

# NABJ FELLOWSHIP & INTERNSHIP PROGRAMS



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## Overview

NABJ's fellowship and internship programs provide learning and professional development experiences for its members. NABJ collaborates with partners to offer journalists, media-related professionals and students opportunities to:

- Gain experience and exposure to some of the world's leading news and media organizations
- Engage in collective thinking and create innovative solutions to entrenched problems
- Learn and share best practices
- Tell stories that impact people around the world

A general framework of NABJ's fellowship and internship programs is provided below. Specific terms and conditions may be customized in a formal agreement to meet mutually agreed upon objectives of NABJ and its partners.

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NABJ fellowship and internship programs are separate entities. However, given the similarities in the programs, the term fellowship/internship is often used in this document.

Fellowship/internship opportunities are open to NABJ members based on criteria set by NABJ in collaboration with its partners. The length of the fellowship/internship may vary for each cohort. Internships may be offered throughout the academic year and/or during the summer.

NABJ accepts funding for its fellowship/internship programs from corporations and nonprofit organizations as well as individual donors.

### **NABJ responsibilities**

- Prepare partnership agreement or use agreement provided by the partner
- Approve program proposal submitted by the partner before the application process begins
- Establish timelines and application and selection criteria in collaboration with partner, when appropriate
  - Application window typically opens in early October and closes after 60 days
- Promote the fellowship/internship opportunity to its members
- Recruit and vet applicants
- Select finalists
  - Partners may collaborate in the selection process, if appropriate, pursuant to the terms of a customized partnership agreement
- Notify fellows/interns selected
- Notify applicants not selected
- Manage administration of fellow/intern stipend payments
- Identify and coordinate meaningful training touchpoints throughout the duration of the fellowship/internship in collaboration with partner
- Lead diversity, equity and inclusion trainings for the partner (if requested; additional fee applies)

### **Partner responsibilities**

- Prepare partnership agreement or use agreement provided by NABJ
- Develop fellowship/internship program proposal ("proposal"); submit to NABJ before application process begins. Proposal should include:
  - o Program goals
  - o Beginning and end dates for each cohort
  - o Major activities
  - o Measures to ensure fellows/interns are seen, heard, and respected in a supportive work environment including, but not limited to, providing mentors
  - o Executive and management team diversity statistics
  - o Expected outcomes
  - o Indicators of success
  - o Proposed stipend/compensation
- Recommend timelines and application and selection criteria in collaboration with NABJ, when appropriate
- Select finalists in collaboration with NABJ, when appropriate
- Pay grant, including salary/stipend for fellow/intern, to NABJ
  - o 20% of total grant is used as administrative fee





## Eligibility

### Fellow eligibility and application requirements

- NABJ member in good standing
- If employed:
  - Obtain endorsement from editor/manager to participate in the fellowship program
- Legally permitted to work in the United States; all visas and employment authorizations must be obtained prior to the start of the fellowship
- Agrees to provide NABJ with expressed written consent to co-publish the final product(s)
- Application elements:
  - Cover letter
  - Three – five work samples (can include a combination of writing, audio, articles, video clips, photos, or personal website and on-camera work. Audio and on-camera samples should be no more than five minutes in length each)
  - Two-three letters of recommendation
  - Resume

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### Intern eligibility and application requirements

- NABJ student member in good standing
- Enrolled full-time at the time of application, and throughout the internship, at an accredited U.S. college or university
  - If a student drops out of school at any time during the internship, reimbursement of the grant award may be required
- Sophomore, junior, senior or graduate student
- Major course of study: journalism or a communications discipline
- Cumulative GPA of 3.0 or above verified by an official transcript
- Legally permitted to work in the United States; all visas and employment authorizations must be obtained prior to the start of the internship
- Application elements:
  - Cover letter
  - Three – five work samples (can include a combination of writing, audio, articles, video clips, photos, or personal website and on-camera work. Audio and on-camera samples should be no more than five minutes in length each.)
  - Two-three letters of recommendation from professors or supervisors who are familiar with the applicant's work
  - Resume
  - Official college transcript submitted to NABJ by the educational institution





## Selection Committee & Awards

NABJ appoints all members of any selection committee charged with the evaluation of candidates for fellowship/internship grant awards.

