

Internship Application Packet

RADIO STATIONS

WTLC 106.7 FM

WTLC 1310 AM

WHHH 96.3 FM

WNOU 100.9 FM

TV STATION

WDNI TV (IMC)

WELCOME

Dear Intern Applicant:

Thank you for your interest in the RADIO ONE internship program.

Our internship program offers a unique and exciting opportunity to experience the day-to-day activities of the radio stations. This program will enable you to:

- . Receive hands-on education and training on the planning, coordination and execution of the radio business.
- . Become informed and educated on the day-to-day operations of running a commercial radio station.
- . Become inspired on the effectiveness and influence of radio in public community.
- . Establish industry contacts and relationships for your future broadcast career.
- . Receive educational/college credit earned towards your internship.

Internships are offered year round and are divided into quarterly sessions. These internships are available to students who meet the following requirements:

- . Student must be at least 18 years of age:
- . Have an interest in media broadcasting.
- . Enrolled in a local college or university program for the specific purpose of gaining school credits or grades toward a degree
- . Flexible schedule to meet the needs of the station
- . Dress appropriate for professional work environment
- . Possess a positive and professional attitude.

Please take the time to review this information packet. Inside you will find all necessary information regarding the internship program.

Good luck!

INTERN APPLICATION CHECKLIST

To apply for a position in the RADIO ONE Internship Program all applicants must submit the following completed materials:

1. Internship Application Form.
2. Internship Interest Form.
3. Statement of Interest.
4. Internship Availability Form.
5. Internship Agreement.
6. Internship Program Confidentiality Clause.
7. Current Resume.
8. Letter from your college or university (on school letterhead) stating that you are currently enrolled and **will be receiving college credit or grades** as a result of your internship.
9. Current Transcript.

Completed Application and attachments should be sent to:

Radio One of Indiana, L.P. Internship Program
21 E. Saint Joseph Street
Indianapolis, IN 46205
Attention: Ronda Woods

NOTE: All materials #1-9 must be included at the time of application and submitted to the person indicated above.
Radio One will process your application following submission of all the items indicated above.

INTERNSHIP APPLICATION

PLEASE PRINT OR TYPE

TODAY'S DATE: _____

FULL NAME: _____

RESIDENCE ADDRESS _____

CITY / STATE / ZIP _____

CONTACT PHONE NUMBER _____

PARENTS/GUARDIAN NAME _____

PARENTS/GUARDIAN ADDRESS _____

PARENTS/GUARDIAN CONTACT PHONE NUMBER _____

EMERGENCY CONTACT NAME / ADDRESS / NUMBER:

NAME _____ ADDRESS _____ PHONE _____

NAME _____ ADDRESS _____ PHONE _____

SCHOOL CURRENTLY ATTENDING _____

ADDRESS OF SCHOOL _____

SCHOOL PHONE NUMBER _____

ACADEMIC ADVISOR NAME _____

ACADEMIC ADVISOR CONTACT NUMBER _____

MAJOR _____ MINOR _____

ENROLLMENT STATUS [circle one] FRESHMAN SOPHOMORE JUNIOR SENIOR

EXPECTED GRADUATION DATE _____

INTERNSHIP INTEREST FORM

Please mark your areas of interest by ranking them from 1-5

1 = most importance 5 = least importance

RADIO STATIONS

_____ WTLC-FM 106.7
_____ WTLC-AM 1310
_____ WHHH-FM 96.3
_____ WNOU-FM 100.9
_____ WDNI-TV (IMC)

DEPARTMENTS

_____ Promotions Department
_____ Media Management
Department (Web, Text
Messaging & Internet)
_____ Programming Department
_____ Production Department
_____ Sales Department
_____ Engineering Department
_____ Business Department

List school/college courses taken applicable to your areas of interest:

AVAILABILITY FORM

Length of time for your internship:

Beginning: _____

Ending: _____

NUMBER OF HOURS AVAILABLE PER DAY

MONDAY FROM _____ O'CLOCK UNTIL _____ O'CLOCK = TOTAL _____

TUESDAY FROM _____ O'CLOCK UNTIL _____ O'CLOCK = TOTAL _____

WEDNESDAY FROM _____ O'CLOCK UNTIL _____ O'CLOCK = TOTAL _____

THURSDAY FROM _____ O'CLOCK UNTIL _____ O'CLOCK = TOTAL _____

FRIDAY FROM _____ O'CLOCK UNTIL _____ O'CLOCK = TOTAL _____

SATURDAY FROM _____ O'CLOCK UNTIL _____ O'CLOCK = TOTAL _____

SUNDAY FROM _____ O'CLOCK UNTIL _____ O'CLOCK = TOTAL _____

TOTAL HOURS PER WEEK _____