

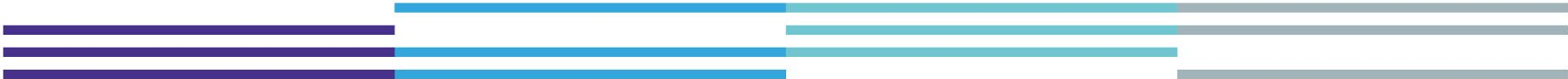


September 5, 2019

Lleni Sandoval
VP Human Resources



Internship Program NBCUniversal Telemundo Enterprises



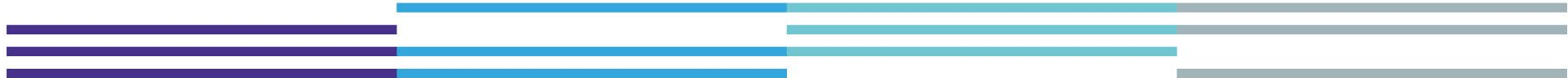


Program Overview

Our goal is to attract and recruit the most talented and diverse college students to our various businesses through this program, in order to build a great pipeline of entry level talent. We firmly believe that a competitively paid internship program designed around professional and personal growth is the best way to achieve this mission.

Real World Experience:

- Provides each student the opportunity to learn about our organization, business goals, and work style.
- Allows students to relate and apply current and former educational experiences and classroom lessons to real workplace situations.
- Enhances the ability to understand the important aspects of success in the media business that are not part of a classroom experience.
- Paid internships.





Program Eligibility Requirements



Required Qualifications

- ✓ In pursuit of pursuit of an Associate, Bachelor or Graduate degree at an Accredited Institution. Current class standing of sophomore or above (30 credits)*
- ✓ Cumulative GPA of 3.0 or above
- ✓ Must be 18 years of age or older
- ✓ Must have unrestricted authorization to work in the US in a paid position
- ✓ No need for Sponsorship

Preferred Qualifications

- Previous internship experience and/or work experience in an office environment





Program Dates & Timelines



Program Length

Summer: 10 weeks*

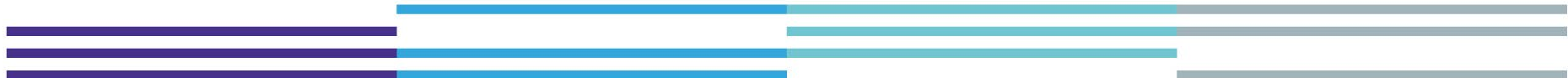
- Interns can work up to 40 hours per week.

Spring & Fall: 14 weeks*

- Interns can work up to 20 hours per week based on their class schedules.

Full Year: 1-2 years

- Full Year Interns must start either in Summer, Fall, or Spring. Interns can work up to 30 hours per week based on their class schedules.





Intern Development



As part of their development, interns are **REQUIRED** to attend:

- **Intern Orientation & Kick-Off Social**

- An overview of NBCUniversal as a company, Integrity policies, Internship Program, and Semester Events.
- Full day orientation held on Day 1. Interns to begin their assignments on Day 2. “Kick-off Social” networking event
- typically held at the end of Week 1.

- **Industry Insights Events**

- Director Level or above speakers will provide their department/business overviews, background on how they got to where they are, provide relatable career advice, and engage in an open Q&A session.

- **Career Workshop Series Events**

- Interview Skills & Resume Facelift –Resume writing and interviewing tips done in partnership with Talent Acquisition Team

- **Facility Tours**

- Interns will be able to tour our various S. Florida NBCU businesses (NBCU International, TLMD Networks, TLMD Studios, & NBC6/TM51 Stations). 2-3 speakers to provide an overview/insight into the business and day-to-day operations.





Summer Development Calendar & Activities





Program Completion Requirements

Intern Final Presentations

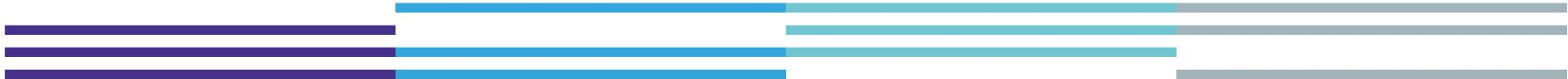
At the end of their programs, interns are required to complete a 15-20 minute presentation to their teams and HR consisting of the following 2 components:

1. **Internship Experience:** Discuss their internship project(s), key learnings, and impact of this internship on their future plans.
2. **Digital Focus:** Interns will be asked to present on what “digital” means to them, how they believe digital media/emerging technologies are currently impacting their departments, as well as how they envision that the digital space will continue to evolve/affect our daily ways of working.
3. **Values/Culture:** Interns will be asked to present or discuss how our company values impacted their career.



