

**WAND-TV INTERN ENROLLMENT**

**NAME:** \_\_\_\_\_

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

**City State Zip:** \_\_\_\_\_

**Phone#:** \_\_\_\_\_ **SS#:** \_\_\_\_\_

**University:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**Title of class for credit:** \_\_\_\_\_

**Intern job duties:** \_\_\_\_\_

\_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

\_\_\_\_\_  
**Department Manager Signature**

\_\_\_\_\_  
**General Manager Signature**

## INTERNSHIP EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

We request this information in order to meet EEO requirements of the Federal Communications Commission. **It will be maintained in a file separate from your application and will not be considered in connection with your application.** Please complete and check items applicable to you.

Name: \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_

Internship Position applied for: \_\_\_\_\_

Please check the items that apply to you:

- White, not of Hispanic Origin - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black, not of Hispanic Origin - A person having origins in any of the black racial groups of Africa.
- Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture of origin, regardless of race.
- Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

How did you learn of this opportunity?

Permanent residence: city, state, and zip code

**Terms of Internship  
Liability Waiver**

We trust your internship with WAND-TV will be an important addition to your college education. You should, however, review the following conditions upon which all of the station's internships are based:

1. After acceptance into WAND-TV's intern program, you will be told who your departmental supervisor will be. You will work out with that supervisor the start and end dates of your internship, the hours of your shift and any special requests for time off that might be needed.
2. You will be expected to report to your shift on the agreed-upon times and days. Tardiness and absenteeism are serious issues in the workplace, and can adversely affect your internship. You should notify your supervisor in a timely manner if you can't make it into the station on any given scheduled day.
3. Internships may be terminated for cause, or at other times based upon station needs.
4. Internships are designed as an extension of your university experience, and are to be performed for academic credit, with the number of credit hours correlating with the number of hours worked. Although certain responsibilities are encouraged, nothing in the internship agreement with the station should be construed as employment at the station. It is understood that internship is for credit only. No monetary compensation will be given for the work performed while participating in the internship program. If any out of pocket expenses are incurred for the benefit of the company, those costs will be reimbursed.
5. Interns will hold WAND-TV harmless for any and all injuries or losses sustained during their internship. They will be expected to maintain their own insurance.
6. Interns may use station equipment only under the supervision of station employees. Under no circumstances should interns drive station vehicles.

**Your signature on this document indicates your understanding of these conditions.**

\_\_\_\_\_  
Intern:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Intern's Supervisor:

\_\_\_\_\_  
Date

## **WAND-TV INTERNSHIP PROGRAM Student Information**

Internships at WAND-TV are for full-time Juniors and Seniors in 2 - 4 year colleges and universities. Interns receive college credit and are without financial compensation. We allow one-full-semester internship per student. The minimum hours worked is 10 weeks, 15 hours per week. The length of the Internship and the number of hours awarded for the work is made in accordance with the university policies. As we consider resumes, we attach the same standards that we use when hiring staff.

To apply, students should submit a resume and a cover letter, stating the department in which they want to intern. Internship positions are usually available in News Reporting, Sports, Photography, Production, Promotion, Graphic Arts, Sales & Marketing, Public Affairs and Broadcast Engineering. Information is also required from the student's faculty advisor stating the length of the internship and that they will receive credit before any internship is made final.

Once the information is received from the student, it is forwarded to the appropriate department head. They will then decide if they need or want to set up an interview for internship. When an intern comes on board, the student's name, school information, liability waiver, and EEO1 form must be signed by the intern, and are kept in the Public File.

WAND-TV periodically sends internship information to local colleges, universities, and trade schools to be placed on their bulletin boards with information about the availability of internships in various departments.

For consideration, please submit a resume and a cover letter to:

**WAND-TV Internship Program  
904 South Side Drive  
Decatur, IL 62521**

### **DEADLINES:**

Fall/Winter Internship	June 30th
Winter/Spring Internship	October 30 <sup>th</sup>
Summer Internship	March 30 <sup>th</sup>