

ATTACHMENT D

Long Term Initiatives Documentation



October 27, 2008

Ms. Rachel Steading
KXAN/KNVA
908 West MLK Blvd.
Austin TX 78701

Dear Rachel:

Thank you for helping make TAB's Career Expo at San Antonio College great success!

EEO Credit

Each station employment unit (SEU) that sent a person with hiring capability to TAB's Career Expo can add a quarter point under the FCC's EEO menu option initiatives.

Here is the Career Expo information for your public file:

Sponsor: Texas Association of Broadcasters in cooperation with San Antonio College.

Date/time: Thursday, October 23, 2008 from 11 a.m. until 3 p.m.

Location: Longwith Radio TV & Film Building at San Antonio College.

Attendees: Open to the public and free of charge.

If you have any questions, please contact me at craig@tab.org or (512) 322-9944.

Respectfully,

A handwritten signature in black ink that reads "Craig Bean". The signature is fluid and cursive, with a long horizontal stroke at the end.

Craig Bean
Public Service Manager



Internship Program

Internships are available in the following categories:

- News
- Promotions
- Sales
- Production

All interns must be enrolled in a college or university and currently enrolled in a class requiring internship hours.

Internships are open to any accredited college or university, but KXAN/KNVA/KBVO's internship recruitment will be focused on schools in our area:

- The University of Texas at Austin
- Texas State University
- Southwestern University
- St. Edward's University
- Concordia University
- Austin Community College



**Internship Program
Updated May 17, 2010**

The requests from students wanting to intern within our company are a consistent concern with those studying in the field of Broadcast Media. Attached are 3 forms that must be completely filled out for each intern: The Intern Enrollment Form, the Terms of Internship and Liability Waiver Form, and the EEO Information Form. A copy of all three forms must be returned to the Business Administrator. The original forms should be kept in your files, and the Intern should get a copy of the Liability Waiver Form.

Interns are to learn all facets of the department they are assigned to. This is for them to learn and grow, not to give the interns all the grunt work!

Following are the guidelines to follow when choosing an intern:

1. They are full-time students in their junior or senior year.
2. One full semester internship per student. Minimum 10 weeks, 15 hours per week.
3. Class credit only, no monetary reimbursement other than out of pocket expenses.
4. No internship at KXAN/KNVA/KBVO is to be repeated in the same department.
5. Must track the hours worked.
6. General Manager will sign off before an intern is accepted.
7. Each student will sign statement that internship is for credit only. No monetary exchange.
8. At the end of the internship, return a copy of your evaluation to the Business Administrator to put with the internship file.



LIN Austin INTERN ENROLLMENT

NAME: _____

Address: _____

City State Zip: _____

Phone#: _____ **SS#:** _____

University: _____

School: _____ **Year:** _____

Advisor: _____ **Phone#:** _____

Title of class for credit: _____

Intern job duties: _____

Start Date: _____ **End Date:** _____

Department Manager Signature

General Manager Signature



INTERNSHIP EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

We request this information in order to meet EEO requirements of the Federal Communications Commission. **It will be maintained in a file separate from your application and will not be considered in connection with your application.** Please complete and check items applicable to you.

Name: _____

Male _____ Female _____

Internship Position applied for: _____

Please check the items that apply to you:

- ☐ White, not of Hispanic Origin - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- ☐ Black, not of Hispanic Origin - A person having origins in any of the black racial groups of Africa.
- ☐ Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture of origin, regardless of race.
- ☐ Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- ☐ American Indian or Alaskan Native - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

How did you learn of this opportunity?

Permanent residence: city, state, and zip code



Terms of Internship Liability Waiver

We trust your internship with KXAN/KNVA/KBVO will be an important addition to your college education. You should, however, review the following conditions upon which all of the station's internships are based:

1. After acceptance into KXAN/KNVA/KBVO's intern program, you will be told who your departmental supervisor will be. You will work out with that supervisor the start and end dates of your internship, the hours of your shift and any special requests for time off that might be needed.
2. You will be expected to report to your shift on the agreed-upon times and days. Tardiness and absenteeism are serious issues in the workplace, and can adversely affect your internship. You should notify your supervisor in a timely manner if you can't make it into the station on any given scheduled day.
3. Internships may be terminated for cause, or at other times based upon station needs.
4. Internships are designed as an extension of your university experience, and are to be performed for academic credit, with the number of credit hours correlating with the number of hours worked. Although certain responsibilities are encouraged, nothing in the internship agreement with the station should be construed as employment at the station. It is understood that internship is for credit only. No monetary compensation will be given for the work performed while participating in the internship program. If any out of pocket expenses are incurred for the benefit of the company, those costs will be reimbursed.
5. Interns will hold KXAN/KNVA/KBVO harmless for any and all injuries or losses sustained during their internship. They will be expected to maintain their own insurance.
6. Interns may use station equipment only under the supervision of station employees. Under no circumstances should interns drive station vehicles.

Your signature on this document indicates your understanding of these conditions.

Intern: _____

Date

Intern's Supervisor: _____

Date

AUSTIN
NEWS 10
kxan.com

AUSTIN
THE CW
theCWaustin.com



Intern Identification Tags

KXAN/KNVA/KBVO INTERN

[Picture?]

Name _____

School _____

Term of Internship _____

Department: _____



KXAN/KNVA/KBVO INTERNSHIP PROGRAM

Student Information

Internships at KXAN/KNVA/KBVO are for full-time Juniors and Seniors in 2 - 4 year colleges and universities. Interns receive college credit and are without financial compensation. We allow one-full-semester internship per student. The minimum hours worked is 10 weeks, 15 hours per week. The length of the Internship and the number of hours awarded for the work is made in accordance with the university policies. As we consider resumes, we attach the same standards that we use when hiring staff.

To apply, students should submit a resume and a cover letter, stating the department in which they want to intern. Internship positions are usually available in News Reporting, Investigative Reporting, Sports, Photography, Production, Promotion, Graphic Arts, New Media, Sales & Marketing, and Broadcast Engineering. Information is also required from the student's faculty advisor stating the length of the internship and that they will receive credit before any internship is made final.

Once the information is received from the student, it is forwarded to the appropriate department head. They will then decide if they need or want to set up an interview for internship. When an intern comes on board, the student's name, school information, liability waiver, and EEO1 form must be signed by the intern, and given to the Business Administrator.