No combination of donor-advisors, persons recommended or designated by donor-advisors (or persons related to any of these persons) to an NABJ fund that makes fellowship/internship awards may, directly or indirectly, control any selection committee established in connection with such fund. For example, donor-advisors, persons recommended or designated by donor-advisors and persons related to any of these persons shall not constitute a majority of any such selection committee (persons may include individuals, partnerships, corporations, or trusts).

Every member of any selection committee charged with the evaluation of candidates for fellowship and internship awards shall adhere to the relevant policies of NABJ, as they may be adopted and amended from time to time, including without limitation, conflict of interest and confidentiality policies.

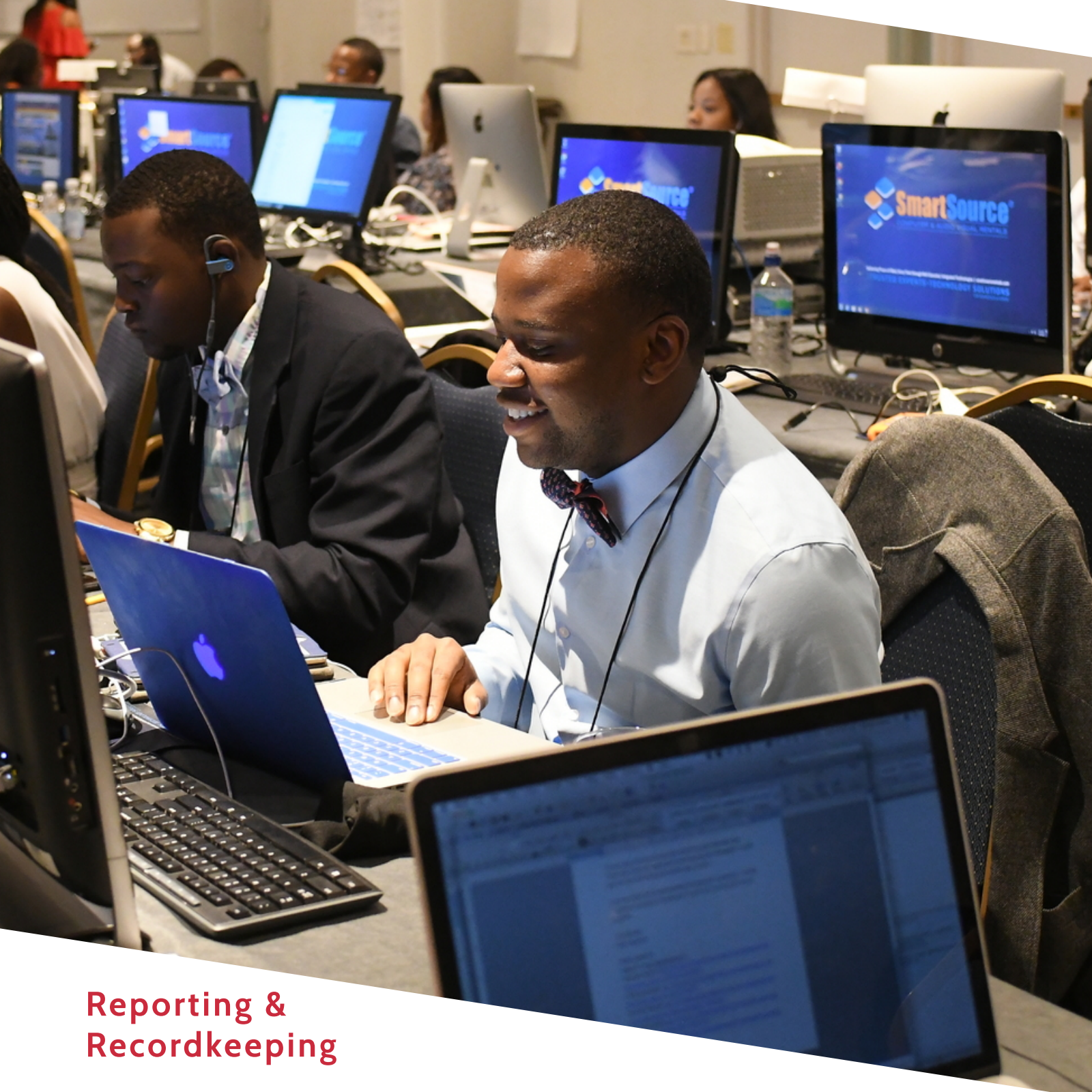
Every member of a selection committee charged with the evaluation of candidates for awards is obligated to disclose any personal knowledge of, and/or relationship with, any fellowship/internship candidates under consideration and to refrain from participating in the award process in a circumstance where he or she would derive, directly or indirectly, a private benefit if any potential fellowship/internship candidates are selected over others.

