



## **INTERNSHIP PROGRAM DESCRIPTION & APPLICATION**

(ver. 01/04/12)

Welcome to the Charter Communications' CommunityVision 21 internship. You have chosen to explore one of the special attributes of the CTV-21 training experience. This course is designed to provide participants with practical and principle knowledge of community television production and empower them to use equipment and facilities to create programming for CTV-21 while assisting as a volunteer during productions. The internship provides local residents, ages 17 and up, with community television production training in a 4 month (18 week) program. The internship is unique in its approach, in that participants agree to commit to a minimum number of hours (training, producing or volunteering) in exchange for an experience that is comprehensive, organized, and rewarding. Interns who graduate are confident of their skills and often stay with CTV-21 as regular producers or on-call volunteers.

The internship is open to anyone who resides within the Charter franchise area (and to those outside the area, on a space available basis\*) who would like to contribute to the advancement of local programming on CTV-21. A cross section of any intern group displays a variety of individuals in age, experience, and background.

The internship is held 3 times each year, sessions begin around January, May, and September. 20 interns are accepted into the program regardless of their level of experience. The intern sessions are held on a rolling basis with the new session beginning as the previous one ends. This keeps the level of activity growing and maintains a volunteer base for productions. Potential interns will be interviewed before they are accepted into the program and must consider their availability before committing to the internship schedule as well as what their goal is for participating.

An Intern's progress through the internship is measured by a system of credits, a point system in which each activity (classes, volunteering, producing) has a credit value. By reviewing sign-in sheets, CTV-21 staff will monitor participant's activity and provide a report as to where each Intern stands in relation to completion of the Internship. Regardless of the schedule, Interns will be expected to make a weekly commitment and "Check-in" to signify they wish to continue in the program. By attending the required classes, volunteering, and producing, an intern can exit the internship fully confident to produce more advanced productions.

\*If you reside outside the Charter area please request and complete the "Intern Non-Resident agreement".



## Training Overview

### WEEK 1

**Orientation: (1 credit)** This is a 1-2 hour introductory meeting where community members who have been accepted into the Internship become acquainted with one another. Expectations, Training Classes, Commitments, Benefits, Guidelines, etc. are reviewed. The participants also get to know the staff, tour the facility, and receive some background on CommunityVision 21 and the philosophy behind community television production.

**Basic Video 101: (2 credits)** This is an introduction into the technology flow of studio production as it occurs at CTV-21. Each crew position in a studio production will be explained and demonstrated with time for hands on experience. Students will learn basic camera operation, microphone placement, graphics creation, audio mixer operation and production vocabulary.

### WEEK 2

**Studio Production Training: (6 Credits)** In a minimum of 3 classes Interns expand on the basic training from the previous week and begin practical application within numerous “mock” studio type shoots. The pace begins at a level that allows all participants to find their level of comfort at each position. By the second or third night everyone is working together to create 10 minute improvisational interviews or musical performances courtesy of the local talent pool. The studio positions interns will be trained on are:

**Camera**  
**Floor Manager**  
**Graphics**  
**Talent**

**Audio**  
**Technical Director**  
**Director**

[Interns who complete the Studio training portion of the internship are eligible to volunteer for studio and remote productions]

### WEEK 3

**Field Producer Training-1: (3 credits)** This is the point during the Internship where participants can choose to become local TV producers or remain as volunteers to the studio/mobile and other local productions. Working in groups or individually, each intern will need to complete a program proposal form for 15-30 min production. This class is mandatory for all interns and it will be encouraged that Interns participate in each others productions as volunteers, and produce a program. Interns will learn the different types of productions that are possible



within the realm of community TV and what it takes to produce the simpler “presentational” style productions. This class focuses on: preparation, permission, and keeping it “simple”. (A celebration of the completed projects and sharing of experiences will culminate with a mini film festival and graduation ceremony at the close of the internship.) **(Extra Credit – For a completed production = 5 credits; For Volunteering on another intern’s production = 3 credits)**

#### **WEEK 4**

##### **Field Producer Training-2: (3 Credits )**

In this class, Interns are introduced to the digital cameras and tripods. Proper set up/tear down, audio capture, shooting to edit, as well as the essential camera menu functions are discussed. Interns are handed a simple shot list and a tape to familiarize them with the camera’s operation. Interns with approved proposal forms will be able to schedule equipment loans.

