



CLEVELAND  
PUBLIC NEWS

## STUDENT INTERNSHIP AGREEMENT

Cleveland 13 News (WCTU) Internship Program

Student Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**The student agrees to accept the following responsibilities:**

1. Maintain regular attendance in school/institution.
2. Adhere to all Cleveland 13 News rules, policies and procedures.
3. If you are unable to report to your internship (for any reason) please notify Cleveland 13 News Administrative Coordinator or Production Supervisor prior to your start time.
4. Actively engage in assigned tasks and contribute to a positive work environment. Talk to your supervisor immediately about any problems, concerns issues that arise regarding your assigned tasks.
5. Maintain professionalism, appropriate dialog, language and attitude at all times.
6. Following all rules, regulations, policies in accordance with Cleveland 13 News standards.
7. Utilize Cell Phone and Social media as specified in the company policy.
8. Remember you are representing Cleveland 13 News to the public and act in a way that embodies the core values and principals of the program.
9. Immediately communicate any problems, issues or concern to Cleveland 13 News Production Supervisor or Administrative Staff.
10. At the conclusion of the internship, intern will complete a brief written report describing their experience and journey with Cleveland 13 News.

Student Intern \_\_\_\_\_ Date \_\_\_\_\_

School/Institute \_\_\_\_\_ Date \_\_\_\_\_

Cleveland 13 News Staff \_\_\_\_\_ Date \_\_\_\_\_



### **Intern Code of Conduct**

As a participant in the Cleveland 13 News internship program I am representing Cleveland 13 News. I will adhere to the following Code of Conduct:

- I will follow all Cleveland 13 News policies and procedures (dress code, safety protocol, regulations, training, non-disclosure agreement, cell phone policy).
- I will be punctual and conscientious in the fulfillment of my commitment, duties and responsibilities.
- I will accept constructive criticism and supervision graciously.
- I will address any problems, criticisms or concerns to my immediate supervisor and or a member of the Cleveland 13 News Administrative Team.
- I will conduct myself in an appropriate, dignified, courteous and considerate manner at all times.
- I will not use inappropriate language.
- I will dress professionally/ appropriately.
- I will model strong character traits such as perseverance, honesty, respect, lawfulness, fairness and patience.
- I will maintain a solid clean record, no arrest or violation of the law



CLEVELAND  
PUBLIC NEWS

## **INTERNSHIP CATEGORIES:**

Often, interns opt to work within multiple roles and/or categories. We encourage this. Below is a breakdown of what each role consists of.

### **PRODUCTION ASSISTANT**

Production Assistants work with staff, interns, interviewees, crew and/or other individuals, during the production and filming of a Cleveland 13 News segment, to ensure that the process runs smoothly

This includes coordination between roles to ensure that equipment is working properly, people are where they need to be, and doing what they need to be doing to be as efficient and successful as possible throughout the filming.

Production assistants also keep track of who is there and what their role is. While working in this role, you will be responsible for ensuring that everyone that represents Cleveland 13 News is in compliance with the program's guidelines and role responsibilities.

### **FILMING**

Those with filming roles on Cleveland 13 News are tasked with collecting video footage (which could consist of A-Role, B-Role, or the live-streaming of the behind-the-scenes activity of a segment production on the Cleveland 13 News social pages) for use in episodes, segments, and promotional materials for the show. Main rig operators are responsible for ensuring the proper capturing of A-Role video, and also in charge of keeping the sound from the on-cam mics running smoothly and alerting staff of malfunctions immediately as they occur.

B-Role film operators are tasked with collecting relevant and creative shots that will be used in the editing process for the purpose of illustrating the point being made by the individual(s) on-cam (A-Role).

Social cam operators are in charge of running social media live streams to capture behind-the-scenes footage of news segments being shot. This role involves the direct communication with the on-air interviewer as relevant questions asked by social viewers should be relayed, by you, via that audio link.

### **STORY CONTRIBUTOR (Writers)**

As a Writer for Cleveland 13 News, you have the opportunity to share incredible stories of Cleveland with a massive audience. Stories can be related to small businesses, events, music, art, food, culture, and more. As long as it relates to Cleveland, affects those in Northeast Ohio in some capacity, is not politically partisan/unbalanced, and is rooted in facts, your stories can be shared on the Cleveland 13 News platform.

All articles contributed by writers, credit the writer for that content, on the article on the site and is pushed out throughout the platform's various social platforms.

## **VIDEO EDITORS**

Video editors play a critical role in Cleveland 13 News. These individuals take all footage from a video news segment (A & B Roll) and edit it together to match not only the style and theme of the show for a consistent look as it relates to other similar segments, but also to match the allocated time allowance for that episode. This is a very detail oriented role and requires the professional to be skilled at editing, timing, music synchronization, audio synchronization and equalization, and video formatting.

## **SEGMENT COORDINATORS**

Segment Coordinators are the key to us being able to have our video news segments. These individuals work behind the scenes to setup segments. This means reaching out to business owners, event coordinators, exceptional figures, and more; to learn about their business/talents/event, determine if a story would align with the Cleveland 13 News mission, and if so, organize the implementation of that segment with the business/coordinator/individual AND Cleveland 13 News production staff.

## **DIGITAL MARKETING & DEVELOPMENT**

These individuals are responsible for capturing, gathering, and creating content for Cleveland 13 News social media channels (Facebook, Instagram, Snapchat, X [Twitter], TikTok, etc) to increase the story's reach, engagement and appeal. This may be the marketing of upcoming segments, published articles, behind-the-scenes footage, quick spotlights, and general marketing campaigns.

