



The *Homework Hotline Live* (HHL) TV program offers students an opportunity to work on a “live” television and webcast show, and to work with broadcast professionals. HHL will begin its 2017-2018 TV season on Tuesday, September 26th and we are interviewing applicants now for student internships as a regular TV crewmember. MCPS-TV offers training, SSL hours and/or internship credit for students working on *Homework Hotline Live*. While learning technical skills is a valuable experience, it is just as important that students learn how to work as part of a team, in a professional environment. We expect students to act in a reliable, responsible and professional manner.

Our professional staff is small – as a result MCPS-TV does not have the capacity to manage interns who find it difficult to fulfill their internship commitments. What this means is outlined below.

Expectations

As a member of the TV production staff, students commit to working on *Homework Hotline Live* (HHL) for slightly more than a single semester (until February 1, 2018). If a student wishes to continue working on HHL during the spring semester, this opportunity is explored toward the end of the initial internship period.

Students commit to working on at least one HHL program per week (multiple days are welcome). Once this commitment is made, the program day(s) assignment is for the entire semester. **IMPORTANT:** If students suspect that other activities (e.g. studies, sports, school plays, academic competitions, travel, etc.) will interfere with working at the agreed-upon time, we encourage them to **NOT ACCEPT THIS INTERNSHIP**. Also, transportation arrangements are important – if you will be relying upon other people or public transportation, make sure you will be able to arrive at the MCPS-TV studio consistently on-time (our address is 850 Hungerford Drive; Rockville MD 20850, and is directly across the street from Montgomery College’s central campus).

Once accepted into the program, HHL staff will distribute a roster containing names and contact information for all student crew members. If a student is unable to work one of the assigned HHL shifts, it is his or her responsibility to secure a replacement for that shift. Two or more absences, where the student does find a replacement, results in a warning. Upon the third absence, a crew member is dismissed from the program.

On the day(s) a student is assigned work on HHL, he or she must report to the TV studio control room by 4:15 pm. The shift ends at 6:05 pm. Students are responsible for arriving on-time, and must plan for traffic and the use of mass transit accordingly.

Our Promise

Television production is a “team sport”. We promise to treat students with the same respect and consideration as fulltime school system employees. MCPS-TV staff are happy to discuss student interests and career aspirations. Within HHL’s limitations, we offer students opportunities for increased responsibility as the semester progresses.

Next Steps

Please confirm with me if you wish to become a *Homework Hotline Live* TV production crewmember for the Fall 2017 semester (email Eric_J_VanRyzin@mcpsmd.org or call 301-279-3268. I will invite you in for an interview. Once all the interviews are complete, you will be informed about your status in the program, and which days are available to work on *Homework Hotline Live*.

I look forward to hearing from you,

Eric Van Ryzin

Producer, Homework Hotline Live

MCPS-TV

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phone: 301-279-3268