

HOWARD UNIVERSITY RADIO NETWORK

Internship Guidelines

The Howard University Radio Network is committed to providing a professional work experience for students interested in communications. Students can be assigned to work at any station on the network based on the needs of the network. The student's interests and qualifications are also a major determining factor.

COMMERCIAL STATIONS

- **WHUR-FM 96.3** www.whur.com
- **The Quiet Storm 96.3 HD2** www.thequietstormstation.com
- **H.U.R. Voices SiriusXM Channel 141** www.hurvoices.com
- **HBCU SiriusXM Channel 142** www.hbcurationet.com

STUDENT STATIONS

- **WHBC HD3**
www.whbc963hd3.com
- **Glasshouse Radio**
www.glasshouseradio.com

INTERNSHIP POSITIONS

All internships are unpaid and are offered in the fall, spring, and summer. There are several types of internships available.

- **Digital Design** - Students will assist in graphic design content. Must have advanced knowledge of Adobe Creative Suite with a focus on Photoshop, Illustrator, InDesign, Dreamweaver, and Premier. Must have access to design software. WordPress and Print Media knowledge strongly encouraged. The applicant must submit a Portfolio of at least 5 pieces with application. Must be a Collaborative Worker and Design Problem Solver. **(This internship is only open to students classified as Juniors, Seniors, and Graduate students.)**
- **Digital Media** – Students will assist in the stations' daily web needs including designing web graphics, advertisements, publishing content, videography, social media management, and other duties assigned. Knowledge of HTML, Adobe Photoshop, and Illustrator is a plus. (Candidates should enjoy writing and be able to write effectively. Candidates should also have videography and editing skills.)
- **Music** – (Must be able to write and manage Social Media)
- **Programming**- Students will assist in on-air work including social media, show research for the Afternoon Drive show or work on social media in the Music Department. **Students must be available between the hours of 9:30am-1:30pm for the midday show and for the afternoon drive show.**
- **Promotions** - students will assist in stations promotional needs including logging merchandise, creating social media plans, packaging prizes, as well as on site event assistance.
- **Videography** - Students will assist in shooting and editing videos for websites and social media platforms. Students must have experience in Final Cut Pro editing software. **This internship is only open to students classified as Juniors and Seniors.**
- **News/Public Affairs** - students will assist in show research, writing copy, booking guests, and other news related duties. (Candidates should have an interest in journalism, news, reporting, and community service. They must also be able to write and think critically.)
- **Website/ Web Developer** - Students will assist in web and mobile app development and building user interfaces. Students must be proficient in HTML and CSS and must have knowledge of WordPress and PHP. **(This internship is only open to students classified as Juniors, Seniors, and Graduate students.)**

QUALIFICATIONS

To be considered for an internship within the Network, one must:

1. Be a registered student at Howard University (**Non-Howard students may only apply for summer internships**)
2. Be in good academic standing (at least 2.5 GPA)
3. Students seeking an internship for class credit must be registered in one of the **practicum classes and be a graduating senior.**
4. Students seeking a Web Design internship must submit a portfolio.
5. Students seeking an internship with Glasshouse Radio must contact Diamond Sydnor at dsydnor@whur.com. Students interested in WHBC must contact them directly at gm.whbc@gmail.com.
6. **Practicum and Non-practicum Internship Applications must be submitted by January 21st by 8pm.**

HOW TO APPLY

All students interested in obtaining an internship within the network must send a completed application, copy of their resume, official transcript, and other applicable materials to Professor Vicci Saunders at vsaunder@whur.com. The application deadline is Friday, January 18, 2022 by 8pm EST. If you have any questions about your application, please contact Vicci Saunders at vsaunder@whur.com. Please put Internship Candidate in the subject line. **Interviews and auditions will be granted by invitation only.**



HOWARD UNIVERSITY RADIO NETWORK

Internship Application

The Howard University Radio Network (HURN) consists of six stations: **WHUR-FM 96.3; The Quiet Storm 96.3 HD-2; H.U.R. Voices, SiriusXM 141; HBCU, Sirius XM 142; WHBC, 96.3, HD-3 and GlassHouse Radio.** Internships are open only to students in good academic standing. In order to be considered for an unpaid internship at any of the first four stations, students must submit a signed and completed application along with a resume. ***WHBC and Glasshouse have separate applications.***

Applications for Spring 2022 are due Friday, January 21 at 11:59pm ET.

Your Name: _____

Local Address: _____

Permanent Address: _____

Cell Phone: _____ Alt. Phone: _____

Preferred E-mail: _____

Name(s) of HURN Station(s) Applied For: WHUR-FM 96.3 The Quiet Storm 96.3 HD-2
 H.U.R. Voices SiriusXM 141 HBCU Sirius XM 142 WHBC 96.3 HD-3 GlassHouse Radio

Area(s) of Interest at HURN: (choose in order of preference)

#1: _____ #2: _____ #3: _____

Have you interned at HURN before? Yes No If "yes," where? _____

Are you seeking credit for your internship? Yes No

If "yes," you must be enrolled in an appropriate practicum or other course granting internship credit.

Internship Semester: Fall/Spring Fall Spring Summer # of credit hours you will take that semester: _____

Classification: Freshman Sophomore Junior Senior Graduate

Are you an International Student? Yes No

Major: _____ Minor: _____

Honors/Awards: _____

Your Activities relevant to the internship for which you are applying: _____

Why do you want an internship at the HURN network? _____

I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.

Signature: _____ Date: _____

Note: See "HURN Internship Guidelines" for additional information about internship opportunities.

Do not write below this line. To be completed by Internship Coordinator:

Department Assignment at HURN: _____

Assigned Supervisor: _____