

**EXHIBIT 5**

**Documentation Concerning the Unit's Internship Program During the  
Reporting Period  
KNBC, Los Angeles, California  
KVEA, Corona, California**

interface with lifestyle show, producers, management and sales AEs to help the process work flow. This is an amazing opportunity to touch many parts of the sales and production process.

**Application Deadline: Summer Internship postings are live for a limited time only, apply today!**

**Job Number**

67255BR

**Posting Category**

Internships

**Country**

United States

**Sub-Business**

Campus Programs Interns

**About Us**

NBCUniversal internships are true learning and growth opportunities that help set students up for an exciting future career in media. We are committed to developing early career talent, and we are focused on helping our interns realize their potential and their dreams.

NBCU interns are a diverse and curious community of innovators and trailblazers. They bring their passion for media, entertainment, and technology along with their desire to learn each day. They contribute to our vast and diverse portfolio of businesses in hands-on ways that matter. We provide a program full of opportunities for professional development, leadership exposure, connection, networking, and fun.

While we continuously monitor COVID-19 and its impact, our plan is to host summer internships in both a virtual and in-person format. Opportunities listed will either be in-

In addition to all of our internships being paid, we will also offer the following for our Summer 2022 interns:

- Paid company holidays for full-time interns.
- Robust networking, learning and development opportunities for all interns, whether in-person or virtual.
- Financial assistance to offset expenses for transportation and housing may be available on a needs-based basis for eligible in-person interns. More details about eligibility for this assistance will be provided at the time of offer.

**State/Province**

California

**Career Level**

Co-op/Intern

**Qualifications/Requirements**

- In pursuit of an Associate, Bachelor or Graduate degree at an Accredited Institution and be able to provide documentation to confirm your degree progress.
- Current class standing of sophomore or above (30 credits).
- Must be authorized to work in the United States without visa sponsorship by NBCUniversal.

**Additional Job Requirements**

- If selected for an in-person internship, must be willing to work in Universal City, CA.
- Must submit an attestation disclosing your COVID-19 vaccination status and, if partially or fully vaccinated, submitting your vaccination record no later than 7 days following

- Must be fully vaccinated against COVID-19 at the commencement of employment or must undergo regular COVID-19 testing if Company determines your job position requires accessing an NBCUniversal worksite.
- Must be willing to adhere to all Company COVID-19 workplace safety policies and protocols.

### **Desired Characteristics**

- Cumulative GPA of 3.0 or above.
- Students with class standing of junior or above preferred.
- A background in any of the following areas: Journalism, Production, Communications, English, Digital Media, Research, Sales, Finance, Advertising, Marketing
- Strong interest in the media industry
- Commitment to building an inclusive work environment
- Ability to multitask and highly organized
- Excellent verbal and written communication
- Previous internship experience within a corporate setting
- For Production/Editorial: Experience on a school newspaper or campus news station is a plus.
- For Creative/Digital: Experience with social media platforms and various creative tools (i.e. Adobe Photoshop or Premiere, Wordpress) preferred.
- AP Style writing

## City

Universal City

## Notices

NBCUniversal's policy is to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, creed, gender, gender identity or expression, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, pregnancy, veteran status, membership in the uniformed services, genetic information, or any other basis protected by applicable law. NBCUniversal will consider for employment qualified applicants with criminal histories in a manner consistent with relevant legal requirements, including the City of Los Angeles Fair Chance Initiative For Hiring Ordinance, where applicable.

NBCUniversal is an equal opportunity employer and will provide reasonable accommodations as required by applicable federal, state, and/or local laws.

**START**

company match

**SIGN UP**

new jobs posted daily

This job was posted on Sat Feb 19 2022 and expired on Wed Feb 23 2022.

## Similar jobs in the area

### 2023 Summer Internship

 [ARGO AI](#)

 PASADENA, CA



## NBC 4 LA Internships – Spring 2023, Universal City, CA

10 Universal City Plaza, North Hollywood, CA 91602, USA

Intern

Business Segment: Staff

### Company Description

See yourself at NBCU! Be a part of our intern community, a diverse group of curious and passionate trailblazers who we believe are the future of our industry.

The NBCUniversal Internship Program allows students to unlock their potential by contributing to big projects in meaningful ways that matter. To thrive as an NBCU intern, you are ready to bring your passion for media, entertainment, and technology along with your desire to learn each day.

Your professional development is important to us. NBCU interns receive career prep, leadership exposure, connection to other interns, networking, and of course, all the fun you can imagine along the way.

To meet students where they are, we offer both virtual and in-person internship opportunities for the Spring 2023 semester, and all internships will be part-time (approximately 16-24 hours per week). Because we know it can be challenging to balance coursework and internship commitments, we are now offering interns paid time off for mental health, school exams, and personal holidays.

