



STUDENT INTERNSHIP PROGRAM **Montgomery, Alabama**

Internship Application Process

Interested students should submit a resume, cover letter and recommendation from their academic advisor to:

Josh Rainey
Assistant News Director
WAKA
3251 Harrison Road
Montgomery, AL 36109
Phone: 334 / 271-8888
Email: jrainey@waka.com

Application deadlines are:

Fall Semester:	Last Monday in July
Winter / Spring Semester:	Last Monday in November
Summer Semester:	Last Monday in March

The earlier application and paperwork are received the better the chances of obtaining an internship.

Program Requirements

- Internships are granted in exchange for academic credit as determined by the participating college or university. *Students must provide a letter from his/her academic advisor/departments chairman stating that he/she will receive academic credit before beginning the internship.*
- Internship runs concurrent with the school's semester/session.
- Required hours are determined by the school's criteria with approval by WAKA.
- Interns must provide their own transportation.
- Interns set a schedule and are expected to adhere to it throughout the program.
- Interns are expected to treat this position as they would a full-time job. If they are sick or unable to come to work for other legitimate reasons, they must call in. *Two absences without calling in will result in termination of the internship.*
- Interns are expected to be on time.

Internship Departments

- WAKA offers internships in News / Sports, Production, Sales, and Special Events.

Length of Service and Compensation

- Interns serve for a period of one semester, but may be dismissed earlier if not suited for the task, or for other reasons. Internships may be extended with prior approval.
- Interns will receive academic credit; they **will not** receive monetary compensation.

Qualifications

Interns are selected on the basis of their experience, advisor comment/letter of recommendation and an interview.

Evaluation

All interns will receive mid-session and session-end evaluations by their immediate supervisors. These evaluations will be placed in the intern's file and made available to his/her academic advisor/professor.

WAKA College Student Internships

WAKA offers non-paid internships for students who are currently enrolled in an accredited college/university and need the internship for college credit. Internships are available in our News Department (including Meteorology). WAKA does not provide living arrangements or any type of living expenses or transportation. Interns are not employees of WAKA so therefore will not get benefits afforded WAKA personnel.

Requirements:

To apply for an internship with WAKA students must currently be enrolled in a college or university working to receive a graduate or undergraduate degree in Mass Communications/TV with plans to pursue a career in on-air television broadcasting or a related field. Student must maintain a grade point average of at least a "B". The student's intern session runs concurrent with the school's semester/session.

All of our internship slots are filled based on the student's need for an internship, resume and application information, timeliness of return of application and paperwork and a telephone interview.

WAKA does not discriminate against applicants because of age, race, color, religion, national origin, sex, sexual orientation or disability. WAKA is an Equal Opportunity Employer.

Students must submit the following to WAKA:

Letter of introduction

A completed resume

WAKA Intern Application Form

Signed Intern Release and Guidelines Agreement Form

A letter from the college/university stating that you will be receiving credit for the internship.

NO PHONE CALLS PLEASE

Application Deadlines:

The deadlines listed below are the last possible date an application will be accepted.

Fall Semester:	No later than the last Monday in July
Winter/Spring Semester:	No later than the last Monday in November
Summer Semester:	No later than the last Monday in March

Application Review/Interview:

Upon receiving all of the completed paperwork your application will be reviewed. At that time if we find that you would be a good intern candidate, we will contact you via e-mail and set up a time that is convenient for you to complete a telephone interview. **Only interns under final consideration will be contacted directly for interviews.**

With a limited number of intern slots available, applicants are not guaranteed an internship.

An internship with WAKA does not guarantee employment; however, a student may apply for opened positions once internships have been completed.

Guidelines:

The prospective intern will read and agree to the Internship Guidelines as set forth by WAKA. Internship Guidelines will be covered at intern's interview.

