



## PRODUCTION

### INTERN PROGRAM

#### GOALS --

1. This academically oriented program is designed to provide students with professional experience in furtherance of their education and training. Interns are **NOT** employees of WSET-TV.
2. The intern program is for the benefit of the interns rather than WSET-TV and interns are trained under close supervision. Interns do not displace regular employees.

#### OBJECTIVE --

**To offer two (2) Production internships per semester or summer in the Lynchburg Production facilities.**

1. Duration: One semester, hours per week dependent upon credit hours. Hours will be determined based on the intern's areas of interest and class schedule.
2. Intern will learn about various production skills including the following by assisting the production staff with **studio skills** of camera operation, lighting, audio, chyron, directing/switching, graphic design, and promo assembly and/or **field skills** of camera set-up, operation, and gripping.
3. Supervisor: Director on duty and ultimately the Director of Production.

#### EVALUATION --

1. At the end of the internship, the supervisor will complete the WSET-TV Internship Evaluation and review it with the intern. Evaluations may be sent to the intern's advisor, if requested by the academic institution.
2. The supervisor will also complete and submit any additional evaluation forms required by the academic institution.

## **WSET-TV PRODUCTION INTERN PROGRAM**

**Page 2**

### **APPLICATION --**

1. Apply by completing the application form, available from your college advisor or WSET-TV, and mailing it to the Director of Human Resources, WSET-TV, P.O. Box 11588, Lynchburg, VA 24506-1588. Additionally, you may attach your resume and a cover letter (optional).
2. An internship applicant must be seriously interested in pursuing a career in broadcasting.
3. An internship applicant must be currently enrolled in an accredited institute of higher learning and must be eligible to receive academic credit for the internship.
4. An internship applicant must secure the permission of his/her college advisor and his/her college intern office and be available for an interview as part of the application process.
5. This internship is without pay and the intern is not entitled to wages for training time or any other portion of the program. The intern is not entitled to a job at the completion of the program.
6. Please call WSET-TV's Director of Human Resources at 434/528-1313 if you have any questions.

# WSET-TV Production Internship Evaluation

(To be completed by immediate supervisor)

Intern name: \_\_\_\_\_ Dates of internship: \_\_\_\_\_

Intern supervisor(s): \_\_\_\_\_ Date of evaluation: \_\_\_\_\_

Total hours completed: \_\_\_\_\_

SKILL	Superior	Good	Average	Below Average	Does Not Apply
1. Studio camera operation					
2. Studio lighting					
3. Studio audio					
4. Studio chyron					
5. Studio directing/switching					
6. Studio promo assembly					
7. Computer graphics					
8. Still Store					
9. Field camera set-up					
10. Field camera operation					
11. Field gripping					

\*\*\*\* THE FOLLOWING CHECKLIST evaluates the quality of the intern's work \*\*\*\*

QUALITY	Superior	Good	Average	Below Average	Does Not Apply
Ability to accept criticism					
Ability to work with others					
Attendance					
Attitude					
Creativity					
Dependability					
Initiative					
Level of interest					
Performance					
Technical knowledge					

\*\*\*\*NOTE THAT THIS FORM IS CONTINUED ON REVERSE SIDE \*\*\*\*

**WSET-TV PRODUCTION INTERNSHIP EVALUATION**  
**Page 2**

**COMMENTS BY EVALUATOR:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Signature of Department Head

**I authorize the release of this evaluation to my academic institution and release WSET-TV from any liability attendant thereto.**

\_\_\_\_\_  
Signature of Intern