KXAN/KNVA/KBVO periodically sends internship information to local colleges, universities, and trade schools to be placed on their bulletin boards with information about the availability of internships in various departments.

For consideration, please submit a resume and a cover letter to:

KXAN/KNVA/KBVO Internship Program

908 W. MLK Jr. Blvd.

Austin, TX 78701

Or submit your information through our Jobs section at www.kxan.com or www.thecwaustin.com .

DEADLINES:

Fall/Winter Internship
Winter/Spring Internship
Summer Internship

June 30th
October 30th
March 30th



KXAN/KNVA/KBVO INTERNSHIP PROGRAM

Department Head Information

BNN founder and Executive Producer Steven Rosenbaum implemented the intern program the day the company was born. "It's too easy to fall into doing things the way they've always been done. I find that interns, while inexperienced, bring good questions and a fresh vision with them. Interns keep us on our toes."

Internships at KXAN/KNVA/KBVO are for Juniors and Seniors in 2 - 4 year colleges and universities. Interns must be receiving college credit and they receive no pay. When considering interns for your department, think about what meaningful work assignments will provide students with a valuable learning experience. How often the student works depends on the particular program you design for the internship.

To apply, students should submit a resume and cover letter, stating the department in which they want to intern, or visit our website jobs section. Information should also be provided from the student's faculty advisor stating the length of the internship and that they will receive credit before any internship is made final.

Once the information is received from the student, the department head in question decides if they need or want to set up an interview for internship.

When the intern comes on board, make sure you have their name, school information, liability waiver, and EEO1 form signed by the intern. The information on EEO1 needs to be given to the BA for annual EEO reports.

At least once a year, KXAN/KNVA/KBVO will send internship information to local colleges, universities, and trade schools to be placed on their bulletin boards letting them know we want interns, the departments that we use interns in, and how students can contact us regarding internships.

A monthly internship update list from each department head is required for reporting. It is important that this is kept updated to know who they are, where they are working, and if they have signed a liability waiver.

The following was written for newsroom managers, but most information contained in this article applies to all managers:



SOME LEGAL NOTES

1992 by J. Laurent Scharff

Partner, Reed Smith Shaw & McClay

RTNDA General Counsel

Many stations and networks offer newsroom internships to students studying to be journalists. The practice is a worthy one, designed to further the education and contacts of future newsmen while giving news managers the chance to scout for future employees. These good motives are sometimes buttressed by a goal of furthering the educational development and professional careers of minority and female students.

Beyond the desirability of student internships, it is important for news managers to carefully define student roles in the newsroom in order to meet labor law requirements. There are legal implications that flow from the structure and details of the internship program, whether offered during the summer or during the regular academic year when part-time internships are sometimes made available to students at local colleges.

When a station treats an intern like other employees or as an employee trainee, the Fair Labor Standards Act (FLSA) requirements pertaining to minimum wage, overtime pay and record keeping apply. The Labor Department says that to avoid these requirements, so that a student may be paid nothing or a stipend not meeting minimum-wage levels, strict criteria for exemption must be met.

If all of the following criteria are complied with for a student internship, the student is not considered an "employee" under FLSA and need not be paid accordingly:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school;
2. The training is for the benefit of the trainees or students;
3. The trainees or students do not displace regular employees, but work under their close observation;
4. The employer that provides the training derives no immediate advantage from the activities of the trainees or students; and on occasion his operations may actually be impeded;
5. The trainees or students are not necessarily entitled to a job at the conclusion of the training period; and
6. The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.

Those six criteria are quoted from the Labor Department's WH Publication 1297, "Employment Relationship Under the Fair Labor Standards Act."

While not made necessary by the first criterion, formal credit or other recognition by a college for an internship would be important support for a finding that the intern is not an employee subject to wage and



hour requirements.

The duties performed by the intern should be consistent with the second criterion, and, under that criterion and the third one, learning assignments must be well defined and closely supervised.

Under the third and fourth criteria, the intern should not be given work that has the effect of displacing a regular employee from a substantial amount of work or which otherwise materially benefits the employer. Several young persons whom an insurance company was "teaching" in order to ascertain their interests in insurance careers were held to be employees because they prepared and mailed promotional materials for the company.

The substance of the fifth and sixth criteria should be clearly communicated to interns before they are brought into the newsroom.

A year ago, the U.S. District Court for Colorado, reversing an interpretation of the Labor Department, said that a "totality of the circumstances" test should be used and that, in the case before it, trainees who met the six-part test except that they were promised jobs later were not "employees" subject to wage and hour regulation. In another deviation from the Department's strict six-part test, the U.S. Court of Appeals for the Fourth Circuit focuses solely on "whether the employer or the employee is the primary beneficiary of the trainees labor."

The Labor Department continues to take the position that non-minimum wage internships must be consistent with *all* of the criteria of the six-part test, which indicates that the Department is prepared to assert its wage-and-hour law interpretation in other courts.

Under 1989 amendments to FLSA, the Labor Department has promulgated regulations covering a new category of "training wage," which is 85 percent of the otherwise applicable minimum wage. This category has a number of requirements and limitations, including its applicability solely to persons not yet 20 years of age. Still, this category may be useful to encourage employment of teenagers in high school and college who are interested in journalism careers.



LIN TELEVISION CORPORATION MINORITY SCHOLARSHIP & TRAINING PROGRAM

Providence, Rhode Island – LIN Television Corporation (LIN) sponsors a scholarship program designed to help educate and train outstanding minority candidates who seek to enter the television broadcast field. LIN's hope is that the program's success will enrich the cultural diversity in the LIN station group and lead to a diverse group of managers and leaders within the company.

LIN has been involved in television broadcasting since 1966, and has a proud heritage of ownership and outstanding local television stations. LIN has been a leader in the industry throughout its history and was among the first in our field to introduce local news, color television, Local Marketing Agreements, and most recently, digital television. This scholarship initiative is another step in providing leadership in the television industry.

Eligibility

- Applicant must have a **minimum 3.0 cumulative GPA** and be a declared **major in journalism, broadcast journalism, business, or marketing** at an accredited university or college.
- Applicant must be a **sophomore** or have completed sufficient semester hours or similar educational units to be within two years of receiving an undergraduate bachelor's degree.
- Applicant must be a **citizen of the United States and of non-white origin**.