Internship Schedule

Upon acceptance of an internship by the student, a schedule will be prepared that will cover the duration of the internship and will be approved by the intern. Once the schedule is set, the intern will adhere to the schedule and as set forth in the Internship Guidelines.

Internship Evaluation

All interns will receive internship evaluations per their school guidelines by their immediate WAKA supervisor. These evaluations will be copied and placed in the intern's file at WAKA.



STUDENT INTERNSHIP APPLICATION

Applicant Information:

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Cell Phone #: _____

E-mail Address: _____

Educational Background:

College/University: _____ Current GPA _____

Major: _____ Expected Graduation Year: _____

What courses have you taken in college that would prepare you for an internship within a television station?

What are your future goals after college graduation?

Does the college/university that you currently attend have:

College TV Station: _____ College Radio Station: _____

If so, have you worked at the station? ____ What were your duties/responsibilities?

Internship Schedule Availability/Requirements:

Semester Requested for Internship: _____ # of Hours Needed to Intern _____ (Max. Hours 160)

Dates Available to Begin/End Internship: From: _____ To: _____

Days Available: _____

Specific Days or Dates Not Available: _____

If you have any problems or issues with the required start times, please attach a separate sheet with the information.

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Is this your first internship? If not, please list your previous internships.

List duties of previous internships:

What skills would you most like to learn in an internship with WAKA?

How would you expect an internship with WAKA to prepare you for future employment?

Internship application deadline dates are as follows:

Fall Semester:	No later than the last Monday in July
Winter/Spring Semester:	No later than the last Monday in November
Summer Semester:	No later than the last Monday in March

I certify that I am currently attending the above named college or university and upon completion of the internship will receive course credit as required by the Internship Program of WAKA and upon acceptance will sign a release absolving WAKA/Bahakel Communications, LTD and all personnel from liabilities relating to any loss, damage or injury sustained during the course of the specified internship at WAKA.

STUDENT'S NAME _____

DATE _____

Along with this application the student must provide:

A letter of introduction

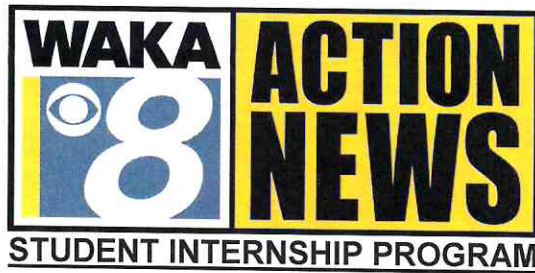
A completed resume

Proof of academic credit from your college/university

**All of the above information should be sent via email to: jobs@waka.com or jrainey@waka.com
Or forms can be mailed to: Josh Rainey, Assistant News Director, WAKA, 3251 Harrison Road,
Montgomery, AL 36109**

ONLY CANDIDATES UNDER FINAL CONSIDERATION WILL BE CONTACTED DIRECTLY AND SCHEDULED FOR INTERVIEWS. NO PHONE CALLS PLEASE.

WAKA offers non-paid internships to qualified students regardless of race, color, gender, age, religion, disability or ethnic background. WAKA is an Equal Opportunity Employer.



Montgomery, Alabama

Intern Agreement & Release

Intern Name: _____

To induce television station WAKA in Montgomery, Alabama to accept my participation in its Internship Program, I hereby give my consent and agree to release, indemnify and hold harmless, the station, its employees, agents, representatives and its affiliated and subsidiary companies, from any and all claims, actions, proceedings, expenses, damages and liabilities, including attorney's fees, which may occur as a result, from any cause whatsoever, of my participation in the WAKA Internship Program. I recognize that my position as an intern is a non-paid position.

I will abide by all station policies and will carefully follow the instructions of my supervisor. I understand that I am not entitled to any compensation for my services and that I do not qualify for any benefits provided by the Station. I further understand that I am not entitled to a job at the Station upon completion of my internship. Finally, I understand that Station personnel may be called upon to provide a frank appraisal of my performance as an intern and I hereby release WAKA and its employees from any claims or liabilities arising out of statements made in connection with any such appraisals so long as they are made in good faith.

