



## **BECOME A HOST COMPANY**

T. Howard Foundation partners with media companies to provide interns with paid, professional work experiences to develop their skills and prepare them for careers in the industry. We have worked with over 70 companies since 1994 and welcome new partnerships to expand the internships opportunities for our students.

Media companies which host T. Howard interns commit to:

- providing an internship from June-August, of at least 35 hours per week, for a period of 8-10 weeks
- paying undergraduate interns a minimum of \$10 per hour and graduate interns a minimum of \$12 per hour
- allowing their interns to participate in the Summer Intern Orientation in early June
- completing an intern evaluation at the end of their internships

Successful applicants will have a demonstrated interest in pursuing a career in the media and entertainment industry. We also consider personal character, oral and written communication skills, academic performance, previous employment or internship experience, and overall enthusiasm.

## **REQUESTING AN INTERN**

The Foundation's *talent pool* of internship candidates is comprised of 500+ college students with a wide range of academic majors, geographic availabilities, and skill sets. The following steps describe the placement process:

- Host companies request interns from December-April through an online form.
- Once the request is received, Foundation staff begins to identify candidates that best match the needs and requirements of the company.
- Within ten business days, the host company is provided with 3-5 resumes of the top candidates, according to their resume, major, skills, experience, and class year, that best meet the needs of the company.
- The company keeps the Foundation informed throughout the process and notifies the Foundation about their selection.
- The Foundation makes the offer to the candidate and informs the host company after the student has accepted.