Program Specifics

LIN agrees to:

- Pay the following University or College expenses not to exceed \$20,000 per school year:
 1. Tuition and Fees
 2. Books
 3. Room and Board (Dormitory and Meal Plan)
- Provide part-time employment during school as an Intern
- Provide post graduation employment at a LIN station:
 1. Competitive Salary
 2. Pay reasonable moving expenses required by LIN

Successful Candidate must agree to:

- Sign a four-year Employment Agreement that includes scholarship, internship, and post graduation employment.
 1. Agreement must be signed prior to scholarship payment.
 2. Candidate agrees to repay LIN television for all scholarship payments if Employment Agreement is breeched by Candidate.
- Work part-time as an Intern during completion of degree program.
 1. Employment scheduling will be at the mutual agreement of Candidate and LIN Management.
 2. Employment will typically include summer months in between school semesters.
- Work at LIN TV station to be determined by LIN Management post graduation for a minimum period of two years.



Application Procedure:

APPLICATION DEADLINE IS MARCH 15th

Qualified applicants should access and print the attached form. Complete and return the information to:

**LIN Television Corporation
Minority Scholarship & Training Program
300 Wavy Street
Portsmouth, VA 23704**

Note: If selected as a finalist, you must provide certified copies of all high school, college and university transcripts. You are urged to request copies now.

Information:

LIN owns and operates 29 television stations in 18 media markets in the United States.

For more information about LIN and overviews of its TV stations, visit the company's website at www.lintv.com or contact:

**LIN Television Corporation
Rosetta Rolan
Director of Diversity
Phone: (757) 673-5314
Fax: (757) 673-5300
E-mail: rosetta.rolan@lintv.com**

**LIN TELEVISION CORPORATION
MINORITY SCHOLARSHIP & TRAINING PROGRAM APPLICATION**

NAME: _____ STUDENT ID#: _____

SCHOOL: _____ CITY: _____ STATE: _____

LOCAL ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ E-MAIL: _____

PERMANENT ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ RACE: _____

SOCIAL SECURITY #: _____

MAJOR: _____ MINOR/EMPHASIS: _____

DEGREE DATE: MONTH: _____ YEAR: _____

CREDITS COMPLETED: _____ CREDITS NEEDED: _____

OVERALL GPA: _____ GPA IN MAJOR: _____

HIGH SCHOOL: _____ DATE GRADUATED: _____

HIGH SCHOOL CITY: _____ STATE: _____

SIGNATURE: _____ DATE: _____

**Type and attach responses to EACH of the following. Please number each response.
Make sure to attach your résumé and transcript.**

1. List organizations and activities in which you have held leadership positions. Briefly describe the nature of your involvement.
2. Name three references. Up to two faculty members (university or secondary) and one or two other references that will recommend your work.
3. List personal achievements and honors.
4. Describe your career goals in 50 words or less.
5. Write a short essay (up to 500 words, double-spaced) about yourself.

RETURN APPLICATION TO:

LIN Television Corporation
Minority Scholarship & Training Program
300 Wavy Street
Portsmouth, VA 23704

Market	Station	Affiliation	Channel	Status (2)	HUB	DMA Rank (1)	% of DMA TV HH (1)
Indianapolis, IN	WIIH-CA	Univision	17	O & O	Indianapolis	26	.950
	WISH-TV	CBS	8	O & O			
	WNDY-TV	UPN	23	O & O			
Hartford-New Haven, CT	WCTX-TV	UPN	59	O & O	Springfield	29	.893
	WTNH-TV	ABC	8	O & O			
Columbus, OH	WWHO-TV	UPN	53/46	O & O	Indianapolis	32	.803
Grand Rapids- Kalamazoo-Battle Creek, MI	WOOD-TV	NBC	8	O & O		39	.656
	WOTV-TV	ABC	41	O & O			
	WXSP-CA	UPN	Various	O & O			
Norfolk- Portsmouth- Newport News, VA	WAVY-TV	NBC	10	O & O		42	.636
	WVBT-TV	FOX	43	O & O			
Albuquerque- Roswell, NM/Durango, CO	KRQE-TV	CBS	13	O & O		44	.601
	KBIM-TV	CBS	10	O & O			
	KREZ-TV	CBS	6	O & O			
Buffalo, NY	WIVB-TV	CBS	4	O & O	Indianapolis	50	.564
	WNLO-TV	UPN	23	O & O			
Austin, TX	KNVA-TV	WB	54	LMA		51	.564
	KXAN-TV	NBC	36	O & O			
Providence, RI	WPRI-TV	CBS	12	O & O	Springfield Springfield	52	.556
	WNAC-TV	FOX	64	LMA			
Mobile, AL/Pensacola, FL/Ft. Walton Beach, FL	WALA-TV	FOX	10	O & O		61	.459
	WBPB-TV	WB	55	LMA			
Dayton, OH	WDTN-TV	NBC	2	O & O	Indianapolis	62	.453
Green Bay, WI	WLUK-TV	FOX	11	O & O		70	.390
Toledo, OH	WUPW-TV	FOX	36	O & O		72	.376
Fort Wayne, IN	WANE-TV	CBS	15	O & O	Indianapolis	107	.242
Springfield- Holyoke, MA	WWLP-TV	NBC	22	O & O	Springfield	109	.234
Terre Haute, IN	WTHI-TV	CBS	10	O & O		151	.129
Lafayette, IN	WLFI-TV	CBS	18	O & O	Indianapolis	189	.059

- (1) DMA rank and percentage of DMA TV households, or TV HH, estimates are taken from Nielsen Media Research Local Universe Estimates for the 2007-2008 Broadcast Season.
- (2) "O&O" indicates stations LIN Television owns and operates. "LMA" indicates stations to which we provide services under a local marketing agreement. An LMA is a programming agreement between two separately owned television stations serving a common television market. Under an LMA agreement, the licensee of one station provides substantial portions of the broadcast programming for airing on the other licensee's station, subject to ultimate programming and other controls being exercised by the second licensee, and sells advertising time.