I hereby certify that I have read and understand the foregoing and do freely and voluntarily agree to be legally bound thereby.

Date

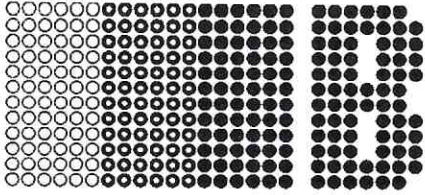
Intern Signature

*If Intern is a minor, this release must be signed
and approved by his/her parent/guardian.*

PRINT Name of Parent/Guardian

Date

Signature of Parent/Guardian



INTER-OFFICE COMMUNICATIONS

Bahakel Communications

Radio • Television • Cable

To: All Employees at all locations
From: Beverly Poston
Date: November 10, 2006

RE: Internet Use Agreement

From time to time, it is necessary to remind all employees that the company has a clearly written policy about Internet use, personal e-mails, and security. See pages 11 and 12 of the Policy and Procedure Manual.

It is extremely important that you do not misuse the company computers. If you are surfing the Internet to non-business related sites, including personal web-based email, you are opening the company computer system to unforeseen viruses, spyware, and adware. This will degrade its performance which will result in lost productivity and cost the company monetary resources to correct these problems. Non-business related surfing includes downloading games from Yahoo, downloading WebShots and WeatherBug, downloading Internet Explorer add-in toolbars from Google or Yahoo, looking at videos online, and looking at personal ads, etc. Non-business use also includes any unauthorized changes to the company's computers such as adding non-Microsoft screensavers/backgrounds/themes and other software that is not part of company business software.

Bahakel Communications Corporate IT Department is responsible for maintaining the integrity and security of the computer systems. Tools are in place to track all individual internet sites visited by individuals. Misuse of company computers will result in disciplinary actions, up to and including termination. If you are not clear on our policy, please discuss with your Manager immediately.

This is to certify that I have read this memo and agree to our Internet Use policy.

Signature: _____

Print Name: _____

Date: _____

(One copy of memo is to be retained in employee's file and original sent to Corporate.)



GUIDELINES FOR INTERNSHIP WITH WAKA - MONTGOMERY

Internship Guidelines

1. You should treat your internship seriously (even though) you do not receive a salary or company benefits.
2. Once hours are agreed upon and schedule is set, you are expected to adhere to the schedule. If you are going to be late or out for any reason, you should contact your supervisor. One absence without a call, your file is noted and academic advisor is notified. Two absences without a call, your internship will be terminated.
3. Students should not report for their assignments under the influence of drugs or alcohol. This is cause for immediate termination of the internship.
4. No weapons, fighting, or any act that might endanger the safety or lives of others will be tolerated.
5. Be courteous when answering the phones or meeting story contacts.
6. This is a "no profanity" environment.
7. Dress professionally and appropriately. Low-cut or midriff bearing tees or tanks will not be allowed for females and males should not wear tanks. Overly tight or extremely short clothing or inappropriate tee shirts must not be worn. Clothing should be properly laundered and pressed. If management considers your dress inappropriate, you will be asked to change your appearance.
8. Outside fraternizing with department employees is prohibited. Students are here specifically to learn.
9. All interns will be supervised at all times.
10. Interns should never speak on behalf of the TV station.
11. Interns are not allowed to drive company vehicles.
12. Interns will not be issued company security badges or media IDs
13. Interns may not allow friends or family access to the station.
14. No removal of any company property for personal use.
15. No defacing or destruction of company property.
16. Theft of any type will not be tolerated and internship will be terminated immediately.
17. WAKA's no harassment policy must be strictly followed.

Remember – this internship should be approached in a serious manner. You should be courteous to all WAKA employees and always remember that you will be representing WAKA.