFICATION PROCEDURES

Announcement

1. NJPF distributes application forms and program information in September, October and early 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. The program invites applications from students attending New Jersey colleges and for 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 the New Jersey Press Foundation and the New Jersey Collegiate Press Association.
4. The program also is announced in *InPrint*, New Jersey Press Association's member newspaper.
3. NJPF contacts newspapers to ask them to consider hiring specific NJPF scholarship candidates and are mailed a copy of the students' applications.
4. Each student's internship assignment is subject to the approval of the newspaper's publisher and/or editor.
5. If a newspaper declines to hire the assigned student for an internship, the student then will be free to search for summer internship at another New Jersey newspaper. If hired by another New Jersey newspaper, NJPF will award the scholarship as originally offered.

Selection

1. A committee of at least three New Jersey newspaper editors, including the NJPF program director, reads applications and ranks the applicants in December.
2. Each committee member reads all parts of the applications they are sent, including a career interest and autobiographical essay, recommendations and clippings. They rank the 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.

Assignment to Newspapers

1. The students indicate on their application forms three choices of 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 agrees consider an NJPF intern, the foundation sends the student an email message to tell him or her to contact the editor for an interview.
2. Interns who are selected send NJPF an email or letter agreeing to be part of the program and to accept the assignment of that newspaper internship, if offered.
3. Following an interview arranged by the student, the newspapers notify NJPF of their decisions.
4. Interns who are offered summer jobs are sent letters confirming where they will work for the summer internship.
5. All other applicants, including alternates to the program, are notified they weren't selected.

Interns & Confirmation of Internship

1. Following confirmation of the job offer by the newspapers, NJPF tells the interns to immediately contact their editors to let them know when they will be reporting to work in May or June and to ask any other questions they may have about the internship.
2. NJPF sends letters to the editors to confirm the internship assignment and to ask the editors to respond to their interns' calls or letters by letting each one know what the salary will be, that the internship will last at least eight weeks, who the supervising editor will be, the types of assignments the intern can expect, and any preparation the intern needs to make prior to reporting to work (read newspaper, review stylebook, etc.)