This role involves working with individuals in other positions to sometimes gather content for such campaigns.

## **SPONSORSHIP COORDINATION**

Sponsorship is how Cleveland 13 News is able to operate and grow to continue to provide relevant and important stories about Cleveland to our community and those interested in visiting (or learning more about it). As a Sponsorship Coordinator, your job is to reach out to potential sponsors and share the benefits of becoming a Cleveland 13 News Sponsor. This may involve going over pricing, customizing sponsorship plans to suit the needs of that Sponsor, and more. Sponsorship Coordinator roles can easily turn into a full-time employment opportunity following the completion of an internship, based on the success an individual has in this role.

## **ON CAM TALENT:**

Normally, only Affiliate Contributors are on camera; however, there are instances when they either cannot be, or require commentary or contributions from others. This is where opportunities may arise for interns interested in being On-Cam Talent. This may involve segment promotion/commentary, sports, events, food, music, general small business, exceptional figures, and more.



## **Internship Program Characteristics**

### **The Cleveland 13 News Internship Program will offer students:**

- Practical work experience or a project, given by a designated supervisor.
- An opportunity to observe, contribute, and work within an active and ongoing public video series
- Career connections, mentorship, and networking opportunities within the organization/industry.
- Training, either “formal,” on-the-job or virtual/remote along with constructive, on-going feedback for personal and professional development.
- An atmosphere that is tailored to make the internship an educational, interesting, and rewarding experience.
- Development of individual expectations, goals, and learning objectives for the intern.

### **Length**

Duration of internships vary based on many factors including, but not limited to, school/institutional requirements, program length, intern availability, etc.

### **Hours**

Hours per week will vary per intern, per project and per role.

All hours worked will be logged with Cleveland 13 News administration and reports can be provided with a breakdown of hours and days worked at any time. Reports may take up to 72 hours to provide depending on the schedule and season, so all requests should be made in a timely manner.

Hours that need to be submitted directly to academic supervisor can be done automatically, on a weekly, or bi-weekly basis, upon arrangement with the school or institute.

### **Compensation**

Internships are currently non-paid and offer on-the-job experience and school credit for participation; however paid employment opportunities may be offered to individuals who show exceptional growth and desire to work with Cleveland 13 News long-term. Past interns are considered for these roles before outside hires are considered.



## UNPAID INTERNSHIP AGREEMENT

This is an agreement between \_\_\_\_\_ (Intern), and WCTU Cleveland 13 LLC (hereinafter referred to as Cleveland 13 News). The purpose of this Internship is for Intern to learn about the Cleveland 13 News Network, platform and programs and to participate and observe such in ways that allow them to gain insight, and work experience, in their current and/or desired field of study.

### Conditions of the Agreement:

- The internship is related to an educational experience and in certain cases earn credit towards College/Trade School/Primary School programs. There is no guarantee or expectation that the placement will result in employment with Cleveland 13 News.
- The Intern does not replace or displace any employee of Cleveland 13 News.
- The Intern will receive direct and close supervision by an appropriate supervisor or designee.
- Intern is **not** entitled to wages or any compensation or benefits for the time spent in the internship (Unless negotiated in the terms of the agreement), and not including the benefit of school/institute credit hours which are provided to interns.

### The Intern specifically agrees to and acknowledges the following:

- This internship is educational in nature and there is no guarantee or expectation that the internship will result in employment.
- Intern will maintain attendance within their agreed upon schedule determined by the intern, supervisor and Cleveland 13 News designated staff.
- Intern will demonstrate and adhere to the competencies; punctuality, honesty, cooperative attitude, appropriate attire (dress code),
- Intern will obey the policies, rules and regulations of Cleveland 13 News and comply with the practices and procedures outlined and specified, which may be changed from time to time.
- Intern will furnish his/her supervisor with all necessary information pertaining to his/her internship, including assignments and reports, unless otherwise arranged in an agreement between intern/school/institution and Cleveland 13 News directly.
- Transportation to and from internship is the responsibility of the Intern.
- Intern assumes all of the risks of participating in the internship program. In consideration of the opportunity afforded to the Intern to participate in the internship program, Intern hereby agrees that he/she, his/her assignees, heirs, guardians and legal representatives will not make a claim against Cleveland 13 News or any of its affiliated organizations, or either of their officers or directors collectively or individually, or any of its employees, for the injury or death to Intern or damage to his/her property, however caused, arising from participation in the internship program.

- Intern will agree to follow all rules and guidelines as they relate to the confidentiality and non-disclosure agreement, outlined as follows: Do to the nature of our network/programming, and the strategy involved in the release of each segment, social media post, interview and article, it is imperative that all members of the Cleveland 13 News team agree to not release information, in any manner or format, that will tease or inform anyone outside of the Cleveland 13 News team, of works in progress or upcoming segments/releases/news without prior consent of the show host, administrative coordinator, or production supervisor. Violation of this agreement may, and likely will, result in the immediate termination of the intern's position within the program and professional relationship with Cleveland 13 News.

**I understand that this is an unpaid, learning experience not employment. As an Intern I am not entitled to wages or a promise of employment at the completion of the unpaid structured learning experience.**

\_\_\_\_\_  
Intern

\_\_\_\_\_  
Cleveland 13 News

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date