



INTERNSHIP APPLICATION

WXII - TV 12 Hearst Television Inc. INTERNSHIP PROGRAM

Sections I, II and III should be filled out, and signed, in consultation with your college internship coordinator and/or faculty advisor. Email the completed and signed application, resume, cover letter, and transcripts to rladka@hearst.com or mail them to:

Bob Ladka

WXII - TV 12 Internship Program

700 Coliseum Drive

Winston-Salem, North Carolina 27106

SECTION I (Student must complete.) NAME:

AVAILABLE INTERNSHIPS:

See the Internship Application's companion piece for internship descriptions. Once your application has been completed in full and transcripts received, a determination will be made for a formal interview with the prospective Intern Supervisor. After the interview process takes place, the Intern Supervisor will extend an offer to those candidates that best fit the program objectives.

Please rank according to preference so every effort will be made to place you in the internship of your choice.

WXII - TV 12 NEWS

Assignment Desk []

News []

Sports []

Web []

WXII 12 TV

Sales []

Promotions []

Public Relations/Affairs []

Television Programming []

SECTION II (Student must complete.)

Request for: Fall ____ Spring ____ Summer ____

Student's name: _____

Address: _____

Phone: _____

Email: _____

Social Security #: _____

College/University: _____

Class (circle one): graduate senior junior

Graduation date: _____

Overall GPA: _____

Briefly state why you wish to undertake this internship:



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WXII - TV 12 internships require a 10-hour per week minimum.

Most of the internships require you to be here for two or three 8-hour days. (Example *Tues. & Thur. 9-5 or Mon, Wed. Fri. 9-5*). Please check which days you are available to work.

Mon [] Tue [] Wed [] Thu [] Fri [] Sat [] Sun []

Important: A sealed official transcript must accompany this application for verification.

SECTION III (Faculty sponsor must complete.)

What are the learning objectives for student?

What will you expect the student to submit as evidence of the internship?

WXII - TV 12 internships require a minimum commitment of 10 hours per week. How many hours per week must the student work in order to receive college credits?

Hours per week: []

This verifies that _____ will receive [] college credits for this internship.

Does the school's liability insurance cover this student while he/she is performing field study for WXII - TV 12 in exchange for college credits? Yes [] No []

Printed Name of Faculty Sponsor

Date

Signature of Faculty Sponsor

Date

College / University

Contact Info (Phone or Email)



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SECTION IV (WXII - TV 12 Intern Coordinator must complete.)

Application for internship with (circle one): News, Weather, Sports, Sales, Marketing

Name of Intern Supervisor: _____

Department: _____ Phone ext: _____

Intern job description (specific duties):

Intern's start date: _____ Intern's end date: _____

Indicate Intern's weekly schedule:

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____
Sat _____ Sun _____

INTERN SUPERVISOR REQUIREMENTS AND WXII - TV 12 INTERN POLICY:

- Interns must attend a department orientation.
- Exit Interview with the departmental manager and Intern Supervisor.
- Intern Supervisors must complete a Mid-semester Review and a Final Review with their Interns.

The help we receive from student interns is valuable, therefore we have an obligation to give back to the students a unique career experience of equal value (at least) to the effort they invest.

I have read and understand the Intern Supervisor Requirements and the WXII 12 Television Intern policy as stated above.

Intern Supervisor's signature: _____ Date: _____