



**BALTIMORE  
WITNESS**



Address(es): 1601 R St NW, Washington, DC 20009 | 225 E Redwood Street, Baltimore, MD 20212

Amos Gelb, Publisher

LaTrina Antoine, Editor-in-Chief

Dear Intern:

Welcome to your internship for the Fall of 2024 at American Witness. We are excited to have you participate and want to provide each intern with appropriate instruction to complete the internship program successfully. There are a few policies that have been put into place.

American Witness strives to provide transparency about homicides and other violent crimes and the associated data in Baltimore, Maryland and Washington, DC. You will be placed in our Baltimore, MD office to intern with Baltimore Witness.

The nonprofit organization does this by placing interns inside of courtrooms to report on judicial proceedings. While reporting on those proceedings, interns also collect data points on each homicide that is stored in a database for the organization.

I cannot stress enough that your internship for the summer is very valuable and important to the progress of the organization as a whole. The internship strives to teach interns about transparency, data collection/analysis, communication, research, and professional writing.

For the first couple of weeks, the intern will be trained in collecting and recording raw data on homicides. The intern will also receive training on reporting on judicial proceedings. Several writing exercises will commence during these weeks for editorial interns. Data interns will train on collecting, managing and working with the data. The days outlined for your internship have been decided between you and the editor or data operations lead. Although we are willing to work with various schedules, we do need interns to commit to a set schedule and follow it. The most successful internships happen when interns can at least devote two whole days to the program. Business hours for the Baltimore-based internship are from 8:20 a.m. to 4:30 p.m. An hour lunch is granted during that time. Interns may be expected to complete assignments that go beyond the standard work day.

It is the interns responsibility to report to all assignments on time. It is also the interns responsibility to ensure that all articles/ assignments are turned in on deadline (this will be discussed on your first day). Interns need to be available for the editing/review process.

This internship does not simply end when you leave for the day. If you have assignments that have not been turned in, it is your responsibility to not only complete those assignments in accordance to their deadlines, but also be available to answer any questions during the editing process.

American Witness owns any work an intern does during the calendar months of the internship (this includes all research and data collected). As the sole owners of the content and research, American Witness can do whatever the editor sees fit at the time, including attributing or stripping credentials.

There will be penalties set forth in the internship to ensure that the program is fair and equal to all interns participating.

1. If an intern is late to more than 3 court assignments, the internship will be terminated;
2. If an intern misses more than 3 deadlines without appropriate notification, the internship is subject to termination;
3. If an intern consistently fails to give advanced notice of call outs (other than illness), internship may be subject to termination;
4. All interns are given a training/probationary period of one month. If after that time, it is evident that the intern is not progressing and that the intern does not plan on making any changes to better the content turned in, the internship will terminate. (At this time, the intern will have had two meetings with all editors to discuss improvement.)
5. Any unruly or disorderly conduct during the internship time can result in termination.
6. Interns shall dress appropriately for court and observe all rules and regulations.
7. Interns are representatives of American Witness and as such shall conduct themselves professionally at all times.

8. Interns shall not disrupt court proceedings.
9. Interns agree to provide their own health insurance.
10. While American Witness makes every reasonable effort to maintain interns' health, interns acknowledge that American Witness nor its officers can be held responsible for the mental or physical well-being of those working with American Witness.
11. Interns understand that the internship is not a promise or commitment to future employment at American Witness
12. Interns acknowledge that they will receive no compensation for their work.
13. DC-based Interns will be provided with a Metro fare card to be used only for travel between the courthouse and the office. Misuse of the card will be grounds for termination from the internship
14. American Witness does not discriminate on any grounds including but not limited to race, identity, gender. Nor will American Witness put up with any acts or expressions of discrimination from anyone working at American Witness.
15. All American Witness internships are offered on an at-will basis.

These rules and procedures have been put in place to provide each intern with the opportunity to gain valuable experience reporting on cases, writing and collecting crime data in Baltimore, Maryland and Washington, DC. Violations of the code of conduct above are subject to disciplinary measures, up to and including, dismissal from the American Witness internship program.

Check the box if you agree to the terms listed in this agreement.



Signature:

Laura van Putte

Print name:

Laura van Putte

Date:

10/25/2024