



Dear Internship Candidate:

Thanks for your interest in the KDKA Radio News internship program! This package tells you what you need for further consideration for an internship in the newsroom of the world's first commercial radio station.

If you're considering a career in broadcast journalism, this is the place for you! Since we're smaller than most TV and print newsrooms, we're able to offer you unique, hands-on opportunities. You'll learn a lot and have fun at the same time!

Many past KDKA interns are now KDKA employees, working in various departments. (We make no promises of employment, however.)

Our requirements:

- You must be a rising sophomore, junior or senior at a college, university, community college or technical school.
- You must receive course credit for the internship.
- You need an exceptional attitude and a desire to learn!

Some things you should know:

- Our internships are unpaid.
- We do not provide housing, transportation, parking or any form of compensation.
- We're flexible with the start date, length and schedule (work days and hours) of your internship. But we expect you to arrive on time for each assignment, and complete the internship as agreed.
- We can't allow you to read news on the air, but we'll be happy to help you make your first demo tape and give you continuing guidance on your performance!

If you're up for the challenge of interning in one of America's finest radio newsrooms, and working with and learning from one of the industry's most experienced staffs, complete this application today!

KDKA-AM and CBS Radio are Equal Opportunity Employers.

Sincerely

Marshall Adams
Director of News/Talk Programming

KDKA Radio News internship application

Please type and print form

| | |
|---|--|
| Date | |
| Name | |
| E-mail address | |
| School address | |
| School phone | |
| Home address | |
| Home phone | |
| Alternate phone | |
| Emergency contact/relationship | |
| Emergency contact phone number(s) | |
| Date of birth | |
| School | |
| Classification | |
| Major/minor | |
| Overall GPA | |
| School advisor | |
| Broadcast-related courses already taken | |
| Advisor's phone | |
| Advisor's e-mail address | |
| Number of internship hours needed | |
| Your available starting date | |
| Your available ending date | |
| Schedule requests | |
| Areas of interest | |

**KDKA Radio Pittsburgh
FACULTY SPONSOR
QUESTIONNAIRE
***PLEASE ATTACH
A LETTER OF
RECOMMENDATION*****

Student's Name:

Will the student receive credits for the internship?

(Note: Internships will not be provided unless the student receives credit for that internship).

Yes _____ How Many? _____ No _____

What will the student submit as evidence of the field study accomplished at our station?

Does the school's liability insurance cover the student while he/she is an intern?

Yes _____ No _____

(Signature of Faculty Sponsor) (College/University)

(Please print Sponsor's name) (Title/Department)

(Address)

(City, State and Zip)

(Area code and phone number)

**PLEASE ATTACH
A LETTER OF
RECOMMENDATION**

**CBS CORPORATION
KDKA RADIO PITTSBURGH**

INTERNSHIP AGREEMENT

This will confirm our understanding that you are currently enrolled at _____ and that you will be participating in the college internship program at KDKA Radio Pittsburgh from _____ to _____, 20____. Upon your successful completion of this program, you will receive credit from your college/university.

You understand that you are not an employee of CBS Corporation, KDKA Radio or KDKA-TV/UPN Pittsburgh and will not receive compensation or benefits of any kind from CBS Corporation, KDKA Radio or KDKA-TV/UPN Pittsburgh. Please be advised that you are expected to honor all the terms of the KDKA Radio Pittsburgh Internship Agreement, which you must sign, as well as comply with all workplace policies and always conduct yourself in a professional and business appropriate manner. Failure to do so may subject you to immediate termination from the program.

Further, you understand that participation in the internship program is not a guarantee of future employment with CBS Corporation, KDKA Radio or KDKA-TV/UPN Pittsburgh. Finally, you understand that all business transactions and information you may learn of during your internship are to be considered confidential and must not be disclosed to anyone outside the CBS Corporation, or the department in which your internship occurs, unless you receive express permission to do so from Station management.

Best wishes to you as you begin this exciting opportunity as a member of this semester's student internship class at KDKA Radio Pittsburgh.

To accept that this letter accurately reflects our agreement, please sign below and return immediately.

Sincerely,

ACCEPTED AND AGREED:

KDKA Radio/CBS PITTSBURGH

Signature of Intern

Michael Young, VP/GM

Name of Intern (please print)

Date

Date

Intern duties

Interns will assist newsroom personnel in various projects including but not limited to:

- Writing broadcast scripts
- Cutting up raw tape and network feeds
- Making “beat checks” of local emergency agencies
- Pursuing breaking news and other stories by phone
- Updating stories on the station web site
- “Shadowing” and assisting street reporters
- Other tasks as assigned

About us

Your history books tell you that KDKA, the world’s pioneer broadcast station, signed on the air Nov. 2, 1920, with Harding-Cox election returns. Today, we employ one of the industry’s largest staffs, with ten full-time anchors, reporters and editors. We broadcast news and talk programming 24 hours a day over a 50,000-watt signal that reaches 38 states and several Canadian provinces at night. CBS Radio owns KDKA and three FM stations in Pittsburgh: WBZW (B94), WDSY (Y108) and WZPT (Star 100.7). Our FM studios are at a separate location in Green Tree. We share a building and some news resources with KDKA-TV, Pittsburgh’s CBS-TV affiliate.

You can learn more about us at kdkaradio.com.

To apply

Please send the following materials, via USPS:

- Completed internship application
- Faculty sponsor questionnaire
- A letter of recommendation from your school advisor
- Internship agreement
- A copy of your school’s internship requirements
- Your school’s internship contract
- Current resume
- Samples of your writing
- Demo tape or CD (if you have one)
- References

Marshall Adams
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