



INTERNSHIP PROGRAM

The purpose of our internship program is to establish links between universities/colleges and our company. Sinclair Broadcast Group is committed to recruiting applicants of the highest caliber for this program. Please note that this policy is not intended to set forth express or implied contractual obligations of the company to include continued employment. Further, this policy is subject to revision as the need arises. We ask your cooperation in enforcing these guidelines so that the internship experience is a valuable one for the intern and the station or company.

Program Goal:

The goal of our internship program is to recruit students primarily juniors and seniors, from colleges or universities and prepare them for entry-level jobs within the broadcasting industry.

Program Objectives:

1. Develop links with universities and colleges to promote Sinclair Broadcast Group and its stations as prospective employers.
2. Create a symbiotic relationship between interns and Sinclair employees.

3. Provide interns with opportunities for translating classroom theories into industry applications. Interns will have the chance to develop practical skills that will improve their chances for success within the broadcast industry.

ELIGIBILITY REQUIREMENTS

1. The applicant must be attending an accredited institution. Graduate students also are eligible. Preferably, applicants should be communication majors, though other majors may be considered.
2. The applicant must be at least 18 years of age.
3. The applicant must be in good academic standing, as defined by his or her academic institution.
4. The applicant must receive academic credit for the internship experience. He or she must be registered for college credit at his or her institution during the quarter or semester in which the internship is performed. Interns are not paid.
5. In addition to meeting the institution's eligibility requirements, the applicant must meet the station and or company's eligibility requirements.

APPLICATION REQUIREMENTS

- A resume
- Two work samples such as writing projects, audio or videotapes (these can be graded class assignments or published work).
- Required forms from applicant's institution

- SBG Internship application
- A copy of internship guidelines from student's institution
- Face-to-face interview with supervisor(s).

Once intern is selected they must be brought to Human Resources to fill out all appropriate internship forms.

INTERNSHIP RECRUITMENT PROTOCOL

- Send out internship announcements (flyers or letters) to participating institutions. Post internship on I-hire
- Station conducts a telephone screening of intern, is possible
- Face to face interview is set up
- Intern is accepted
- Intern signs internship agreement and waiver

RESPONSIBILITIES OF SUPERVISORS

Each intern should be assigned to a station or company supervisor who will oversee the intern while they are working at the station or company.

1. Responsibilities of intern's immediate supervisor
2. Creates a learning environment
3. Conducts orientation to procedures

4. Acts as a facilitator and mentor who brings out the best qualities in the intern.
5. Meets periodically with intern.
6. Evaluates overall performance of intern

INTERNSHIP POLICIES AND PROCEDURES

1. The length of the internship should run concurrently with the school year. Each station should make this determination based on the calendar of the participating institution. Summer internships are ok as long as the student receives credit.
2. Each intern is expected to adhere to Sinclair Broadcast Group's policies and is given an employee handbook.
3. Each intern must adhere to all policies governing the employees of Sinclair Broadcast Group, Inc. The intern must adhere to policies regarding insubordination, possession of dangerous or unauthorized materials such as explosives or firearms, excessive absenteeism or tardiness, abuse of company time and other infractions.
4. Sinclair Broadcast Group makes no guarantee of permanent employment after the internship is over.
5. Specific policies should be developed and adapted to each station's needs.
6. Each intern is required to work 10-20 hours a week, up to a maximum of 40 hours, depending upon the mutual agreement of the educational institution and the station. Actual hours in a workweek will vary depending on the university and station.

7. Either party, Sinclair Broadcast Group, Inc. or the student reserves the right to terminate the internship experience if deemed to be in the interest of the station and student.
8. Each intern is required to sign a liability waiver at the start of his or her internship and fill out an internship application.
9. The designated supervisor will supervise the intern.
10. The supervisor is encouraged to hold weekly meetings with the intern. The purpose of these meetings is to monitor the internship experience. The supervisor shall keep a record of such meetings.
11. Each intern must have reliable transportation.
12. Each Intern shall be encouraged to participate in station and or company events.
13. Interns do not receive pay or benefits.
14. Each intern shall maintain a neat appearance and adhere to any specified dress code.
15. Interns may use office phone only for company business and in cases of emergency.
16. Interns will observe the same holidays as Sinclair Broadcast Group employees.
17. If an intern is absent on a scheduled workday, he or she must arrange with the supervisor to reschedule those hours.

No more than 25% of interns' duties should be clerical/administrative--because they are here to learn about the broadcast industry. Therefore, we must give them the opportunities to do so in a meaningful and productive way.

Upon conclusion of the internship, an Internship Evaluation should be completed.



TO BE FILLED OUT AND BROUGHT TO HUMAN RESOURCES

Internship Application

Personal Information

NAME (Last, First, M.I.)	SOCIAL SECURITY NUMBER
STREET ADDRESS	DATE AVAILABLE FOR WORK
CITY, STATE, ZIP CODE	HOME PHONE
E-MAIL ADDRESS	CELL PHONE
EMERGENCY CONTACT'S NAME: EMERGENCY CONTACT'S PHONE NUMBER:	ARE YOU AT LEAST 18 YEARS OF AGE?

Educational Information

NAME AND ADDRESS OF COLLEGE/UNIVERSITY:	FACULTY ADVISOR: FACULTY ADVISOR'S PHONE NUMBER:
YEAR COMPLETED CHECK ONE: <input type="checkbox"/> JUNIOR <input type="checkbox"/> SENIOR	MAJOR:

Internship Information

DATE INTERNSHIP BEGINS: _____ DATE INTERNSHIP ENDS: _____	INTERNSHIP SUPERVISOR'S NAME:
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SIGNATURES:

INTERN'S SIGNATURE

DATE

FACULTY ADVISOR'S SIGNATURE

DATE

STATION'S HR CONTACT SIGNATURE

DATE