



CITY OF HOUSTON

Office of the Mayor
HTV Houston Television

Sylvester Turner

Mayor

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OFFICE OF THE MAYOR HTV HOUSTON TELEVISION

FALL 2022 INTERNSHIP PROGRAM

CONFIDENTIALITY STATEMENT

I, the undersigned, will willingly hold in confidence all matters that come to my attention in the line of duty at the City of Houston. I will respect the privacy of the people whom I serve and confer appropriately with those designed as my supervisors and/or administrators. Further, I will use in a responsible manner, information gained during my service with the City of Houston.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

MEDICAL AND LIABILITY RELEASE

I will not hold the City of Houston liable for any medical treatment in case of illness, accident or any emergency that may occur while I am interning and/or volunteering for the City of Houston.

Signed: _____

Dated: _____

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NAME OF SCHOOL (if applicable): _____

FIRST NAME:	LAST NAME:

HOME ADDRESS:	CITY:	STATE / ZIP

HOME PHONE:	CELL PHONE:

EMAIL ADDRESS:	
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AREAS OF WORK PREFERRED:

SPECIAL TRAINING AND SKILLS:

PLEASE GIVE THE FOLLOWING INFORMATION:

EMERGENCY CONTACT: _____

RELATION: _____

PHONE #: _____

THANK YOU FOR CONSIDERING HTV HOUSTON TELEVISION

**HTV HOUSTON TELEVISION INTERNSHIP PROGRAM
GUIDELINES**

I. MISSION OF HTV HOUSTON TELEVISION INTERNSHIP PROGRAM

The mission of HTV Houston Television Internship Program is to provide extensive educational hands-on work experiences to college students who are aspiring for careers in television production and/or the telecommunications industry.

II. STUDENT INTERN RESPONSIBILITIES

- A. Student interns will be selected for HTV Houston Television Internship Program for the Fall and Spring school semesters.
- B. Prospective interns will be interviewed after they have been screened and selected by the coordinator of the college and/or university's internship program.
- C. Internship assignments will be scheduled for eight weeks. Participants are expected to report to work on time. Excessive absences and/or tardiness will be grounds for dismissal from the program.
- D. Interns will be assigned to work alongside our production crew providing them exposure in studio/field scheduling, studio/field audio, chyron, studio/field lighting, camera operation and master control.

III. SUPERVISOR RESPONSIBILITIES

- E. The coordinator of the college and or university's internship program is responsible for screening and selecting interns. Prospective interns will be interviewed and selected for HTV Houston Television Internship Program by the supervisor.
- F. The supervisor is responsible for providing interns with complete and substantive work/training experience.
- G. The supervisor is responsible for scheduling the work hours of all interns.
- H. At the completion of the internship the supervisor is responsible for providing the student's college or university with a performance evaluation.

INTERNSHIP EMPLOYER APPROVAL FORM

Intern's Name _____ Date: _____

Before approving academic credit for your prospective student intern, we request that you complete this brief form providing some information about the internship and indicating your agreement to supervise the internship. Thank you for your time and cooperation.

1. Briefly describe the nature of the work to be intern: _____

2. Supplemental activities, in addition to the regular work assignments: _____

3. Hours per week the student will work: _____

4. Starting and ending dates of the internship: _____

5. If intern is to receive payment for duties performed, please indicate amount: _____

6. Firm Name: _____

Address: _____

City: _____

Telephone: _____

Your Name: _____ Title: _____

Signature: _____ Date: _____

You will be contacted during the semester about the student's progress. Near the end of the semester, you will be sent an Intern evaluation Form that needs to be completed and returned before the student can receive academic credit for the internship. If you have any questions, please contact:

HTV HOUSTON TELEVISION-CONTACT INFORMATION:

Terri Carter
HTV Program Supervisor-Marketing and Promotions
901 Bagby 1st Floor
Houston, Texas 77002

832 393 1285 Office