#### **WEEK 5**

**This week has been set aside for Field producer project camera loans.**

#### **WEEK 6**

**Check-In : (3-Credits)** A studio training has been scheduled for this week. Sign-up to hone your skills, try out a crew position you want more practice in, or just enjoy being part of an impromptu studio production. Look on the Intern board to sign up as crew for a studio shoot (either local producer, or department production).

#### **WEEK 7**

**Editing: (2 credits)** In a single class interns will either utilize the footage they have shot to create a their field production, or sample practice files to learn logging, digitizing, file management, sequence construction, audio, effects and graphic creation. Interns with projects will schedule into subsequent edit blocks so that they may complete their program.

#### **WEEK 8**

**Check-In : (3-Credits)** A studio training has been scheduled for this week. Sign-up to hone your skills, try out a crew position you want more practice in, or just enjoy being part of an impromptu studio production. Look on the Intern board to sign up as crew for a studio shoot (either local producer, or department production).



## **WEEK 9**

**Sound for Video: (2 credits)** This consists of a single class in which interns will learn about recording quality sound for video. The emphasis will be on remote audio recording with the field production equipment, including microphones, microphone placement, connections, level adjustment, and monitoring. Troubleshooting problem audio will be discussed and lab time will be included so that interns may practice with equipment in simulated production scenarios.

## **WEEK 10**

**Check-In : (3-Credits)** A studio training has been scheduled for this week. Sign-up to hone your skills, try out a crew position you want more practice in, or just enjoy being part of an impromptu studio production. Look on the Intern board to sign up as crew for a studio shoot (either local producer, or department production).

## **WEEK 11**

**Lighting for Video: (2 credits)** This consists of a single class in which interns can receive lighting theory and instruction to better recognize even lighting within studio and field production situations. Interns will be given tips as to how they can reduce or remove hard shadows and prevent hi-contrast lighting situations. Safety, Set-up, 3-point lighting with a 2-light kit, white balancing/color temperature, using existing light with reflectors, and general lighting principles will be discussed/demonstrated. No ladder climbing is involved.

## **WEEK 12**

**Advanced Field Production: (2 credits)** This consists of a single class in which interns can receive instruction and practice in the use of the HMC-40 and HMC-70 HD cameras. As prerequisite participants must have successfully completed a production in FP-1/2 and submit a proposal suitable for this type of equipment. Interns will learn how to set up and navigate the menus for optimal shooting for indoor and outdoor locations. Instruction in the post-production workflow with all be provided. **(Extra credit: finished production 5 credits, Volunteering 3 credits)**

## **Weeks 13-17**

**In these final weeks you will see additional training and volunteer opportunities, including the ability to complete a first or second project. The deadline for handing in a program for the Intern Film Festival is week 17. Keep track of the number of credits you have accumulated and try to finish at the top of group with the most credits.**



### **Check-in Weeks**

Beginning with studio training, each week following a new training provides opportunities for Interns to return to the studio to review skills, practice, and discuss opportunities for getting the most out of the internship with a member of the staff. During these weeks a mobile truck or studio production may be scheduled to enable the interns an opportunity to practice by participating as a member of a production crew.

The studio, staff and equipment are available to interns in a manner that promotes opportunity for solo or one on one tutoring sessions beyond the prescribed training. Interns are encouraged to schedule time and review what they have learned.

**Getting the most out of the Internship:** Once the Intern has completed the studio production training in week 2 they are eligible to sign up for any CTV21 production. We have established public affairs programs and regular Mobile productions to coincide with the training classes so that interns may begin participating and gaining a variety of experience. The CTV21 Mobile Truck consists of productions which can be properly covered with a 3-camera switched live-to-tape set-up. As producers formulate their own production plans they may need extra crew to augment their productions. Interns are encouraged to contact the department, visit the Intern Blog, or visit and check the Intern board to maximize their opportunity to advance. These opportunities exist for the Intern to gain confidence and depth of knowledge as they grow toward their desired goals within the medium.

**Graduation:** Upon completion of the Internship, participants are presented a certificate at the end of the internship during the CTV-21 Intern Film Festival. Our hope is that they will continue to remain with CTV-21 as volunteers and producers and encouraging others who choose this unique adventure in search of expressing their interests in the medium of local television.



### Credit breakdown

Orientation.....	1 credit
Basic Video 101.....	2 credits
Studio Production Training (3 classes).....	6 credits total
Check-In sessions (6 separate sessions).....	3 credits each (18 total)
Field Producer Training-1.....	3 credits
Field Producer Training-2.....	3 credits
Editing.....	2 credits
Sound for Video.....	2 credits
Lighting for Video.....	2 credits
Advanced Field Production (see description).....	2 credits (optional)
Total training credits.....	<b>41 credits</b>

### *How do you reach 50 credits to receive your certificate?*

Producing will get you part of the way...

