

Job Description News Intern

News interns at KCBX FM Public Radio will learn and be exposed to all aspects of news reporting and production. A minimum of 10 hours per week for 10 weeks (100 hours) is required by Cal Poly's Journalism Department to fulfill the quarter.

In addition, KCBX requires volunteer hours beyond those needed for college credit.

It is very important that interns start on day one with a good familiarity of public radio storytelling methods.

Interns will learn:

- HOW TO: Use Google-based software for managing stories
- HOW TO: Methods for collecting sound, including phone calls and field audio
- HOW TO: Develop story ideas

SYLLABUS - THE EXPECTED SEQUENCE OF REPORTING DUTIES

RDR=Reader, CC=Cut and Copy, Wrap=Your voice reading a CC with a host lead, SS=SuperSpot=A longform Wrap with added sounds and interviews (a mini-feature) Feature=4 min fully produced story with multiple sources and sounds.

WEEK	TYPICAL NEWSROOM DUTIES/ASSIGNMENTS
1	Write a RDR, a CC, and learn basics of recording phone calls
2	Produce, write, and voice a wrap - start social media sharing
3	Pitch a feature and complete another wrap
4	Complete a SS and post to web
5	Work on more indepth SS, collecting interviews, sounds, facts, photos
6-10	Continue work improving all aspects of news production
10+	Complete SS or Features as assigned