### Job Description

Spring 2023 Internship Program:

- **Applications Close:** October 7, 2022 at 11:59pm ET. **Pro Tip: Submit your application as soon as possible – don't delay!**
- **Program Dates:** January 17 – April 21, 2023
- **Time Commitment:** 16-24 hours per week. Exact schedule to be determined based on business need. We will do our best to accommodate course schedules.

To Apply:

- Submit a one-page resume that outlines your work experience, accomplishments, and your graduation month and year.
- Submit a cover letter that highlights your passion for NBCUniversal, the locations (listed below) you are open to for internships, and your top areas of interest (opportunities listed below).

- Upload a transcript (unofficial transcripts are fine) that confirms your status as an actively enrolled student in a degree-granting program.

NBCUniversal Local is NBCUniversal's local media division that delivers English and Spanish-speakers and bilingual audiences in 31 U.S. markets and Puerto Rico, the very best in local sports, news, weather, consumer and investigative reporting, and lifestyle entertainment across any platform and screen. NBCUniversal Local is comprised of three individual media groups including the NBC Owned Television Stations, the NBC Sports Regional Networks and the Telemundo Station Group. NBCUniversal Local's stations and networks serve diverse audiences and communities across linear, streaming, OTT, digital web, mobile and audio, and cable platforms and work together to keep local audiences informed anytime and anywhere.

Areas of placement may include, but are not limited to:

### News

Interns will work side by side with show producers and story producers working under deadline to produce accurate and compelling stories. Interns assist with a variety of News Gathering responsibilities. Interns may have opportunities in the following areas: OTT, Assignment Desk, Sports, Investigative, Politics, and Weekends.

### Local Integrated Media

Interns will work with an integrated digital news team, working alongside veteran award-winning journalists who publish on the TV stations' websites in English and Spanish, post to their branded social channels, and much more. Interns will cultivate news writing skills, work in a fast-paced environment, sharpen reporting skills, and learn to work in a multitude of programs toward one major goal: breaking accurate news fast online. The team works in tandem with the TV stations' newscasts, converting on-air scripts to easy-to-read digital stories with attention-grabbing headlines.

### Local Integrated Sales Marketing

Local Integrated Sales Marketing Intern will assist with production and creative requests, interface with lifestyle show, producers, management and sales AE's to help the process work flow. This is an amazing opportunity to touch many parts of the sales and production process.

## **Qualifications**

### **Basic Requirements:**

- Must be actively enrolled in a degree-granting program at an accredited institution during the length of the program.
- Current class standing of sophomore or above (30 credits).
- Must be authorized to work in the United States without visa sponsorship by NBCUniversal.
- Must be willing to work in Universal City, CA.

### **Desired Characteristics:**

- Students with class standing of junior or above preferred.
- Cumulative GPA of 3.0 or above.
- Strong interest in the media industry
- Commitment to building an inclusive work environment
- Ability to multitask and highly organized
- Excellent verbal and written communication
- Previous internship experience within a corporate setting
- AP Style writing
- Fluent in Spanish is a plus (written and verbal)
- For Production/Editorial: Experience on a school newspaper or campus news station is a plus.
- For Creative/Digital: Experience with social media platforms and various creative tools (i.e. Adobe Photoshop or Premiere, Wordpress) and/or photography experience preferred.
- A background in any of the following areas: Journalism, Production, Communications, English, Digital Media, Photography, Research, Sales, Finance, Advertising, Marketing

### Additional Requirements:

- Must submit an attestation disclosing your COVID-19 vaccination status and, if partially or fully vaccinated, submitting your vaccination record no later than 7 days following commencement of employment.
- Must be fully vaccinated against COVID-19 at the commencement of employment or adhere to enhanced protocols in select work settings or where jurisdictionally mandated.
- Must be willing to adhere to all Company COVID-19 workplace safety policies and protocols.

### Additional Information

NBCUniversal's policy is to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, creed, gender, gender identity or expression, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, pregnancy, veteran status, membership in the uniformed services, genetic information, or any other basis protected by applicable law. NBCUniversal will consider for employment qualified applicants with criminal histories in a manner consistent with relevant legal requirements, including the City of Los Angeles Fair Chance Initiative For Hiring Ordinance, where applicable.

If you are a qualified individual with a disability or a disabled veteran, you have the right to request a reasonable accommodation if you are unable or limited in your ability to use or access nbcunicareers.com as a result of your disability. You can request reasonable accommodations in the US by calling 1-818-777-4107 and in the UK by calling +44 2036185726.

### Job Location