#### Extra credit

Submitting a completed Production.....	5 credits
Assisting another Intern with their project.....	3 credits

*When you volunteer, not only do you increase your credit count, you also gain knowledge, confidence, and help create a program that might never have been....*

#### Volunteering

CTV Studio shoots (Local Edition, It's Your Gov't, etc.)	3 credits each
CTV Mobile truck shoot.....	5 credits each
CTV Studio producer shoot.....	3 credits each



**Notes**



**(Please Keep the Intern Description and Training Overview for your records and return the following application forms)**

**CTV-21 INTERNSHIP APPLICATION**

NAME: \_\_\_\_\_ Date: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TOWN: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PHONE #: \_\_\_\_\_

Cell # \_\_\_\_\_

AGE? \_\_\_\_\_

WHY ARE YOU INTERESTED IN BECOMING AN INTERN? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARE YOU A STUDENT? \_\_\_\_\_ WHERE? \_\_\_\_\_

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

ARE YOU TAKING THE I FOR CREDIT? \_\_\_ HOW MANY HOURS ARE NEEDED? \_\_\_\_\_

ADVISOR'S NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

PLANS AFTER GRADUATION: \_\_\_\_\_

EMPLOYMENT: \_\_\_\_\_ POSITION: \_\_\_\_\_

SPECIAL SKILLS/TALENTS: \_\_\_\_\_



## **ACCESS INTERNSHIP AGREEMENT**

I have reviewed the syllabus and calendar I understand that my commitment is for approximately four months at an average of 3 hours per week. I understand that I must attend classes and weekly check-in sessions scheduled during weeks 1-18. I understand that I will be invited to assist on productions when I am not working or attending class, and this assistance may entail, early mornings, late evenings, or weekends. I understand that I am also encouraged to accumulate hours by working on community shoots or productions of my own. If I am a student, and participating for credit, I understand my school may require more or less than the said 50 equivalent hours and I must make special arrangements to meet those requirements.

I understand that I am expected to be present for productions for which I sign up. If I miss one of the training classes and cannot attend the make-up date for that class, or if I should miss two periods of scheduled time or one production without notifying the CTV-21 staff, I will be subject to termination from the internship program.

I understand that, as an intern I will receive no pay; however upon successful completion of my internship, a certificate will be awarded to me. I will also have an opportunity to make a demo tape of any projects or Public Access shows in which I participate in or produce while interning. I understand that Charter Communications may terminate my internship without prior notice and at will, and should my internship be terminated, I understand that I may request alternate avenues of using Charter Communications' CTV-21 facilities.

Charter Communications may consider me for a paid employment position, but is not obligated to offer me such a position nor am I in any way obligated to accept or perform for consideration for such a position. I understand that behavior of a harassing or hostile nature is unacceptable and will lead to the removal of my intern privileges. I am responsible for my actions and will conduct myself in a safe and responsible manner in relation to any Charter Communications function, and with other interns and Access Producers at all times.

I have read and comprehend all of the above and I have filled out all the necessary forms. My questions or concerns regarding my internship have been answered to my satisfaction.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Guardian Signature (if under 18 years of age.)

Charter Communications Internship Director: \_\_\_\_\_



**PRODUCTION RELEASE FORM**

I, \_\_\_\_\_, understand that any Local Origination, commercial, or industrial production, finished or unfinished, in any manner or form, in which I am involved is the property of Charter Communications or its clients without liability to me for my actions. I hereby assign to Charter Communications all rights in and of such productions, and I hereby authorize Charter Communications without limitation, to reproduce, copy, sell, exhibit, publish, or distribute any such production without further consent.

Any independent Public Access productions in which I participate in are the sole property of the Access producer, with the exception of my own, which would in such a case, belong to myself, and be bound by all rules governing Access production & cablecast.

\_\_\_\_\_  
VOLUNTEER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Guardian Signature (if under 18 years of age)

\_\_\_\_\_  
CHARTER COMMUNICATIONS REPRESENTATIVE

Mail your application:  
Charter Communications, CTV-21  
11 Commerce Rd  
Newtown, CT 06470  
~ or ~  
Stop by to drop off your application:  
(203) 304-4050  
(Please call in advance)