



WCCO TV 90 S. 11<sup>th</sup> Street Minneapolis, MN 55403

## **CBS TELEVISION STATIONS/WCCO TV INTERNSHIP AGREEMENT**

WCCO TV recognizes the need of the student for exposure to a real-life environment as a supplement to his/her formal education. This program is intended to help meet this need, to contribute to broadcast education and to be a service to the community.

### **I. Eligibility:** An applicant for internship shall:

- Be a junior, senior or graduate student enrolled in an accredited institution and majoring or specializing in a broadcast related field.
- Arrange the internship through the education institution on a for-credit basis.
- Be available for a minimum of 16 hours per week to participate in one of the internship programs.
- An intern should understand in advance that he/she will not be entitled to wages for the time spent in an internship.

### **II. Selection**

- Student should direct applications to the Internship Coordinator
- An internship committee, to be comprised of the Internship Coordinator and the heads of participating departments shall meet as necessary to review the performance of the program.
- General responsibility for the program shall rest with the Internship Coordinator, including:
  1. Determining, with the input from participating department heads, the number of internships to be granted each quarter/semester.
  2. Maintaining a current list and description of internships available.
  3. Arranging the meetings of the internship committee.
  4. Serving as the station's contact for students and schools.
  5. Maintaining records and preparing periodic reports on the usage, accomplishments and problems of the program.
  6. Department heads shall keep the Internship Coordinator advised of all internship activities and plans with their departments.

### **III. General Guidelines**

- You understand that as an intern you are not an employee of CBS Television Stations or WCCO TV and will not receive compensation or benefits of any kind from CBS Television Stations or WCCO TV.
- During your internship you will be required to abide by company policies at the station or while on assignment since you will be representing CBS Television Stations and WCCO TV.
- You understand that participation in the internship program is not a guarantee for future employment with CBS Television Stations or WCCO TV.
- You understand that all business transactions and information you may learn of during your internship are to be considered confidential and must not be disclosed to anyone outside the CBS Television Stations, or the department in which your internship occurs, unless you receive express permission to do so from Station Management.
- You agree to release and discharge CBS Television Stations, its parent, subsidiary and affiliated companies and each of their directors, officers, employees and agents, of and from all liabilities, claims, demands, actions and causes of action of any kind arising out of or relations to all losses, damages or injuries of any kind sustained or incurred by me during my participation in CBS Television Stations Student Internship Program.

- No intern or candidate for internship shall be discriminated against because of race, color, religion, national origin, sex, age, marital status or any other basis that is
- prohibited by applicable Federal, State or City Law. The Program shall seek and enable minorities and women to compete in the broadcast employment market on an equitable basis.
- All internships shall be unpaid positions. In order to assure compliance with the Fair Labor Standards Act:
  1. The internship shall be for the benefit of the student.
  2. The internship, even though it may include the actual operation of some station equipment, shall be similar to the training that would be given at an educational institution.
  3. Interns shall not displace regular employees, but will work under their close supervision.
  4. The intern must attend an orientation session at the beginning of the internship.
  5. The station shall derive no immediate advantage from the activities of the intern, and on occasion its operation may actually be impeded.
  6. An intern shall not be entitled to employment with WCCO-TV at the conclusion of his/her internship period. An intern may, however, compete for employment openings at WCCO TV at the conclusion of his/her internship period.
  7. An intern should understand in advance that he/she will not be entitled to wages for the time spent in an internship.
  8. The intern's faculty advisor should be willing to talk to union officials, if necessary, to work out any agreements in advance.
  9. The internship is intended as a learning experience. The duties of the intern should be clearly spelled out by the department head.
  10. Starting and ending dates shall be specified in advance for each internship. Internships are to last no longer than one quarter or one semester unless an extension is granted by the internship coordinator.
  11. WCCO TV reserves the right to terminate any intern at any time for any cause.
  12. Each intern shall sign and submit to WCCO TV at the start of his/her internship a letter of understanding of these guidelines.
  13. Each intern must wear an intern identification badge anytime they are in the WCCO TV building or on WCCO TV assigned business. The internship Coordinator will issue the badge to them.

**INTERNSHIP GUIDELINES DECLARATION**

I have read and understand the preceding guidelines for the CBS Television Stations and WCCO TV Internship Program. Should I be selected as an intern I will agree to abide by these guidelines.

