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# MS Press Association Education Foundation

## Memo

**To:** MEMBERS  
**From:** Kelly Scrivner  
**Date:** 3/3/03  
**Re:** 2003 Summer Internships

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If you contributed to the Mississippi Press Association Education Foundation (MPAEF) during the 2002 fiscal year ending December 31, you are eligible for a summer intern. Eligible newspapers not wishing to be considered in a given year are still eligible in subsequent years. There is no daily or weekly designation in the process; each newspaper has an equal opportunity to be chosen for a grant.

If you want to be considered for a summer intern please complete and return the attached sheet (Job Description Form) before 5:00 p.m. March 6, 2003.

This year a minimum of 21 intern grants, \$100 for each week worked up to 11 weeks, are available. **The intern can be a student, a high school journalism teacher or a high school newspaper sponsor.**

Newspapers are required to pay at least minimum wage in addition to the grant. The grant is not intended to be a salary supplement. If not needed to help offset living expenses during the internship, the intern can choose to have the grant funds paid directly towards their fall tuition at their chosen MS college or university. Interns can be hired by the newspaper to work in any area of the operation; they are not limited to the editorial side of the newspaper. The length of the internship must be a minimum of eight weeks. It will be up to the newspaper to find an intern to fill the position. The winning newspapers will be listed in MPA newsletters and the universities and community colleges in the state will be made aware of the recipient newspapers. This should help the newspapers fill the positions and help student find jobs.

**The Job Description Forms will be shared with the universities and community colleges.** After their intern is selected, the newspaper should provide the requested information on the student. At the end of the internship, an evaluation form must be completed and returned to MPA. Grant funds will be forwarded to the newspaper when the student's information form is returned to MPA. Further, if approved by the intern's supervisor, MPA will invite the interns to assist MPA staff during the summer convention, with lodging and meal expenses sponsored by MPA/MPS.

Anyone needing more information about the MPAEF's Intern Assistance Program should contact Kelly Scrivner at the MPA office, 601-981-3060 or [kscrivner@mspress.org](mailto:kscrivner@mspress.org).

**To include your paper in the internship program complete the attached form (Job Description Form) and return it to MPAEF Internships, 371 Edgewood Terrace, Jackson, MS 39206 or fax to 601-981-3676 by 5:00 p.m., March 6, 2003.**

Mississippi Press Association Education Foundation

**INTERN ASSISTANCE PROGRAM**

**Job Description Form**

Title of Intern Position \_\_\_\_\_

Rate of Pay (excluding Foundation's Stipend) \_\_\_\_\_

Number of weeks to receive the \$100 stipend \_\_\_\_\_

Period of internship \_\_\_\_\_ to \_\_\_\_\_

Duties during internship \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Qualifications/Skills required \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Newspaper Name \_\_\_\_\_

Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**RETURN WITHIN FIVE WORKING DAYS**

Please complete and return to MPAEF Internships, 371 Edgewood Terrace,  
Jackson, MS 39206 or fax to 601-981-3676

# THEY'RE HEADING YOUR WAY!

Are you ready for this year's 2003 MPAEF Internship Program?



Students will be heading home next week for Spring Break...and hopefully looking for a summer job/internship.

Be sure to keep your eyes and ears open for potential MPAEF Internship recipients.

Please fax your Job Description Form back to the MPA office ASAP. That way I can alert students and professors this week! If you have any questions, feel free to contact Kelly at the MPA office.

(601) 981-3060 or [kscrivner@mspress.org](mailto:kscrivner@mspress.org)