



# Internship Opportunities

Brochure & Application

abc

**KABC-TV**

500 Circle Seven Drive, Glendale, California 91201

818.863.7777

[www.abc7.com](http://www.abc7.com)

An ABC owned station

# Internship Application

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Social Security Number \_\_\_\_\_  
 Email Address \_\_\_\_\_

Current College/University \_\_\_\_\_  
 School Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_

Declared Major \_\_\_\_\_ GPA \_\_\_\_\_  
 Academic Standing (i.e. Junior, Senior, etc.) \_\_\_\_\_  
 Expected Graduation Date \_\_\_\_\_

Select the departments in which you would like to intern. Rate your top three choices (1-3 for order of preference.) Please note that each department has its own specific requirements which are listed on the previous pages. Candidates who do not meet all the requirements listed, will not be considered.

- General News
- Entertainment
- Health
- Consumer Affairs
- Early Morning News
- Sports
- Information Systems
- Sales Research
- Public Affairs
- Programming Production
- Programming Administration
- Creative Services-Graphic Design

Semester/Quarter Choice Available Start Date \_\_\_\_\_  
 Winter Days Available \_\_\_\_\_  
 Spring Hours Available \_\_\_\_\_  
 Summer  
 Autumn

Semester/Quarter Dates Other internships you have completed \_\_\_\_\_  
 Beginning \_\_\_\_\_  
 End \_\_\_\_\_

What Are Your Career Goals \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_  
 Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

*All interns are required to provide written verification that they will receive academic credit for the internship. Verification of academic credit should include the intern's name, the name of the course of which the internship is a part and the amount of academic credit the student will receive.*

*Your signature below acknowledges that you have read all the supporting information within this brochure/application and agree to all the terms and conditions set forth by ABC7. This is an agreement between you and ABC7 and may not be altered or amended in any way. Failure to follow the rules and conditions outlined in this brochure/application may result in termination or non-placement. Understanding these facts, please sign and date below:*

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



## ALL INTERN APPLICANTS MUST READ THE FOLLOWING:

I have requested this internship for my own educational purposes. In consideration of making this internship available to me, I agree and understand the following:

1. I am not an employee of ABC7 and recognize that I am not entitled to any employee benefits (medical insurance, etc.) for the time spent in the internship.
2. The internship is solely for my benefit and is subject to termination by ABC7 at its discretion.
3. I am not entitled to a job at the completion of the internship.
4. I am not entitled to any wages or other compensation for the time spent in the internship.
5. I recognize that ABC7 has no responsibility or obligation regarding whether or not I receive course or other credit.

6. I release ABC7, its parents and subsidiaries, and its directors, officers, employees and agents from any and all liabilities, claims, demands, actions, and causes of action whatsoever arising out of or relating to, any loss, damage, or injury that may be sustained by me during the course of my activities as a student intern at ABC7.

### FOR INTERNAL USE ONLY

Dept. \_\_\_\_\_  
 Sup. \_\_\_\_\_  
 C.V. Rec. \_\_\_\_\_  
 Start Date: \_\_\_\_\_  
 End Date: \_\_\_\_\_

S S M T W Th F



## GENERAL INFORMATION

KABC-TV is an ABC owned television station, located in a state-of-the-art facility in Glendale, near downtown Los Angeles. The station is in the #2 ranked television market in the country.

ABC7 has a variety of internship opportunities available year-round to currently enrolled college students pursuing careers in television production, broadcast journalism, communications and other related fields.

Weekly, ABC7 produces over thirty-three hours of local news, public affairs, magazine programs and public service campaigns.

The internship program at ABC7 is designed to provide students with an on site educational experience that complements their academic studies. Interns will have an opportunity to observe and participate in the daily work and operations of a major market, television station.

## ELIGIBILITY REQUIREMENTS

- Must be enrolled as a student in an accredited college or university.
- Must be eligible to receive academic credit for the internship.
- Must supply the ABC7 Internship office with written verification of eligibility at start of internship.
- Must be enrolled in a major course of study comparable to the department with which he/she is requesting an internship. For example, news internship requires broadcast journalism, TV/film production, journalism or related major.
- Basic computer skills and working knowledge of Windows software.
- Must be available at least one day per week, unless otherwise noted. Additional days and hours are permitted and will be coordinated with department supervisors.
- Internship will begin and end in conjunction with applicant's school semester or quarter dates.

## APPLICATION PROCEDURES

In order to apply for an internship with ABC7, you must submit the following:

1. Completed application.
2. One copy of your resume outlining other internships, degrees earned, work experience, related clubs and organizations, current major course of study, expected graduation date and extra curricular activities.
3. Cover letter which must include:
  - Personal introduction
  - Statement verifying student status
  - Statement verifying eligibility to receive academic credit for internship
  - Your school's start and end dates for the semester during which you wish to intern
  - Days and times available during internship period

Submissions must be received at least six weeks prior to the start date of the semester in which you wish to participate in the internship program. Submissions are accepted as far as six months in advance and evaluated on a first come, first served basis.