Rachel Steading

From: ccsrecruit@austin.utexas.edu
Sent: Monday, October 19, 2009 4:06 PM
To: Rachel Steading
Subject: Job & Internship Fair | Recruiter Confirmation

Follow Up Flag: Follow up
Flag Status: Red

Hello Rachel,

The Communication Job & Internship Fair is almost here! In preparation for the event we would like to confirm the names (and spellings) of the recruiters attending. This will help us with name badges, catering confirmations, etc.

Please respond to this email with the names of all recruiters attending for your organization. I appreciate your help, and please expect additional information in the days to come.

As always, please let me know if you have any questions. We look forward to seeing you on October 28!

Thanks,

Lauren Deaton | Recruiting Services Coordinator, Communication Career Services
(512) 471-9421



October 28, 2009 • 12:00 pm – 5:00 pm • Texas Union Ballroom, UT Campus

EVENT SCHEDULE

9:30 – 12:00 pm	Employer Check-in and Set-up
11:00 am	Lunch is Available in Santa Rita Suite
12:00 pm	Doors Open to Students
5:00 pm	Doors Close
5:00 – 6:00 pm	Employer Close-down

The following information is designed to help you prepare for your visit.

- Check-in and Set-up
- Arriving by Car
- Taxi Info
- Arriving by Air
- Parking
- The Texas Union – Physical Address (2247 Guadalupe Street, Austin, TX 78705)
- Shipping Packages to Communication Career Services for the Job & Internship Fair
- Student Info
- Hotel Info
- Restaurant Info
- Austin Entertainment Info
- Contact Info

If you would like additional assistance or information, please feel free to call or email Lauren Deaton, Recruiting Services Coordinator, at (512) 232-6558 or ccsrecruit@austin.utexas.edu

CHECK-IN & SET-UP

Event check-in and set-up is open from 9:30am to 12:00 pm. During this time you will have access to our Recruiter Break Room with coffee and tea service.

Our event volunteers will be on hand to help bring last-minute items from the package drop off to your booth and to help you set up your booth in the Texas Union Ballroom. The package drop off location is detailed below in the parking map.

ARRIVING BY CAR

The University of Texas at Austin is located in the heart of the city of Austin, just north of the downtown area. Main thoroughfares around campus include Guadalupe to the west, MLK to the south, Red River to the east and 26th (Dean Keeton) to the north.

IH-35: Take MLK Boulevard exit heading west for South campus; campus will be on your right as you head west away from IH-35. Or take 26th Street (Dean Keeton Street) exit heading west for North campus; campus will be on your left.

MoPac/Loop 1: Take Windsor Road exit heading east. Windsor Road turns into 24th Street, which intersects with Guadalupe Street, the western border of campus.

For details, please see map in the Arriving By Air section below.

TAXI INFORMATION

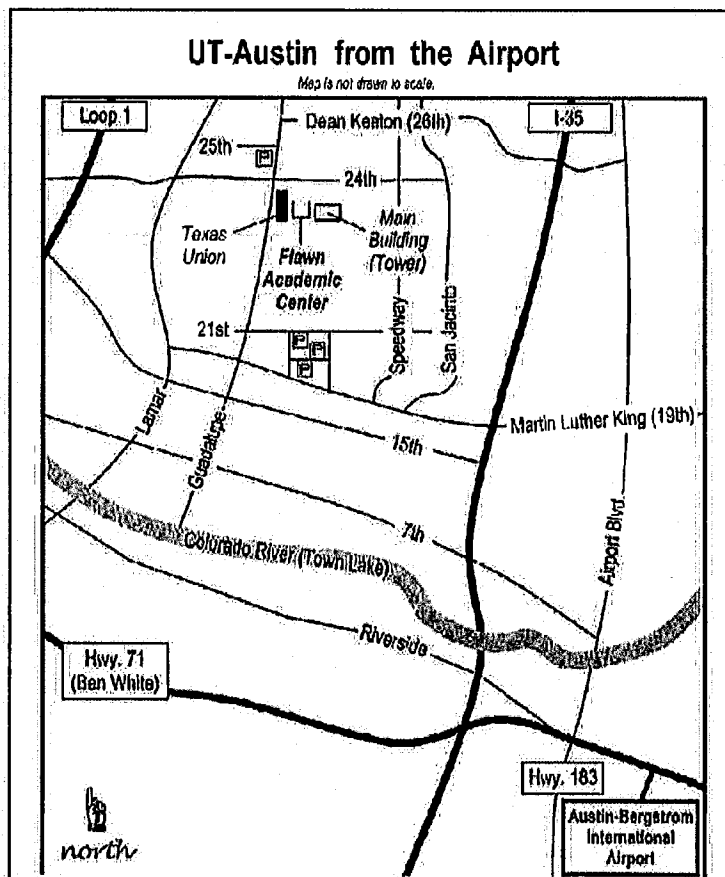
Please ask your taxi driver to drop you off at the southeast corner of Guadalupe and 24th, on the UT Austin campus. The Texas Union will be on your right.

Austin Cab, (512) 478-2222

Yellow Cab Austin, (512) 452-9999

ARRIVING BY AIR

Austin-Bergstrom International Airport is located in southeast Austin on Texas Hwy. 71, eight miles from downtown. **Driving from Airport:** Following the map below, take Hwy 183 to Airport Blvd, then turn left to MLK (19th) Street into the southwest corner of campus. Please see parking map for further directions to the UT Co-Op Garage.