140 characters to define “digital.”

“I think digital is...”





Final Presentation examples

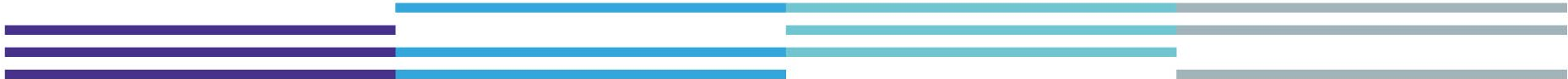




Requirements of Intern Supervisors

- ❑ Provide CLEAR assignment expectations to your intern, including general/daily duties.
- ❑ Confirm their workspace/phone/computer setup PRIOR to intern's start date.
- ❑ Introduce interns to your department and encourage co-workers to be available to share career insights and professional advice.
- ❑ Give constructive feedback on a regular basis.
- ❑ Internship Evaluation Forms are required:
 - Upon internship completion, HR will provide you with an intern performance evaluation form. Should be submitted to HR by date requested to be kept on file.
 - In addition, interns will be provided with evaluation forms to rate their overall internship experience.
 - Your intern's school may require a separate evaluation to be submitted directly to the school. Please also submit this evaluation to HR for NBCUniversal's records.

NOTE: You will not be eligible for interns the following semester if you haven't fulfilled these requirements for current interns.



Are you ready to have an intern?

Intern Supervisor Checklist

- Get written (email) approval from
 1. Head of Department
 2. Finance
- Review Program Overview and Eligibility Requirements
- Review Intern Supervisor Requirements
- Prepare a Job Description that includes what the intern's responsibilities and assigned projects will be.
- Submit your intern request via the Survey Central portal or



NOTE: Submission requests do not guarantee you an intern for the next term. HR will contact you directly with an approval/denial of your request.





Best Practices

DO allow NBCUniversal Interns to:

- ✓ Engage in project management.
- ✓ Participate in department meetings/activities.
- ✓ Shadow employees in other departments.
- ✓ Attend informational interviews/meetings about career path of supervisor/other employees.
- ✓ Present ideas, suggestions, and projects that are relative to the department. Many times interns have a very fresh perspective and their opinions may prove extremely useful. Encourage them to share their thoughts and take advantage of these “reverse mentoring” opportunities.
- ✓ Take advantage of all development opportunities provided within or outside of their program.
- ✓ Have a fun, meaningful, and educational experience!

DO NOT allow NBCUniversal Interns to:

- x Run personal errands for staff(including coffee runs!).
- x Assist solely in administrative work (including phone coverage). Our intern program should be a learning platform where interns gain valuable exposure and insights about our company and the media industry. Always evaluate the value derived by the intern from the work you have assigned to them.
- x Become the alternative to hiring a full-time contingent worker or employee.



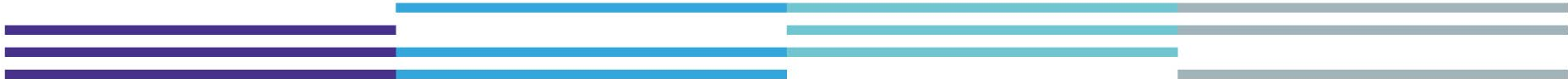
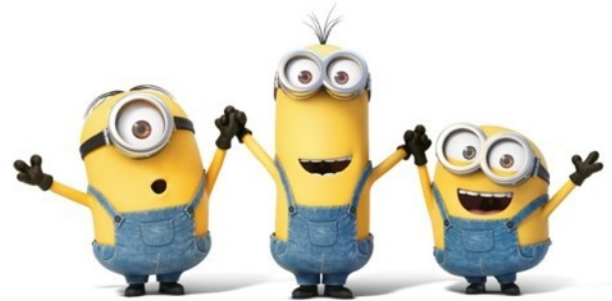
Suggestions for a Successful Semester

Intern Engagement:

- Plan a Welcome and Farewell lunch.
- Introduce your business unit to your intern in an interesting way.
- Set aside time for daily/weekly meetings to develop a constant stream of communication.
- Create on-going projects/assignments for your intern and encourage them to provide you with feedback and ideas.
- Encourage your intern to ask questions.
- Facilitate exploratory informational meetings with other members of the team as well as with other departments.

Key Points to Include in Intern Discussions:

- Your personal career path and story.
- Overview of your current role & responsibilities.
- Career advice for your intern.
- Insights about the industry.



Questions?



THANK YOU!