Signature

Date

Print Name

Mail signed internship guidelines & procedures, application, questionnaire, cover letter and resume to: WCCO TV 90 S. 11<sup>th</sup> Street Minneapolis, MN 55403 Attn: PJ Fiske

## Ongoing Internship Opportunities at WCCO TV

**Communications** interns will help prepare for and work at station-sponsored events, distribute daily news clips reports, respond to viewer requests and comments, fulfill donation requests, actively search for opportunities for station involvement, assist in writing press releases and provide station tours.

**News** interns will gain experience in both the process of general news and our long format journalism. Interns will assist in answering the assignment desk phone, take viewer comments and story ideas, maintain our tip line, set up interviews, transcribe videotape, research stories, log tapes, assist reporters and producers. Also as part of the internship experience interns may have the chance to go out on news stories to observe news crews in the field. In addition you'll get the chance to do an anchor read, write and edit your own news story and get to know a team of fine journalists.

**Creative Services Promotion** interns will edit custom tags onto syndicated program promotion, log tapes and suggest footage, assist in the production of various on-air promotion and occasionally write and produce promotional content. Individuals should have an eye for good television. Basic production skills necessary and creativity and resourcefulness a plus. Non-linear editing experience desired.

**Sports** interns will be responsible for monitoring sports feeds, logging tapes, searching for file tape, and assisting with administrative duties. (Interns need to be available to work on a Friday, Saturday or Sunday in their work schedule).

**Weather** interns will work in the weather center to help meteorologists prepare for weathercasts. Weather interns need to have an understanding of meteorology and experience with graphics.

The **New Media** department is looking for interns who want to learn all about news across multiple platforms. Interns will spend time writing for WCCO.COM and learning all the different ways to disseminate varied types of information. Candidates should be journalism or communications majors with some HTML knowledge. Interest in video, photography or social media also a plus.

The **New Media** department is also looking for a Web design and development intern to help with interactive design and development for a variety of projects, including online advertising, landing pages and editorial images for our Web site.

Successful candidates should have a strong desire to learn about design and development for the Web and have a basic understanding of Web technologies including basic HTML and CSS. Desire to learn flash is a plus.

**Accounting** interns will launch Share point project that will include working on setting the standards for scanning contracts, establishing the protocol for the security tree and user-training guides. Other duties include creating A/P form for invoices; fixed asset tagging requiring setting-up a new scanner and software plus testing data input and establishing the database. Serve as back-up for credit and collections and A/P. (Summer internship only)

As a **graphic design** intern for WCCO television, you will spend a portion of your time generally assisting in all areas of the creative department, including print, Web, broadcast and possible animation production. The remainder of your time will be focused on a brand-related project for WCCO where you would have the opportunity to help concept, design, copywrite, produce and/or project manage. You could pick one, or all of these areas depending on your skill set and time allotted. As a design intern you will need to be versed in Adobe Creative Suite, specifically CS4. Also, any experience in Adobe After Effects would be a plus! A strong sense of layout design is recommended as most projects get translated across many platforms.

## INTERNSHIP APPLICATION

Name (Last, First, Middle initial): \_\_\_\_\_

Address: \_\_\_\_\_

Permanent Phone: \_\_\_\_\_ Current Phone \_\_\_\_\_ Cell \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_ School \_\_\_\_\_

You Are Attending: \_\_\_\_\_

Address at School (If Different): \_\_\_\_\_

Name/Department of Advisor: \_\_\_\_\_

Advisor Phone/Email: \_\_\_\_\_

Planned Graduation Date: \_\_\_\_\_

Major: \_\_\_\_\_

Circle the Quarter/Semester you are applying for:

FALL SPRING SUMMER

I am available from (dates): \_\_\_\_\_ to \_\_\_\_\_.

In what department at WCCO TV are you interested in gaining an internship?

Communications Entertainment News Sports Weather Web Development Creative Services  
(promotions) Sales/Marketing (Summer opportunity only)

### Questionnaire

Please answer the following questions:

1. What are your career goals?
2. What do you hope to gain from an internship at WCCO TV?
3. What experience and/or personal qualities do you possess that would make you a good candidate?

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