PARKING FOR THE FALL JOB & INTERNSHIP FAIR

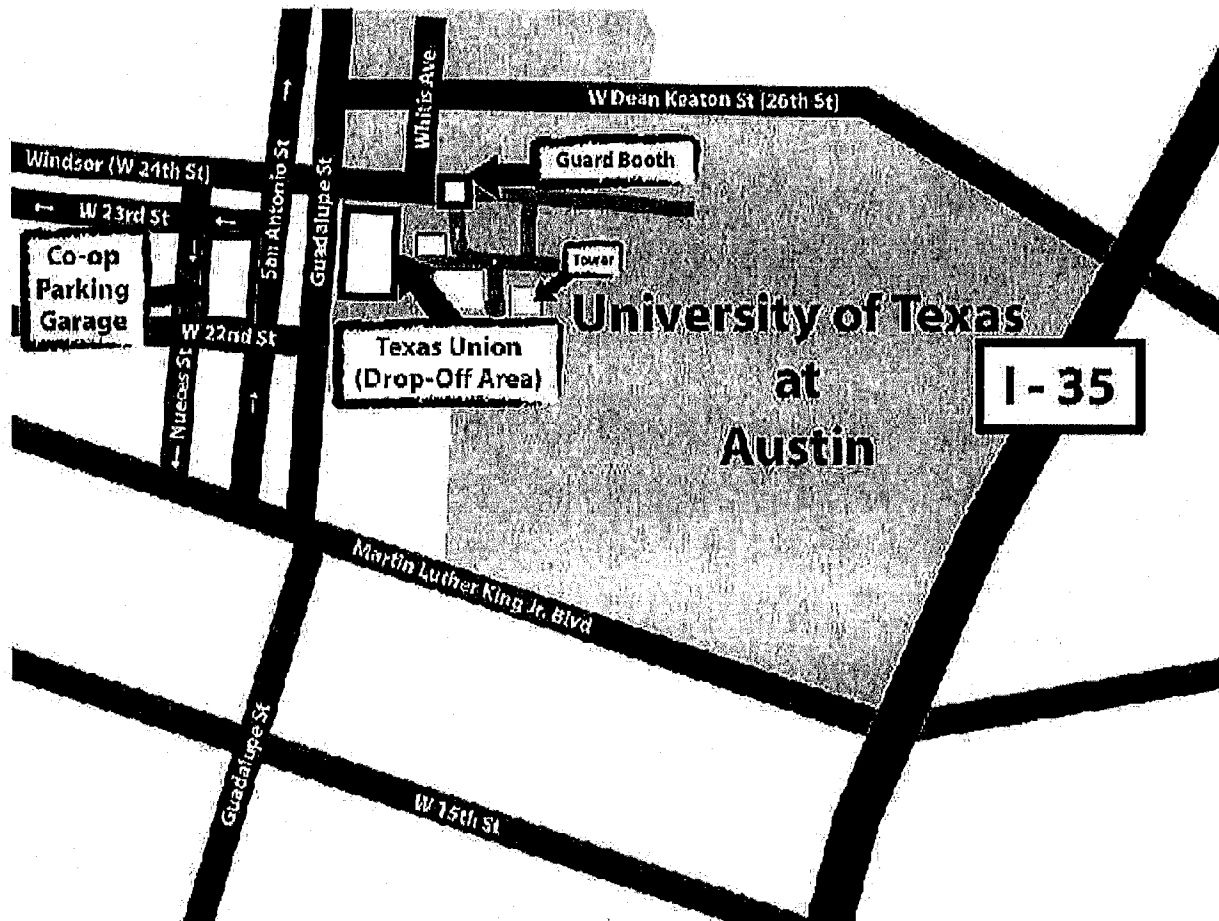
Garage parking is available on-campus in the UT Co-Op Parking Garage, located at 2214 San Antonio Street on San Antonio Street between 22nd and 23rd streets (San Antonio is a one-way street, northbound). One parking space for each attending company/organization is guaranteed before 11:00 am.

Procedure: Take a ticket and park above the 2nd Level in the garage. We will give you a parking validation card when you arrive at the Job & Internship Fair.

Recommended Routes to Parking Garage

From I-35: West on MLK > Right on San Antonio (northbound)

From MoPac: East on Windsor (24th St.) > Left on Nueces > Left on 22nd > Left on San Antonio 24th



PACKAGE DROP OFF

To drop off materials at the Texas Union, please stop at our tent on the corner of 24th and White and student volunteers will be on hand to assist you with your materials.

SHIPPING PACKAGES TO CCS FOR THE JOB & INTERNSHIP FAIR

You may ship packages to the Communication Career Services in advance of the event. We will be happy to receive, store and deliver them to your booth at the fair for no charge. To utilize this service, you **MUST** use the physical address listed below and include an airbill for return shipment dated for Thursday, April 2, 2009.

ATTN: Lauren Deaton
The University of Texas at Austin
Communication Career Services
2504A Whitis Ave, CMA 3.102
Austin, Texas 78712

Questions?

Call Lauren Deaton at (512) 471-9421.

STUDENT INFO

The Communication Spring Job & Internship Fair generally attracts between 1000 and 1300 students from across campus and the Central Texas region.

To learn more about the UT College of Communication and our students, including majors and departments, please visit the college's website at <http://communication.utexas.edu/>

For statistical information on the nearly 50,000 students of The University of Texas at Austin, including diversity of student body, majors, classification, honors and aptitude test scores, please visit http://www.utexas.edu/academic/oir/statistical_handbook/08-09/SHB08-09Complete.pdf

STAYING IN AUSTIN

*The following hotel and restaurant recommendations are included due to their proximity to campus.
For the full listings, please visit <http://communication.utexas.edu/ccs/visit.html>*

HOTEL INFO

AT&T Executive Education & Conference Center (on campus) www.meetattexas.com
1900 University Avenue, Austin, TX 78705, 512-404-3600

Overnight guests enjoy high-speed Internet, underground attached-garage parking, complimentary transportation on main campus, business center, three restaurants with platinum service and more.

For room reservations, call 877-744-8822 toll free.

Doubletree Guest Suites www.austinsuites.doubletree.com
303 W. 15th Street, Austin, TX 78701, 512-478-7000, 800-222-Tree

Mansion at Judge's Hill www.mansionatjudgeshill.com
1900 Rio Grande Street, Austin, TX 78705, 512-495-1800, 800-761-0873

The Star of Texas Inn www.staroftexasinn.com
611 W. 22nd Street, Austin, TX 78705, 512-472-6700, 866-472-6700

RESTAURANT INFO

Asti Trattoria www.astiaustin.com
408C E. 43rd Street, Austin, TX 78751, (512) 451-1218

Hyde Park Bar & Grill www.hydeparkbarandgrill.com
4206 Duval Street, Austin, TX 78751, (512) 458-3168

Zen www.eatzen.com
3423 N. Guadalupe Street, Austin, TX 78705, (512) 300-2633

Hoover's Cooking www.hooverscooking.com
2002 Manor Road, Austin, TX 78722, (512) 479-5006

Clay Pit (Indian) www.claypit.com
1601 Guadalupe Street, Austin, TX 78701, (512) 322-5131

Fonda San Miguel Restaurant www.fondasanmiguel.com
2330 W. North Loop Blvd., Austin, TX 78756, (512) 459-4121