Send your submission to:

ABC7  
Internship Coordinator  
Diversity Programs & Community Relations  
500 Circle Seven Drive  
Glendale, California, 91201-9030

PHONE: 818-863-7230  
FAX: 818-863-7227

## INTERNSHIP TYPES

### General News

This internship provides an overview of the workings of the news department for Eyewitness News including the production of five-and-a-half hours of daily news. Interns will attend production meetings, assist the assignment desk, research news topics, aid in the planning of news series, view and log tapes, and transcribe interviews. Interns also will observe editors, writers, producers, directors, and technical crews and on occasion travel with reporters and field crews for stories and live remotes.

Requirements: *Broadcast journalism, broadcasting or related major Junior/Senior status or previous news internship*  
*One full day per week minimum*  
*Monday-Friday, 9:30 am - 6:30 pm*

The following three internship positions follow the same description as General News. Additional requirements apply.

## Entertainment

Requirements: *Prior newsroom internship experience preferred  
Two full days per week minimum  
Monday-Friday, Evenings preferred*

## Health

Requirements: *Prior newsroom internship experience preferred  
Two full days per week minimum*

## Consumer Affairs

Requirements: *Prior newsroom internship experience preferred  
Two full days per week minimum  
Early morning and afternoon shifts available*

## Early Morning News

This is an entry-level internship for broadcast, communication and other majors with minimal or no exposure to newsroom production. Early Morning News interns are exposed to all production aspects of a live two-hour news broadcast including: teleprompter; coordinating guests; observing writers, producers, directors and anchors.

Requirements: *General interest and course work in news production required  
Sophomore/Junior/Senior status  
Two full days per week minimum  
Sunday 5:00 am - 11:00 am;  
Monday-Friday, 4:00 am - 9:00 am minimum*

## Sports

This internship gives sports-minded students a close look at the local sports production involved with the Eyewitness News Sports Department. Interns will be involved in the preparation of daily sports shows, segments and special programming like "Monday Night Live." Intern duties include logging and observing sport telecasts, researching sports stories and observing how sports segments are written, edited and delivered on-air. Interns will have an opportunity to observe production in the newsroom, in-studio and at remote locations like Dodger Stadium and the Staples Center.

Requirements: *Must have strong sports interest  
Sophomore/Junior/Senior status  
Two full days per week minimum  
Monday-Friday 4:00 - 11:40 pm & weekends available*

## Information Systems

This internship exposes students to all aspects of the day-to-day operations of the ABC7 Information Systems Department. Activities include shadowing the IS staff while on service calls or while installing new computer based media systems. Internship may also include reviewing nightly backup reports, rotating backup media, answering help desk calls, coordinating and executing software upgrades, creating and maintaining documentation and filing and administering software licenses, etc.

Requirements: *Computer sciences or related major  
Junior/Senior status  
One full day per week minimum  
Monday-Friday, 9:00 am - 5:00 pm*

## Sales Research

This internship is involved with the day to day operations of the ABC7 Sales/Research Department. Interns will assist in tracking ratings of various programs, including specials, sporting events, movies and locally produced programs. There also will be exposure to researching and accessing information on the Nielsen Ratings System.

Requirements: *Business administration, media management or related major  
Junior/Senior status  
Two full days per week minimum  
Monday-Friday, 8:00 am - 12:00 noon*

## Public Affairs

This internship provides a view of all aspects of production and operations of the ABC7 Public Affairs Department. This involves exposure to public service campaigns originated by ABC7 and the production of the 7-Day Planner, our community calendar. Interns also will be exposed to community based non-profit organizations and the communities that interact with and are supported by ABC7.

Requirements: *Communications, public relations, marketing, advertising, business administration or related major  
Junior/Senior status  
Two full days per week minimum  
Monday-Friday, 9:00 am - 5:00 pm*

## Programming Production

This internship is in the production unit of the ABC7 Programming Department. Students will have the opportunity to participate in the production of ABC7 weekly half-hour, magazine, public affairs or special event shows. Activities include logging videotape interviews, general office tasks, observing show editing, working with show producers in setting up interviews and researching stories and occasionally going on field camera shoots.

Requirements: *Broadcasting, Film/Television or related major  
Sophomore/Junior/Senior status  
Basic production understanding a must  
Two full days per week minimum  
Monday-Friday, 9:00 am - 5:00 pm*

## Programming Administration

This internship exposes students to the overall workings and operations of the ABC7 Programming Department. Activities include participating in programming meetings, assisting the staff in show bookings, preparing on-air schedules, distributing all departmental information and general office operation responsibilities.

Requirements: *Broadcasting, business administration or related major  
Junior/Senior status  
Basic programming knowledge a plus  
Two full days per week minimum  
Monday-Friday, 9:00 am - 5:00 pm*

## Creative Services-Graphic Design

This internship is geared for graphic design students. Interns are assigned to the ABC7 Art Department and assist in off-air design projects for ABC7 promotions, news and community relations.

Requirements: *Graphic and computer design studies related major  
Sophomore/Junior/Senior status  
Basic programming knowledge a plus  
Two full days per week minimum  
Monday-Friday, 9:00 am - 5:00 pm*