No fellowships/internships may be awarded to any member, or immediate family, of the NABJ Board of Directors, any substantial contributor to NABJ or any employee of NABJ. Each selection committee established shall forward its recommendations to NABJ staff in such form and on such schedule as the staff shall establish.

NABJ, in collaboration with its partners when appropriate, shall approve each award.

NABJ and partners agree there shall be no discrimination in the selection process based on age, gender identity, race, color, national origin, religion, disability, creed, or marital status.





## Reporting & Recordkeeping

Reporting requirements will be mutually agreed upon by the partner and NABJ prior to the start of the fellowship/internship program.

At the beginning of the fellowship/internship program, the partner will provide an orientation for the fellows/interns, which will include reviewing the program proposal approved by NABJ, among other things.

At the mid-point of the program, the partner and fellows/interns will provide feedback in separate written reports. The reports will be submitted to the partner and NABJ and include, at a minimum, information on the following issues during the reporting period:

- Progress made toward expected outcomes and indicators of success identified in the program proposal
- Description of the work conducted
- Explanation of expected and unexpected issues, challenges and successes
- What was learned

At the end of the program, the partner and fellows/interns will provide feedback in separate written reports. The reports will be submitted to the partner and NABJ and include, at a minimum, information on the following issues during the reporting period:

- Progress made toward expected outcomes and indicators of success identified in the program proposal
- Description of the work conducted
- Explanation of expected and unexpected issues, challenges and successes
- What was learned
- Program's strengths and weaknesses
- Recommendations for program changes
- Issue to be addressed in reports prepared by fellows/interns: assessment of whether you were seen, heard and respected in a supportive work environment

NABJ shall retain the following records in connection with the fellowship/internship program:

- Information obtained by the selection committee to evaluate the qualifications of candidates
- Identification of award recipients
- Purpose and amount of each monetary award and any additional information NABJ obtains in complying with its grant's administration procedures
- Information pertaining to unsuccessful applicants for awards shall be kept along with information on successful applicants
- Mid-point and final reports submitted to NABJ by fellows/interns and partners
- Records pertaining to any monetary award shall be kept for no less than three years after the filing of NABJ's annual tax return for the period in which the last installment of such a monetary award was paid.





## Fellowship & Internship Disclaimer

- NABJ retains final approval of all fellowship/internship criteria, fellow/intern selection, and other aspects of the grant award process.
- NABJ will publicize the partnership within ethical boundaries, including the name of the fellowship/internship, through a customized plan on select NABJ platforms
- Acceptance by NABJ of any financial or in-kind contribution from partners, funders or donors does not constitute an endorsement of their policies, products, or services. It is understood and acknowledged there should be no expectation on the part of NABJ's partners, funders or donors for any special treatment in news or media coverage, which would be against journalism's ethical standards.
- Fellowship/internship recognition, announcements, and ceremonial activities are subject to NABJ approval.
- All NABJ activities are subject to filming, recording or photography and used at NABJ's discretion. NABJ maintains exclusive rights.

# About NABJ

The National Association of Black Journalists, founded in 1975, is the largest and oldest organization for journalists of color in the nation. NABJ provides advocacy, career development, educational training, scholarships, fellowships and other support for its worldwide membership base of journalists, media-related professionals, educators and students.



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