Trudy's www.trudys.com
409 W. 30th Street, Austin, TX 78705, (512) 477-2935

ENTERTAINMENT INFO

Austin is known as the "Live Music Capital of the World." For entertainment calendars and event details visit <http://www.austinelivemusic.com/>

CONTACT INFO

Communication Career Services
University of Texas at Austin, CCS
1 University Station, A0901, CMA 3.102
Austin, Texas 78712
Phone (512) 471-9421 | <http://communication.utexas.edu/ccs>

Staff Contact for Fall Job & Internship Fair
Lauren Deaton
Recruiting Services Coordinator
ccsrecruit@austin.utexas.edu
Phone (512) 232-6558 | Fax (512) 232-6558

RC 1/22/2009





Internship Program Updated May 17, 2010

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2. One full semester internship per student. Minimum 10 weeks, 15 hours per week.
3. Class credit only, no monetary reimbursement other than out of pocket expenses.
4. No internship at KXAN/KNVA/KBVO is to be repeated in the same department.
5. Must track the hours worked.
6. General Manager will sign off before an intern is accepted.
7. Each student will sign statement that internship is for credit only. No monetary exchange.
8. At the end of the internship, return a copy of your evaluation to the Business Administrator to put with the internship file.



LIN Austin INTERN ENROLLMENT

NAME: _____

Address: _____

City State Zip: _____

Phone#: _____ **SS#:** _____

University: _____

School: _____ **Year:** _____

Advisor: _____ **Phone#:** _____

Title of class for credit: _____

Intern job duties: _____

Start Date: _____ **End Date:** _____

Department Manager Signature

General Manager Signature



INTERNSHIP EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

We request this information in order to meet EEO requirements of the Federal Communications Commission. **It will be maintained in a file separate from your application and will not be considered in connection with your application.** Please complete and check items applicable to you.

Name: _____

Male _____ Female _____

Internship Position applied for: _____

Please check the items that apply to you:

- ☐ White, not of Hispanic Origin - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- ☐ Black, not of Hispanic Origin - A person having origins in any of the black racial groups of Africa.
- ☐ Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture of origin, regardless of race.
- ☐ Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- ☐ American Indian or Alaskan Native - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

How did you learn of this opportunity?

Permanent residence: city, state, and zip code



Terms of Internship Liability Waiver

We trust your internship with KXAN/KNVA/KBVO will be an important addition to your college education. You should, however, review the following conditions upon which all of the station's internships are based:

1. After acceptance into KXAN/KNVA/KBVO's intern program, you will be told who your departmental supervisor will be. You will work out with that supervisor the start and end dates of your internship, the hours of your shift and any special requests for time off that might be needed.
2. You will be expected to report to your shift on the agreed-upon times and days. Tardiness and absenteeism are serious issues in the workplace, and can adversely affect your internship. You should notify your supervisor in a timely manner if you can't make it into the station on any given scheduled day.
3. Internships may be terminated for cause, or at other times based upon station needs.
4. Internships are designed as an extension of your university experience, and are to be performed for academic credit, with the number of credit hours correlating with the number of hours worked. Although certain responsibilities are encouraged, nothing in the internship agreement with the station should be construed as employment at the station. It is understood that internship is for credit only. No monetary compensation will be given for the work performed while participating in the internship program. If any out of pocket expenses are incurred for the benefit of the company, those costs will be reimbursed.
5. Interns will hold KXAN/KNVA/KBVO harmless for any and all injuries or losses sustained during their internship. They will be expected to maintain their own insurance.
6. Interns may use station equipment only under the supervision of station employees. Under no circumstances should interns drive station vehicles.

Your signature on this document indicates your understanding of these conditions.

Intern:

Date

Intern's Supervisor:

Date



Intern Identification Tags

KXAN/KNVA/KBVO INTERN

[Picture?]

Name _____

School _____

Term of Internship _____

Department: _____



KXAN/KNVA/KBVO INTERNSHIP PROGRAM

Student Information

Internships at KXAN/KNVA/KBVO are for full-time Juniors and Seniors in 2 - 4 year colleges and universities. Interns receive college credit and are without financial compensation. We allow one-full-semester internship per student. The minimum hours worked is 10 weeks, 15 hours per week. The length of the Internship and the number of hours awarded for the work is made in accordance with the university policies. As we consider resumes, we attach the same standards that we use when hiring staff.

To apply, students should submit a resume and a cover letter, stating the department in which they want to intern. Internship positions are usually available in News Reporting, Investigative Reporting, Sports, Photography, Production, Promotion, Graphic Arts, New Media, Sales & Marketing, and Broadcast Engineering. Information is also required from the student's faculty advisor stating the length of the internship and that they will receive credit before any internship is made final.

Once the information is received from the student, it is forwarded to the appropriate department head. They will then decide if they need or want to set up an interview for internship. When an intern comes on board, the student's name, school information, liability waiver, and EEO1 form must be signed by the intern, and given to the Business Administrator.

KXAN/KNVA/KBVO periodically sends internship information to local colleges, universities, and trade schools to be placed on their bulletin boards with information about the availability of internships in various departments.

For consideration, please submit a resume and a cover letter to:

KXAN/KNVA/KBVO Internship Program

908 W. MLK Jr. Blvd.

Austin, TX 78701

Or submit your information through our Jobs section at www.kxan.com or www.thecwaustin.com .

DEADLINES:

Fall/Winter Internship
Winter/Spring Internship
Summer Internship

June 30th
October 30th
March 30th



KXAN/KNVA/KBVO INTERNSHIP PROGRAM

Department Head Information

BNN founder and Executive Producer Steven Rosenbaum implemented the intern program the day the company was born. "It's too easy to fall into doing things the way they've always been done. I find that interns, while inexperienced, bring good questions and a fresh vision with them. Interns keep us on our toes."

Internships at KXAN/KNVA/KBVO are for Juniors and Seniors in 2 - 4 year colleges and universities. Interns must be receiving college credit and they receive no pay. When considering interns for your department, think about what meaningful work assignments will provide students with a valuable learning experience. How often the student works depends on the particular program you design for the internship.

To apply, students should submit a resume and cover letter, stating the department in which they want to intern, or visit our website jobs section. Information should also be provided from the student's faculty advisor stating the length of the internship and that they will receive credit before any internship is made final.

