



## 2024 Minnesota News Media Institute Internship Program

Minnesota Newspaper Association (MNA) and the Minnesota News Media Institute (MNI) are excited to offer the seventh year of the MNI Internship Program. This program, supported by donations to MNI, provides wage subsidies for high school or college interns at MNA member newspapers.

### The Subsidy

The Minnesota News Media Institute's (MNI) Internship program offers a 75% intern wage subsidy to newspapers, up to \$1,000. MNI will be offering subsidies for up to twelve (12) Minnesota Newspaper Association member interns; the exact number will be determined by the board of directors based on funds available.

### Here is the formula:

- Member newspapers will be reimbursed for 75% of the intern's wage, up to \$1,000. For example: if you pay your intern \$10.00 an hour, MNI will reimburse \$7.50 of that wage, up to \$1,000.

### Additional Information

Minnesota News Media Institute requires that the funds subsidize high school and college student wages. This program is intended for students who are not related to MNA member newspaper owners or staff.

To ensure MNI's Internship Program is providing a meaningful experience for the member newspaper and the intern, both the intern supervisor and intern will be required to complete a post-program survey before reimbursement. We request the intern supervisor require the survey be completed as part the intern's job requirements.

### Reimbursement

If your newspaper is selected for the MNI intern program you will need to submit the number of hours your intern worked to MNI. When complete, you will receive a check from the Minnesota News Media Institute for the full amount of reimbursement funds you are owed, up to \$1,000.

### Enrollment

Please fill out and return the attached application form to MNA/MNI by **noon Thursday, Feb. 29, 2024**. Each MNA member newspaper may submit one application. A random drawing will determine which newspapers receive intern funding. If your newspaper is drawn, you will be notified shortly after **noon Friday, March 1, 2024**.

Please contact Laura Niemi at 612-278-0226 or by E-mail at [laura@mna.org](mailto:laura@mna.org) with questions.



MINNESOTA  
NEWSPAPER  
ASSOCIATION



MINNESOTA  
NEWS MEDIA  
INSTITUTE

## Minnesota News Media Institute Internship Application Form

Submit this form to MNA to apply for participation in the 2024 Minnesota News Media Institute Internship Program. **The deadline to apply is 12:00 p.m. (noon) Thursday, Feb. 29, 2024.** If more qualified member newspapers apply than internships available, a random drawing will determine up to 12 member newspapers to receive reimbursement for an MNI intern. Each MNA member newspaper may submit one application, and each MNA member newspaper may host one intern under the MNI program.

**Our newspaper is applying for the Minnesota News Media Institute Internship Program. We confirm that:**

- Our newspaper is a member in good standing of MNA.
- We understand that it is our responsibility to recruit, hire and train the intern, who will be a high school or college student.
- We will receive a subsidy of 75% of total wages, up to \$1,000, for our intern.
- We understand that if we request to participate, but do not actually hire an intern eligible for this program, we must notify MNA/MNI immediately.
- We understand that we must report hours worked and wages paid to our intern to MNA/MNI when requested.
- We understand that MNA/MNI will issue one reimbursement check after the internship concludes for hours worked by our intern.
- We understand that each intern must complete a survey for MNA.
- We understand that the intern supervisor must complete a post-program survey.

Newspaper: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Intern Supervisor Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Signed/approved by (signature): \_\_\_\_\_

**Return this form by NOON, FEB. 29, 2024 to [laura@mna.org](mailto:laura@mna.org) or [member@mna.org](mailto:member@mna.org).**