



## Media General Educational Internship Guidelines

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The Media General Educational Internship program augments the educational development of those studying for careers in a number of fields in which Media General employees perform, such as broadcasting, journalism, operations, sales, marketing and production. This is accomplished by creating opportunities for students enrolled in institutions of higher learning to gain experience in the company's day-to-day operations as they relate to the student's field of study. Students participating in the internship program become knowledgeable in many different aspects of the operation. For instance, news interns for a television station might interact with assignment editors researching stories, making police checks, and answering phones; observe the news edit area where stories are prepared for broadcast, video feeds are brought in from remote news coverage locations and news video archives are maintained; have the opportunity to shadow reporters and photographers in the field, giving them a first-hand experience at the news gathering process; and spend time with producers in the newsroom and the control room, learning how a newscast is assembled and broadcast.

### GENERAL PROVISIONS

- A. Participants **will not accrue any benefits or salary** and it is required that students receive college credit for internship participation (no exceptions).
- B. Ordinarily, the duration of participation by any one student shall not exceed one semester or other single segment of a school term or related course.
- C. Interns should spend time working in all phases of the department that relates to their field of study. (A journalism student should spend time with Producers, Reporters, Photographers, Editors, Assignment Desk/Planning Editors and/or Anchors/Columnists. An advertising student should spend time with Account Executives, Managers, Support, Inside Sales and/or Ad Operations.)
- D. Interns shall not serve for more than 8 hours a day or 40 hours per week.
- E. The appointed coordinator in each department will provide such reasonable reports and evaluations on the intern's education as the intern may require for course credit. Copies of completed applications and all performance evaluations will be sent to the Human Resources Coordinator for approval and kept on file.
- F. The department coordinator will provide a specific description of the curriculum.

### REQUIREMENTS - PARTICIPANTS MUST:

- be at least 18 years of age;
- be enrolled in an accredited college, university or educational institution and eligible to earn course credits for the internship;
- be majoring in a field having a direct relationship to the activities of the department(s) that will host the internship;
- submit, **prior to the start of the internship**, an application signed by their advisor or appropriate representative of the education institution that states the number of applicable credit hours.