

Internship Terms & Conditions

The San Francisco News

<https://thesfnews.com>

Last Updated: September 17, 2026

These Internship Terms & Conditions ("Terms") apply to individuals who apply for or participate in an internship with The San Francisco News ("The San Francisco News," "we," "us," or "our").

By submitting an internship application and checking the box indicating that you agree to these Terms, you acknowledge that you have read, understood, and agree to the following:

1. Application Information

You certify that the information you provide in your application, resume, interview, supporting materials, and other communications with The San Francisco News is true and complete to the best of your knowledge.

False, misleading, or materially incomplete information may result in rejection of your application or, if you have already begun an internship, the end of your internship.

2. No Guarantee of Selection

Submitting an application does not guarantee an interview, internship placement, assignment, or future position with The San Francisco News.

The San Francisco News may accept or decline applicants based on its needs, available internship opportunities, qualifications, experience, availability, and other lawful considerations.

3. Nature and Purpose of the Internship

The internship is intended to provide learning, training, professional development, and practical educational experience in areas that may include reporting, writing, photography, administration, advertising, social media, and related media activities.

Internship activities may include supervised projects, observation, training, educational assignments, research, participation in meetings or discussions, and other activities intended to provide practical exposure to a professional media environment.

The specific internship activities, schedule, supervision, duration, and learning objectives may vary depending on the internship program and area of participation.

Nothing in these Terms is intended to classify an individual contrary to applicable law. The San Francisco News will administer internship arrangements in accordance with applicable federal, state, and local laws.

4. Compensation

Whether an internship is paid or unpaid will be communicated to the applicant as part of the applicable internship opportunity or placement.

If an internship is unpaid, the arrangement is intended to operate only to the extent permitted by applicable law.

Nothing in these Terms constitutes a waiver of any wage, compensation, or other right that cannot legally be waived.

5. Academic Credit

The San Francisco News does not guarantee academic credit.

If an intern seeks academic credit, it is the intern's responsibility to determine the requirements of their school, college, university, or other educational institution and provide The San Francisco News with any required documentation.

Any academic-credit arrangement must be approved by The San Francisco News and, where applicable, the educational institution.

6. No Guarantee of Future Employment

Participation in an internship does not guarantee or create an entitlement to employment or any other paid position with The San Francisco News at the conclusion of the internship.

7. Internship Participation and Professional Conduct

Interns are expected to:

- Follow reasonable instructions related to the internship program and applicable policies;
- Participate responsibly in agreed-upon internship activities and projects;
- Communicate professionally with staff, sources, readers, advertisers, clients, and members of the public when participating in authorized internship activities;
- Maintain appropriate professional conduct;
- Follow applicable journalistic, editorial, privacy, confidentiality, and ethical standards; and
- Use The San Francisco News systems, accounts, equipment, and information only for authorized internship purposes.

8. Editorial Standards

Interns participating in editorial activities must make reasonable efforts to ensure that information submitted as part of an internship project is accurate and properly attributed.

Fabrication, plagiarism, intentional misrepresentation, unauthorized use of copyrighted material, or knowingly submitting false information is prohibited.

The San Francisco News retains editorial discretion over whether, when, and how material developed or submitted through the internship is edited, published, distributed, corrected, archived, or removed.

9. Confidentiality

During the application process or internship, you may receive access to confidential or non-public information.

You agree not to improperly disclose or use confidential information obtained through your participation in the internship, including internal business information, passwords, unpublished material, source information identified as confidential, applicant or staff information, customer information, financial information, and other non-public records.

This provision does not prohibit disclosures protected or required by applicable law.

10. Intellectual Property and Internship Projects

Material created specifically for The San Francisco News as part of an authorized internship project may be edited, published, reproduced, distributed, archived, and displayed by The San Francisco News, subject to applicable law and any separate written agreement.

Nothing in these Terms transfers rights that legally cannot be transferred or limits rights protected by law.

Where appropriate, editorial credit or a byline may be provided according to The San Francisco News editorial practices.

11. Use of Technology and Accounts

Any The San Francisco News email account, website access, publishing credentials, databases, software, social media accounts, telephone systems, equipment, or other resources provided to an intern remain under The San Francisco News's control.

Interns must protect passwords and access credentials and may not share them with unauthorized persons.

Access may be modified or terminated for legitimate security, editorial, operational, or internship-program reasons.

12. Remote Internship Participation

If an internship is conducted remotely, the intern is responsible for maintaining a reasonably reliable and appropriate environment for participating in the internship and for complying with applicable security and confidentiality requirements.

Any specific technology, internet access, scheduling, or other participation requirements will be communicated separately where applicable.

13. Ending the Internship

Unless otherwise required by applicable law or a separate written agreement, either the intern or The San Francisco News may end participation in the internship.

The San Francisco News may end an internship because of misconduct, failure to participate appropriately in agreed-upon internship activities, violations of applicable policies, confidentiality or security concerns, failure to meet internship-program requirements, operational considerations, or other lawful reasons.

When the internship ends, the intern must return The San Francisco News property and discontinue use of The San Francisco News accounts, systems, credentials, and confidential information.

14. Equal Opportunity and Lawful Conduct

The San Francisco News is committed to administering its internship opportunities consistent with applicable anti-discrimination, anti-harassment, retaliation, and other applicable laws.

Nothing in these Terms limits any right or protection that cannot legally be waived.

15. Privacy

Information submitted through the application may be used to evaluate your candidacy, communicate with you, administer the application and internship process, maintain appropriate records, protect The San Francisco News and its systems, and comply with legal obligations.

For additional information regarding the website's handling of information, please review the The San Francisco News Privacy Policy.

16. Website Policies

Use of the The San Francisco News website may also be subject to applicable website policies, including the The San Francisco News Privacy Policy and Disclaimer.

17. Changes to These Terms

The San Francisco News may revise these Terms from time to time. The version presented to you when you submit your application will apply to that application unless otherwise required by law or agreed in writing.

18. Governing Law

These Terms will be interpreted in accordance with applicable law. Nothing in these Terms is intended to override any mandatory law applicable to an applicant or intern based on the location where the internship is conducted.

19. Electronic Acceptance

By checking "I have read and agree to the Internship Terms & Conditions" and submitting your application, you acknowledge that:

- You had an opportunity to review these Terms before submitting your application;
- You understand these Terms;
- The information in your application is true and complete to the best of your knowledge; and
- You agree to these Terms to the extent permitted by applicable law.

The San Francisco News
thesfnews.com