

*College juniors are invited
to apply for the*

2010 magazine internship program

June 2 thru August 6, 2010

The Magazine Internship Program

During this ten-week summer session, students will have the opportunity to work in the editorial offices of a national magazine in New York City or Washington, D.C. Since its founding 44 years ago, 1,766 students and more than 200 different magazines have participated in the internship program.

The program benefits both interns and magazines.

- Interns gain valuable hands-on experience that will improve their knowledge and skills, and most likely give them an edge over other candidates in this competitive job market
- Magazines gain a well-qualified and enthusiastic summer employee. By participating in

this program, editors will play a role in the creation of the next generation of magazine journalists. They will also contribute to improvements in the teaching of magazine journalism at important colleges and universities when interns returning to campus share their new insights with professors and classmates.

Internships are structured to provide interns with solid editorial experience in print and digital magazines. Duties may include research, fact-checking, copy-editing, screening queries, handling reader mail, assisting with special projects, interviewing, covering press conferences and attending editorial meetings. There may also be opportunities to write for the magazine as well as its website. Editors are encouraged to expose their interns to the design and business departments of the magazine.

APPLICATION DEADLINE: DECEMBER 1, 2009

Announcements and Applications

Students at schools or departments of journalism can obtain applications from the dean, department head or a professor. Liberal arts students can obtain applications from a dean who has sent students to the program in prior years or from the office handling student internships. Any applications from a university career office must be approved and signed by a dean or department head. If the university has a school or department of journalism, preference will be given to its nominee.

If a number of students from the same school are interested in applying, we ask the school to form a committee to review the applications and select the best qualified candidate for the program. Schools that have a magazine sequence may submit two candidates.

NOTE: Applications can also be downloaded from the ASME website at <http://asme.magazine.org>.

Eligibility

Applicants must have completed their junior year of college by June 2010 and be returning to school that fall. Only full-time students with a grade point average of at least 3.0 within their major will be considered for an internship.

Application Requirements

Each application must include the following elements:

1. The application form, signed by the applicant and by a dean or department head. **Unsigned applications will be returned.**
2. A one-page cover letter from the applicant (addressed to Marlene Kahan, Executive Director, ASME) expanding on the application.

3. A supporting letter from a dean, department head or professor who personally knows the applicant's journalistic experience and academic ability.

4. Five samples of published articles, such as clips from the college magazine or newspaper, including name and date of publication.

5. A recent portrait photograph no smaller than 2½" x 3½" and no larger than 3½" by 5½". A passport photo will suffice. ***This photo is only for use in a promotional folder and is not used in the selection process.***

6. A processing fee of \$25. Please make checks payable to Magazine Publishers of America /ASME. Application fees are non-refundable.

Although not a requirement, a letter from a former ASME intern indicating the applicant's qualifications is a good addition to the application.

Applications that have glaring errors in grammar, spelling, punctuation, syntax, or are incomplete, will not be considered. Please do not mount or bind any of the application material.

Send applications including all required material to the Magazine Internship Program, American Society of Magazine Editors, 810 Seventh Avenue, 24th Floor, New York, NY 10019. They **must** be postmarked on or before December 1, 2009. **NOTE: Application material will not be returned.**

The Internship Calendar

Applicants will be notified of the selection committee's decision by mid-February 2010.

Accepted students will receive information about their assigned magazine in mid-April.

Interns should plan to be in New York prior to the orientation program, which begins on Wednesday, June 2, 2010. Interns assigned out of New York are invited, but are not required, to attend this orientation. **The actual work period begins Monday, June 7, and ends Friday, August 6.** Please note that many of the participating magazines are willing to host interns for a longer period of time.

Selection Criteria

Students are selected for the internship program on the basis of their complete application package. Strong consideration is given to an applicant's background in journalism, media and/or communications, including knowledge of and experience in magazine work, including the following:

- Academic courses in journalism, preferably in reporting, writing, editing;
- Participation in campus journalism, in a senior editorial position on the newspaper, school magazines, electronic editions, or yearbook;
- Previous summer internships or jobs at magazines or newspapers, or other journalistic experience;
- Both journalism and liberal arts majors should have a solid grounding in literature, history, economics, natural science, a foreign language—the basic disciplines in the humanities.

