



**This program is only open to MBA member radio and television stations in good standing that participate in the NCSA-PEP program throughout the year.**

## 2024 MINNESOTA BROADCASTERS ASSOCIATION

### INTERN PROGRAM GUIDELINES &

### ACKNOWLEDGEMENT FORM

#### SUMMARY DESCRIPTION OF PROJECT:

It is the intention of this program to provide participating students (to be known as “interns”) the opportunity to witness and experience “first hand” the operational procedures of a radio or television station.

#### ELIGIBILITY REQUIREMENTS:

It is the intent of this program to actively recruit and hire interns that are interested in pursuing a career in broadcasting:

- At least 17 years of age
- Residents of Minnesota and/or attending school in Minnesota
- First time entrants into the program

#### THE SELECTION PROCESS SUGGESTIONS:

Recruitment - As the program seeks to attract potential candidates on a competitive basis, all participating stations should:

1. Advertise the MBA Intern Program on the air.
2. Advertise the MBA Intern Program on your social media sites.
3. Circulate announcements to educational institutions and programs.

Selecting - The final selection is at the station’s discretion, subject to compliance with all equal employment opportunity requirements and restrictions. All interns should apply for the program via written letter of application, in addition to the station’s normal hiring procedure. Following

the selection of your candidate, complete and return the Participant Information Form to the MBA office.

#### PROGRAM PARAMETERS:

Stations shall pay Interns in an amount equal to the relevant minimum wage laws and regulations. Upon submission of the proper forms, MBA will then reimburse stations directly in an amount consistent with the relevant minimum wage laws. Stations participating in the program are eligible to be reimbursed for training up to a maximum of 180 hours. The station warrants that it will pay the Intern consistent with the above specified parameters. The station may decide to independently hire the intern for more hours or for more money per hour. The internship program provides equal opportunities (EEO) to all internship applicants without regard to race, color, religion, sexual orientation, gender, national origin, age, disability, or genetics. Intern selection shall comply with all relevant federal and state EEO requirements as well as all relevant federal and state labor laws and regulations. All interns must be paid by the station directly within 15 days of completing their hours. We will reimburse stations within 15 days of receipt of your paperwork.

During the course of the internship, interns who are still in high school and between the ages of 17 and 18 may not be permitted to work after 11 p.m. on evenings before school days or before 5 a.m. on school days<sup>1</sup>.

Further, no intern under the age of 18 shall be permitted to attend or shadow at any station event in which intoxicating liquors or other alcoholic beverages are being served<sup>2</sup>.

**Only MBA dues paying member stations in good standing that participate in the NCSA-PEP program throughout the year will be reimbursed.**

#### TRAINING:

After an orientation session designed to introduce the intern to their new training environment, the intern should be exposed to the full gamut of experiences germane to the broadcasting industry. The intern training developed by the participating stations should be memorialized in a written training manual and must include the areas outlined in the enclosed MBA checklist. Once exposed to the various departments in the station, the intern and his/her manager should choose an area of interest for more sophisticated training. (This should occur after one-half to two-thirds of the internship is completed.)

#### REIMBURSEMENT PAPERWORK DEADLINE:

**Please note, all final paperwork must be submitted to the MBA by December 31<sup>st</sup>, 2024 for reimbursement.**

As soon as possible to receive funds:

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<sup>1</sup> This is a MN law requirement under Minn. Stat. 181A.04

<sup>2</sup> This is a stricter view on Minn. Stat. 181A.04 in order to ensure compliance without including an overly complicated policy. However, if there needs to be additional flexibility, we can incorporate additional statutorily acceptable exceptions.

1. Return the Acknowledgement Form with your signature.

As soon as the intern is hired:

1. Return the Participant Information Form (you must send the MBA the interns name/contact info within three (3) business days of hiring the intern).

At the conclusion of the internship:

A final report must be forwarded to the MBA and must contain the following (all paperwork must be in our office 15 days after your intern finishes their hours):

1. A written evaluation of the experience by the supervisor on the intern's performance and attitude, as well as comments regarding the program in general.
2. A written evaluation of the experience by the intern including the intern's intentions to further a career in broadcastings, showcase what their future plans are.
3. Copies of all timecards/sheets/rate paid signed by the intern and station management. Without copies of the intern's signed time sheets, the MBA cannot prove the intern's employment at the station, thereby jeopardizing reimbursement.
4. The return of the MBA Intern Department Checklist.

**ACKNOWLEDGEMENT FORM (return ASAP):**

**THE STATION HEREBY AGREES TO PARTICIPATE IN THE MINNESOTA BROADCASTERS ASSOCIATION'S INTERN PROGRAM AND WILL ABIDE BY THE GUIDELINES OUTLINED ABOVE.**

Only MBA dues paying member stations in good standing that participate in the NCSA program throughout the year will be reimbursed.

Selected and qualifying stations will be granted one intern.

The Internship will be: \_\_\_ Immediately/Spring Semester \_\_\_ Summer \_\_\_ Fall Semester

Station Contact Name & Title Call

Letter(s) \_\_\_\_\_ (telephone) \_\_\_\_\_

Address: \_\_\_\_\_ (email) \_\_\_\_\_

Station's Minimum Wage rate for 2024: \_\_\_\_\_

Contact email for person who should receive all NCSA spots (spots need to be aired on your station throughout the year): \_\_\_\_\_.

Affidavits/proof of performance should be sent directly to the MBA office's attention at the office or emailed.

Please return to – or for more information, please contact:  
Wendy Paulson at [wendy.paulson@minnesotabroadcasters.com](mailto:wendy.paulson@minnesotabroadcasters.com)  
Tim Hyde [tim.hyde@minnesotabroadcasters.com](mailto:tim.hyde@minnesotabroadcasters.com)

THE MINNESOTA BROADCASTERS ASSOCIATION

INTERN PROGRAM 2024

PARTICIPANT INFORMATION FORM

**Please complete the following form and return it to the MBA as soon as you hire your intern.**

STATION CALL LETTERS & CITY:

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INTERN'S NAME:

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INTERN'S ADDRESS:

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INTERN'S EMAIL ADDRESS (school & personal to stay in touch):

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NAME OF SCHOOL: \_\_\_\_\_

MAJOR: \_\_\_\_\_

SEMESTER/GRADE: \_\_\_\_\_

Return to: MBA – INTERN PROGRAM

408 St. Peter Street, Suite 423

St. Paul, MN 55102

[Tim.hyde@minnesotabroadcasters.com](mailto:Tim.hyde@minnesotabroadcasters.com)

## MINNESOTA BROADCASTERS ASSOCIATION INTERN PROGRAM

### INTERN TRAINING DEPARTMENT -- CHECKLIST

To ensure the intern receives proper orientation, it is important that he/she have first-hand experience in each of the following areas. Please check the areas experienced and hours worked by the intern and **return this form to the MBA at the completion of the program.**

Programming/Music \_\_\_\_\_

News \_\_\_\_\_

Production/Continuity \_\_\_\_\_

Sales \_\_\_\_\_

Traffic/Bookkeeping \_\_\_\_\_

Technical/Engineering \_\_\_\_\_

Digital \_\_\_\_\_

Toward the end of the program (the remaining 40 to 50 hours) it is permissible (even encouraged) to have the intern focus on the one area that most appeals to him/her for more in-depth concentration of effort.

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