



## *Internship Program*

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KJLH Radio seeks to provide a practical and comprehensive internship program for college students committed to a career in media/broadcasting through their major declaration, college clubs and/or organizations, prior media based internships or prior media work experience. Grade Point average, community service and leadership experience are also an important part of the total assessment of student applicants. Candidates should be seeking degrees in Broadcasting, Mass Communications, Public Relations, Journalism, Marketing, and/or other media-related disciplines.

To be eligible for the internship, the student must be a sophomore, junior or senior in good standing at an accredited 4-year college or university. In some cases, KJLH will consider a 2<sup>nd</sup> year community college student.

**General Information:** KJLH Internships are unpaid. Applicants must be at least 18 years of age, Currently a sophomore, junior or senior in good standing at an accredited college or university and is expected to work a minimum of 15 hours per week during a 12 week internship period. Intern's hours must be flexible enough to allow work on weekends during station events and appearances. Interns **MUST** receive academic credit for the internship and must provide the necessary paperwork from the academia within one week of your acceptance as a KJLH intern. All interns are subject to the applicable KJLH Employee Rules.

**Application Procedures:** Intern candidates must complete an application form and submit it with a cover letter, resume and writing sample from one of the applicant's college courses. This should be in the form of a press release, commercial copy, magazine article, etc. All applications must be submitted as a complete package.

**General Intern Responsibilities will include (but are not limited to):**

- Working with Programming and on-air talent.
- Planning and executing live remotes and broadcasts
- Set-up of contests and merchandising
- Representing KJLH at remotes, expos, fairs and other appearances
- Public Relations, Client Relations
- Promotion and Event Planning
- Promotion and Event Implementation

Additionally, Interns will be assigned a specific project, which will require base planning, development and execution. This will provide time management, detail oriented and creative experience necessary in any broadcast environment. When the intern completes this program, they should have the basic skills to write commercial and promotional copy, press releases and proposals.

They should be able to critically analyze a broadcast situation, have familiarity with current events, both entertainment and hard news as well as have a top of mind recognition of the station's broadcast lineup and target demographics. Interns should have a basic knowledge of Arbitron terms and other basic industry terms.

All interns will attend a weekly meeting that will act as a learning seminar on various radio station issues, industry issues and coordination of station events. This meeting will take place each Thursday at 2pm. This will provide time to prepare for any contingencies necessary for the forthcoming weekend's events.

### ***Intern Dress Code***

In the interest of developing solid business standards among intern, KJLH Radio encourages all interns to develop habits of proper dress and grooming. These standards are based on respect for one another and the radio station while establishing a safe, orderly and business-like environment. It will be deemed a violation of KJLH Radio Standards and Practices for any intern to wear attire that interferes with the broadcast mission of the station. Is disruptive to the radio station environment, is provocative or that could endanger the health or safety of that intern or others during intern work hours or radio station activities of which the intern is a part.

- 1. In general, intern attire should be appropriate for a business causal environment.*
- 2. Clothing with language, pictures or drawings that may be interpreted to be obscene, controversial or disruptive.*
- 3. Appropriate undergarments shall be worn at all times; however undergarments shall never be visible.*
- 4. Do not wear strapless dresses or tops, backless garments, spaghetti straps, sundresses, see-through materials, clothing with holes in it, tank tops, fishnet, halter tops, skirts or dresses over two inches above the knee, clothing which reveals bare midriff when standing or seated, low cut tops, clothing that is excessively tight or clothing that is excessively baggy. NO SAGGING*
- 5. Hats or caps may be worn outside the station. Remove your hat or cap when you enter the station. Other headdress shall not be worn. Headdress articles include, but are not limited to: curlers, doo rags, sweat bands, or other head ornaments. If your wear a hat during a station event, said hat shall be worn with the bill facing forward. No backwards, side-cocked wearing of hats.*

6. *Remove your sunglasses when you enter the radio station.*
7. *Shirts, blouses or any top garment must be buttoned up to an appropriate level. Females may wear sleeveless garments, provided it covers the crown of the shoulder. Garments that reveal undergarments are not acceptable. Males shall not wear sleeveless tops.*
8. *Shoes shall be worn at all times. Flip Flops, Footwear appropriate for the beach or house shoes/slippers are not appropriate for working in a business environment.*
9. *All clothing shall be appropriately worn Sagging, low-riding or excessively baggy pants shall not be worn. Belts are required as needed. If belts or suspenders are worn, they shall be buckled or secured in all locations, as designed (no dangling ends on suspenders or overalls). All garments shall be hemmed properly.*
10. *Unusual or non-traditional jewelry shall not be worn. Minimal body piercing*
11. *Tights, Bicycle Pants, leotards, long johns, pajama, or pajama type tops or bottoms, tight fitting pants or other similar items shall not be worn unless they are at least mid calf in length and underneath a dress or skirt. The outer garment worn with these items will conform to this dress code.*
12. *Males shall be neatly groomed. Clean Shaven is preferred.*
13. *Hair shall be clean and well-groomed, Unusual hairstyles shall not be permitted. Please make sure braids and locks are clean neat and presentable. Mohawks, spiked hair or designs shaved into the hair is unacceptable.*
14. *Females shall not wear makeup, lipstick, or fingernail nor toe polish that is distracting. Males shall not wear makeup, lipstick, fingernail or toenail polish.*
15. *Large Chains are not acceptable. Bling Bling is not acceptable.*



## Internship Application Form

*KJLH Radio/Taxi Productions, Inc. is an affirmative action/equal employment opportunity employer. Discrimination because of race, color, religion, sex, handicap, sexual orientation or national origin is prohibited.*

*In order to be considered for an internship, you must submit a signed and completed application form along with a cover letter and your resume. Please refer to the Internship Opportunities bulletin (information on obtaining a copy of the bulletin is listed on the back of this application) to determine if additional application items, such as a writing sample are required. Application items must be submitted as a complete package. Incomplete applications will not be reviewed.*

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

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**School Tel. Number:** \_\_\_\_\_ **Home Tel. No:** \_\_\_\_\_

**Social Security No:** \_\_\_\_\_ **Legally Eligible to work in the US?** \_\_\_\_\_

*If you are not a US Citizen, are there any restrictions on your eligibility for employment?* \_\_\_\_\_

*Are you requesting that your college grant you credit hours for your internship?* \_\_\_\_\_

*Dates Available to perform internship* \_\_\_\_\_

**Who do we contact in the event of an emergency?**

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

**Tel. No.** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Education:**

Type of School	Name and Location	Degree/Date	Major
High School	_____	_____	_____
College	_____	_____	_____
_____	_____	_____	_____

**Scholastic Honors and/or Licenses:** \_\_\_\_\_

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**Employment History (Please include paid, volunteer and intern positions)**

**Employer:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

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

**Supervisor (Name and Title):**  
\_\_\_\_\_

**Position Title:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Description of Duties:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employer:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

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

**Supervisor (Name and Title):**  
\_\_\_\_\_

**Position Title:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Description of Duties:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employer:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

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

**Supervisor (Name and Title:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Description of Duties:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**References**

**Name:** \_\_\_\_\_ **Tel. Number:** \_\_\_\_\_

**Company/School:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Tel. Number:** \_\_\_\_\_

**Company/School:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Tel. Number:** \_\_\_\_\_

**Company/School:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_ **Known How Long?** \_\_\_\_\_

**Publications and articles:** \_\_\_\_\_

\_\_\_\_\_

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**Community/Professional Organizations honors and awards:**

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*Activities relevant to the internship:*

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*Why would you like to work as a KJLH intern?*

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*I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.*

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_