Assignments to Magazines

Every effort is made to match interns with magazines based on the applicants' preferences, specific areas of interest and previous experience. However, an exact match is not always possible, and the final placement decision is based on the needs of the participating magazines. Interns are encouraged to keep an open mind about their assignment and look forward to having a rewarding summer.

If an accepted intern refuses his/her assignment, ASME will offer the spot to another applicant.

The list of magazines and colleges that participated in 2009 is on the back of this folder. Please note that the list of participating magazines may change in 2010.

Finances and Housing

Interns will be temporary employees of the magazine to which they are assigned and will be paid a minimum of \$425 a week before deductions.

Interns are responsible for their own travel, housing, food and personal expenses. ASME will arrange for housing at an NYU dorm on a group basis. In 2009, a majority of the interns stayed at the dorm, but some chose to stay with family or friends. ASME will also provide information about housing in Washington, D.C.

The cost for housing will be around \$2,800. Interns who sign up for housing are required to submit at least a three-week deposit up front and payment in full before the scheduled move-in date. Please be prepared to pay for your housing as soon as you are notified of your specific internship placement.

For more information about the program, contact the American Society of Magazine Editors, 810 Seventh Avenue, 24th Floor, New York, NY 10019. Telephone: (212) 872-3737. E-mail: asme@magazine.org.

Magazine Participation in 2009

BusinessWeek	More
Cookie	National Geographic
Essence	Newsweek
Every Day with Rachael Ray	Parents
Family Circle	People
Field & Stream	Popular Science
Fitness	Reader's Digest
Glamour	Real Simple
Good Housekeeping	Self
Inc.	Sherman's Travel
InStyle	Smithsonian
Kiplinger's Personal Finance	Sports Illustrated
Ladies' Home Journal	Travel + Leisure
Money	

College Participation in 2009

The University of Arizona	The University of Maryland, College Park
The University of Arkansas	The University of Missouri
Barnard College	The College of New Jersey
Brown University	New York University
Columbia College Chicago	The University of North Carolina, Wilmington
Drake University	Northwestern University
The University of Georgia	Ohio University
Harvard University	The University of Oklahoma
Howard University	The University of Pennsylvania
Indiana University	Pepperdine University
Iowa State University	Syracuse University
Louisiana Tech University	

Application for the 2010 MAGAZINE INTERNSHIP PROGRAM

Application can also be downloaded from the ASME website at <http://asme.magazine.org>

A processing fee of \$25 must accompany each application.

Name: _____ Social Security No. _____

Birth Date: _____ Place: _____

College: _____ My phone number at college: (_____) _____
area code

My address at college: _____

My E-mail address: _____

My home address: _____

My home phone number: (_____) _____ Parents or guardians: _____
area code

Secondary or preparatory school attended: _____

Junior year completed: month/year _____ Expected graduation: month/year _____ Will academic credit be given for internship? _____

Name of any other college attended: _____

Grade point average (cumulative): _____ On a scale of: _____

Major course of study: _____

Journalism courses taken (indicate when): _____

Journalism courses planned (indicate when): _____

Principal liberal arts courses: _____

Present plans for continuing work in journalism after graduation: _____

Work activities during the past two summers – 2009: _____

2008: _____

Other internships (indicate when and where): _____

If you have lived or worked in New York City, when and for how long? _____

Participation in campus journalism (include publication(s), position and time frame – month/year): _____

Computer skills: _____

Magazines read regularly: _____

Types of magazines you would like to work for (check one or more): Business General Interest Lifestyle
 Newsweekly Outdoor Personal Finance Popular Culture Science Women's Other _____

Extracurricular activities in college (other than work on college magazine, newspaper or yearbook): _____

Participation in high school journalism: _____

Hobbies or interests other than those indicated above: _____

Have you applied for other internships or jobs this summer? Where? _____

How did you learn about the Magazine Internship Program? _____

I understand that I am responsible for my travel, housing, food, and personal expenses and that I must be available from **June 2 to August 6, 2010**. I have read and fully understand the official announcement of the Magazine Internship Program.

Applicant's signature: _____ Date: _____

Dean's or department head's name: _____
(please print)

Title

Signature