Once the information is received from the student, the department head in question decides if they need or want to set up an interview for internship.

When the intern comes on board, make sure you have their name, school information, liability waiver, and EEO1 form signed by the intern. The information on EEO1 needs to be given to the BA for annual EEO reports.

At least once a year, KXAN/KNVA/KBVO will send internship information to local colleges, universities, and trade schools to be placed on their bulletin boards letting them know we want interns, the departments that we use interns in, and how students can contact us regarding internships.

A monthly internship update list from each department head is required for reporting. It is important that this is kept updated to know who they are, where they are working, and if they have signed a liability waiver.

The following was written for newsroom managers, but most information contained in this article applies to all managers:



SOME LEGAL NOTES

1992 by J. Laurent Scharff
Partner, Reed Smith Shaw & McClay
RTNDA General Counsel

Many stations and networks offer newsroom internships to students studying to be journalists. The practice is a worthy one, designed to further the education and contacts of future newsmen while giving news managers the chance to scout for future employees. These good motives are sometimes buttressed by a goal of furthering the educational development and professional careers of minority and female students.

Beyond the desirability of student internships, it is important for news managers to carefully define student roles in the newsroom in order to meet labor law requirements. There are legal implications that flow from the structure and details of the internship program, whether offered during the summer or during the regular academic year when part-time internships are sometimes made available to students at local colleges.

When a station treats an intern like other employees or as an employee trainee, the Fair Labor Standards Act (FLSA) requirements pertaining to minimum wage, overtime pay and record keeping apply. The Labor Department says that to avoid these requirements, so that a student may be paid nothing or a stipend not meeting minimum-wage levels, strict criteria for exemption must be met.

If all of the following criteria are complied with for a student internship, the student is not considered an "employee" under FLSA and need not be paid accordingly:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school;
2. The training is for the benefit of the trainees or students;
3. The trainees or students do not displace regular employees, but work under their close observation;
4. The employer that provides the training derives no immediate advantage from the activities of the trainees or students; and on occasion his operations may actually be impeded;
5. The trainees or students are not necessarily entitled to a job at the conclusion of the training period; and
6. The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.

Those six criteria are quoted from the Labor Department's WH Publication 1297, "Employment Relationship Under the Fair Labor Standards Act."

While not made necessary by the first criterion, formal credit or other recognition by a college for an internship would be important support for a finding that the intern is not an employee subject to wage and



hour requirements.

The duties performed by the intern should be consistent with the second criterion, and, under that criterion and the third one, learning assignments must be well defined and closely supervised.

Under the third and fourth criteria, the intern should not be given work that has the effect of displacing a regular employee from a substantial amount of work or which otherwise materially benefits the employer. Several young persons whom an insurance company was "teaching" in order to ascertain their interests in insurance careers were held to be employees because they prepared and mailed promotional materials for the company.

The substance of the fifth and sixth criteria should be clearly communicated to interns before they are brought into the newsroom.

A year ago, the U.S. District Court for Colorado, reversing an interpretation of the Labor Department, said that a "totality of the circumstances" test should be used and that, in the case before it, trainees who met the six-part test except that they were promised jobs later were not "employees" subject to wage and hour regulation. In another deviation from the Department's strict six-part test, the U.S. Court of Appeals for the Fourth Circuit focuses solely on "whether the employer or the employee is the primary beneficiary of the trainees labor."

The Labor Department continues to take the position that non-minimum wage internships must be consistent with *all* of the criteria of the six-part test, which indicates that the Department is prepared to assert its wage-and-hour law interpretation in other courts.

Under 1989 amendments to FLSA, the Labor Department has promulgated regulations covering a new category of "training wage," which is 85 percent of the otherwise applicable minimum wage. This category has a number of requirements and limitations, including its applicability solely to persons not yet 20 years of age. Still, this category may be useful to encourage employment of teenagers in high school and college who are interested in journalism careers.



LIN TELEVISION CORPORATION MINORITY SCHOLARSHIP & TRAINING PROGRAM

Providence, Rhode Island – LIN Television Corporation (LIN) sponsors a scholarship program designed to help educate and train outstanding minority candidates who seek to enter the television broadcast field. LIN's hope is that the program's success will enrich the cultural diversity in the LIN station group and lead to a diverse group of managers and leaders within the company.

LIN has been involved in television broadcasting since 1966, and has a proud heritage of ownership and outstanding local television stations. LIN has been a leader in the industry throughout its history and was among the first in our field to introduce local news, color television, Local Marketing Agreements, and most recently, digital television. This scholarship initiative is another step in providing leadership in the television industry.

Eligibility

- Applicant must have a **minimum 3.0 cumulative GPA** and be a declared **major in Journalism, broadcast journalism, business, or marketing** at an accredited university or college.
- Applicant must be a **sophomore** or have completed sufficient semester hours or similar educational units to be within two years of receiving an undergraduate bachelor's degree.
- Applicant must be a **citizen of the United States and of non-white origin**.

Program Specifics

LIN agrees to:

- Pay the following University or College expenses not to exceed \$20,000 per school year:
 1. Tuition and Fees
 2. Books
 3. Room and Board (Dormitory and Meal Plan)
- Provide part-time employment during school as an Intern
- Provide post graduation employment at a LIN station:
 1. Competitive Salary
 2. Pay reasonable moving expenses required by LIN

Successful Candidate must agree to:

- Sign a four-year Employment Agreement that includes scholarship, internship, and post graduation employment.
 1. Agreement must be signed prior to scholarship payment.
 2. Candidate agrees to repay LIN television for all scholarship payments if Employment Agreement is breached by Candidate.
- Work part-time as an Intern during completion of degree program.
 1. Employment scheduling will be at the mutual agreement of Candidate and LIN Management.
 2. Employment will typically include summer months in between school semesters.
- Work at LIN TV station to be determined by LIN Management post graduation for a minimum period of two years.



Application Procedure:

APPLICATION DEADLINE IS MARCH 15th!

Qualified applicants should access and print the attached form. Complete and return the information to:

**LIN Television Corporation
Minority Scholarship & Training Program
300 Wavy Street
Portsmouth, VA 23704**

Note: If selected as a finalist, you must provide certified copies of all high school, college and university transcripts. **You are urged to request copies now.**

Information:

LIN owns and operates 29 television stations in 18 media markets in the United States.

