P.O. Box 147 564 N. Broadway Wahoo, NE 68066

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Thank you for your interest in an internship or work/study experience at the Wahoo Newspaper.

We strive for a very educational internship.

www.wahoonewspaper.com

The internships are based on student interests within our newspaper. We try to accomplish a few objectives:

- 1. Put the student in a position where they will learn more about a possible career;
- 2. Work with the student on writing and reporting and the differences between the two;
- 3. Develop a portfolio of solid stories/photos that a student can use for future job possibilities.

These are the big goals. The little stuff depends on what you want.

The hours can range anywhere from 8-20 hours a week, depending on what you need to receive internship credit, and what you want (what you have time for). It is a paid internship, at minimum wage. During your internship, you will become an employee of the newspaper and you will be required to go through a background check and a drug screening prior to your first day. As a BH Media Group employee, you will also be required to fill out all necessary company, state and federal paperwork on or before your first day with us.

Sometimes the hours are the same every week, sometimes they differ, sometimes you may have a story at night (not required, only if you want) that you will attend. The days and hours you work will be determined by yourself and the manager at the newspaper.

A typical day for an intern might be a telephone interview, a face-to-face interview, some Internet research, writing the story, etc.

We also have our interns write briefs for us as a way to teach them AP style and show them all the little things that go in the paper.

When an intern is really on top of his or her game, they start thinking of pictures or graphics, or sidebars or follow up stories, etc.

The work that you do will be for both our print and online products.

We offer internships in writing and photography. If the student shows an interest, there is also opportunity to work with our advertising and creative services departments.

Note: The student must receive school credit in exchange for the internship (federal guideline).

TIMELINE

- · Student shows interest
- · Newspaper e-mails copy of internship focus (above) to student
- · Student provides proof of course credit
- · Short face-to-face introduction/interview (if possible)
- · Student completes background check application and drug screening
- · Newspaper selects location for intern
- · Student/newspaper determine start date and days/hours to be worked
- · Student meets with company HR to do necessary paperwork and employee orientation
- · Student begins internship