

# American Society of Magazine Editors



October 13, 2009

**Memo to:** Deans of Journalism Schools  
Heads of Journalism Departments/Magazine Sequences  
Members of Magazine Division, AEJMC  
Deans and Department Heads of Liberal Arts Colleges & Universities  
University Career Offices

**From:** Marlene Kahan, Executive Director

The American Society of Magazine Editors invites your students to apply for the 2010 Magazine Internship Program. During this ten-week summer session, students will have the opportunity to work in the editorial offices of a 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.

Participation in the program provides a number of benefits:

- 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.
- Colleges and universities benefit when interns return to campus and share their experience and new insights about the magazine world with professors and classmates.

The program is structured to provide interns with solid magazine editorial experience. 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 their website.

Full details are in the enclosed announcement folder, but I'd like to emphasize several points:

- 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 internships.
- 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 communications, including courses in journalism, preferably in reporting, writing and editing; participation in campus journalism, in a senior editor editorial position on the newspaper, school magazines, electronic editions or yearbooks; and previous summer internships or jobs at magazines or newspapers.

810 Seventh Avenue  
24th Floor  
New York, NY 10019  
212.872.3700  
212.906.0128 fax

[www.asme.magazine.org](http://www.asme.magazine.org)  
[asmemagazine.org](mailto:asmemagazine.org)

(contd →)

- The applicant's letter should expand on the application and reflect his/her experience, interest in magazines, attitude and motivation.
- Every effort is made to match interns with magazines based on the applicants' preferences. However, an exact match is not always possible. **Please note that if an accepted intern refuses his/her assignment, ASME will offer the spot to another applicant.**

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 attend the two-and-a-half day orientation program, which begins on Wednesday, June 2, 2010. Guest speakers will include some of the top editors and publishing executives in the country as well as former interns who now live and work in New York. The New York-based interns will meet their editors at a luncheon on Friday, June 4. All interns begin work at their respective magazines on Monday, June 7.

Interns 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. ASME will also provide information about housing in Washington, D.C.

Carefully review the applications your students submit to you and forward the application of the candidate who most closely meets the requirements of the program. In most cases, we will accept only one student per school. However, journalism schools that offer a magazine sequence may submit two applicants.

Send applications including **all** required material to the Magazine Internship Program, American Society of Magazine Editors, 810 Seventh Avenue, 24<sup>th</sup> Floor, New York, NY 10019. They **must** be postmarked on or before December 1, 2009. **Incomplete applications will not be considered. Please do not mount or bind any of the application material.**

Copies of the announcement, the application form and promotional posters are enclosed. Feel free to share information about the program with your colleagues. Additional copies can be downloaded and filled out online on our website at <http://asme.magazine.org>.

If you have questions, contact me at 212-872-3735 or email [mkahan@magazine.org](mailto:mkahan@magazine.org).

encs.

# 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: \_\_\_\_\_ Expected graduation: \_\_\_\_\_ Will academic credit be given for internship? \_\_\_\_\_  
month/year month/year

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): \_\_\_\_\_

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Computer skills: \_\_\_\_\_

Magazines read regularly: \_\_\_\_\_

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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): \_\_\_\_\_

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Participation in high school journalism: \_\_\_\_\_

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Hobbies or interests other than those indicated above: \_\_\_\_\_

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

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How did you learn about the Magazine Internship Program? \_\_\_\_\_

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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