For more information about LIN and overviews of its TV stations, visit the company's website at www.lintv.com or contact:

**LIN Television Corporation
Rosetta Rolan
Director of Diversity
Phone: (757) 673-5314
Fax: (757) 673-5300
E-mail: rosetta.rolan@lintv.com**

Market	Station	Affiliation	Channel	Status (2)	HUB	DMA Rank (1)	% of DMA TV HH (1)
Indianapolis, IN	WIIH-CA	Univision	17	O & O	Indianapolis	26	.950
	WISH-TV	CBS	8	O & O			
	WNDY-TV	UPN	23	O & O			
Hartford-New Haven, CT	WCTX-TV	UPN	59	O & O	Springfield	29	.893
	WTNH-TV	ABC	8	O & O			
Columbus, OH	WWHO-TV	UPN	53/46	O & O	Indianapolis	32	.803
Grand Rapids- Kalamazoo-Battle Creek, MI	WOOD-TV	NBC	8	O & O		39	.656
	WOTV-TV	ABC	41	O & O			
	WXSP-CA	UPN	Various	O & O			
Norfolk- Portsmouth- Newport News, VA	WAVY-TV	NBC	10	O & O		42	.636
	WVBT-TV	FOX	43	O & O			
Albuquerque- Roswell, NM/Durango, CO	KRQE-TV	CBS	13	O & O		44	.601
	KBIM-TV	CBS	10	O & O			
	KREZ-TV	CBS	6	O & O			
Buffalo, NY	WIVB-TV	CBS	4	O & O	Indianapolis	50	.564
	WNLO-TV	UPN	23	O & O			
Austin, TX	KNVA-TV	WB	54	LMA		51	.564
	KXAN-TV	NBC	36	O & O			
Providence, RI	WPRI-TV	CBS	12	O & O	Springfield Springfield	52	.556
	WNAC-TV	FOX	64	LMA			
Mobile, AL/Pensacola, FL/Ft. Walton Beach, FL	WALA-TV	FOX	10	O & O		61	.459
	WBPG-TV	WB	55	LMA			
Dayton, OH	WDTN-TV	NBC	2	O & O	Indianapolis	62	.453
Green Bay, WI	WLUK-TV	FOX	11	O & O		70	.390
Toledo, OH	WUPW-TV	FOX	36	O & O		72	.376
Fort Wayne, IN	WANE-TV	CBS	15	O & O	Indianapolis	107	.242
Springfield- Holyoke, MA	WWLP-TV	NBC	22	O & O	Springfield	109	.234
Terre Haute, IN	WTHI-TV	CBS	10	O & O		151	.129
Lafayette, IN	WLFI-TV	CBS	18	O & O	Indianapolis	189	.059

- (1) DMA rank and percentage of DMA TV households, or TV HH, estimates are taken from Nielsen Media Research Local Universe Estimates for the 2007-2008 Broadcast Season.
- (2) "O&O" indicates stations LIN Television owns and operates. "LMA" indicates stations to which we provide services under a local marketing agreement. An LMA is a programming agreement between two separately owned television stations serving a common television market. Under an LMA agreement, the licensee of one station provides substantial portions of the broadcast programming for airing on the other licensee's station, subject to ultimate programming and other controls being exercised by the second licensee, and sells advertising time.

**LIN TELEVISION CORPORATION
MINORITY SCHOLARSHIP & TRAINING PROGRAM APPLICATION**

NAME: _____ STUDENT ID#: _____

SCHOOL: _____ CITY: _____ STATE: _____

LOCAL ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ E-MAIL: _____

PERMANENT ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ RACE: _____

SOCIAL SECURITY #: _____

MAJOR: _____ MINOR/EMPHASIS: _____

DEGREE DATE: MONTH: _____ YEAR: _____

CREDITS COMPLETED: _____ CREDITS NEEDED: _____

OVERALL GPA: _____ GPA IN MAJOR: _____

HIGH SCHOOL: _____ DATE GRADUATED: _____

HIGH SCHOOL CITY: _____ STATE: _____

SIGNATURE: _____ DATE: _____

**Type and attach responses to EACH of the following. Please number each response.
Make sure to attach your résumé and transcript.**

1. List organizations and activities in which you have held leadership positions. Briefly describe the nature of your involvement.
2. Name three references. Up to two faculty members (university or secondary) and one or two other references that will recommend your work.
3. List personal achievements and honors.
4. Describe your career goals in 50 words or less.
5. Write a short essay (up to 500 words, double-spaced) about yourself.

RETURN APPLICATION TO:

LIN Television Corporation
Minority Scholarship & Training Program
300 Wavy Street
Portsmouth, VA 23704

LIN TV CORP

Tuition Reimbursement Program

To encourage employees to gain additional job-related skills, LIN provides tuition assistance to full-time regular employees after six (6) months of employment. Courses are required to enhance the employee's job performance and are subject to review and prior approval by your supervisor and the General Manager.

Proof of attendance and the final grade must be submitted. A maximum of two courses will be reimbursed by the Company per semester.

- Employees requesting tuition reimbursement must be employed as a full-time employee, and have completed at least 6 months of employment, prior to enrolling in any graduate or undergraduate program.
- Courses are required to enhance the employee's job performance and are subject to review by their manager.
- The employee's manager must give authorization to the employee before the class is taken.
- Only two classes will be approved per semester.
- The employee must show proof of attendance and final grade to their manager before any additional course may be taken.
- Employees must receive a final grade of "C" or better to receive tuition reimbursement.
- A maximum of \$500 will be paid as reimbursement for the course with a maximum of \$100 for books.

LIN TV CORP

TUITION ASSISTANCE PROGRAM

*The applicant must secure an approval signature from the Department Manager and the General Manager.
Proof of registration and paid receipt must accompany this request.*

Employee Name		Date
Employee Date of Hire	Job Title	
Course Title		
Name of School		
Address		
Registration Date	*Course Fee	
Description of Course		
Explanation of Job Relevance		
Is this part of a Degree program? _____ Yes _____ No		
If yes, specify the program _____		

(Employee's Signature)

(General Manager's Signature)

(Department Manager's Signature)

* Course reimbursement will not exceed \$500.00. Maximum book allowance is \$100.00.