



Video Aided Instruction, Inc.
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email: custsvc@videoaidedinstruction.com
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introducing Video Aided Instruction's internship program!

who we are

A true industry pioneer, Video Aided Instruction publishes and distributes educational DVDs and videos worldwide. To date, our academic course reviews, preparation materials for standardized tests, and other educational programs have helped millions. Located in Hicksville in the heart of Nassau County, we're celebrating our 20th anniversary in November 2003. We've been around since the advent of VHS, and we're still going (and growing!) strong.

our program

Each semester, Video Aided Instruction seeks a handful of interns to work **1–3 days/week** and assist in shooting and editing video, designing packaging and marketing materials, and much more. From authoring DVDs to researching product ideas, from operating DV camcorders to answering phones, from assisting customers to editing scripts, we end up wearing many hats here at Video Aided Instruction – our interns do the same. After a semester with us, interns have real-world experience with the various facets of making a small video publishing company succeed.

who we're looking for

We're proud to offer **college juniors** and **seniors** – and **graduate students** – this exciting opportunity to join the Video Aided Instruction team. In addition to a warm, friendly, and fun-loving demeanor, our ideal intern candidate would possess:

- good verbal skills – good math skills a plus!
- good grades in related subjects
- command of Microsoft Office business software
- experience with **some** of the following:
 - > Adobe Premiere and After Effects video editing software
 - > Adobe Photoshop, Illustrator, and InDesign graphics software
 - > Macromedia Dreamweaver and Flash web design software

We encourage all interested students to apply – we want to hear from you!

how to apply

First, download an application: <http://www.videoaidedinstruction.com/internapp.pdf>
Then send a cover letter, your résumé, and your completed application to:

Michael W. Ebert
Internship Coordinator
Video Aided Instruction, Inc.
485-34 South Broadway
Hicksville, NY 11801-5071
fax: 516-935-5552

Please note that these are unpaid internships for credit only. Students under serious consideration will be contacted within 2–3 weeks after we receive their applications. No phone calls, please!

internship program application

| personal info | |
|---|---|
| full name: | social security number: |
| current address: | permanent address: |
| dates available here: from _____ to _____ | dates available here: from _____ to _____ |
| current phone number: | permanent phone number: |
| email address: | cellular phone number: |
| what is the best way to contact you? | |

| college/university | | |
|---|-------------------------|---------------------|
| current college/university: | current major: | |
| current year in school: | date of graduation: | current minor: |
| will you receive course credit for this internship? Y N | GPA/scale overall: | GPA/scale in major: |
| advisor's name: | advisor's phone number: | |
| advisor's email address: | advisor's fax number: | |
| please list any course work you have completed that is relevant to this internship: | | |

| availability | |
|---|----------|
| intended internship semester: fall winter spring summer of 20 _____ | |
| dates you're available to start and end the internship: from _____ to _____ | |
| how many hours per week are you available to work? _____ | |
| specific times/hours you're available during each workday: | |
| monday | tuesday |
| wednesday | thursday |
| friday | |
| how did you hear about Video Aided Instruction's Internship Program? | |

| emergency contact info | |
|------------------------------|------------------------------|
| emergency contact person #1: | emergency contact person #2: |
| phone number: | phone number: |
| address: | address: |
| relation to you: | relation to you: |

internship program application *(continued)*

experience

are you legally authorized to work in the U.S.A.? Y N

have you ever interned with Video Aided Instruction before? Y N

please list your computer skills, equipment experience, or other special skills that are relevant to this internship:

please list any work experience you have that is relevant to this internship:

on occasion, interns may need to perform the following tasks: hands-on participation in extended video shoots while standing under hot filming lights; computer work requiring prolonged concentration and attention to detail; moderate lifting of boxes and equipment; etc. do you have any conditions or concerns that might prevent you from performing these specific tasks under the pressure of tight deadlines?

statement *(please read carefully and sign below)*

With my signature below, I hereby certify that the information I have provided in this form is correct to the best of my knowledge and belief. I also affirm that I understand the following about the Video Aided Instruction Internship Program (the "Program") :

- 1) that any falsification or misrepresentation in this form may constitute just cause for rejection of my Internship Application, or, if identified after my acceptance to the Program, just cause for my termination from the Program;
- 2) that the Program is unpaid and for educational and vocational purposes;
- 3) that my participation in the Program does not constitute employment with Video Aided Instruction; and
- 4) that, in lieu of wages or other monetary compensation, participants in the Program are provided with training and experience related to specific fields of study and/or career paths.

signature:

date:

submission deadlines by semester:

fall: **JULY 1** · winter: **OCTOBER 1** · spring: **DECEMBER 1** · summer: **MARCH 1**

mail or fax your completed Application Package (this application, plus a cover letter and résumé) by the appropriate deadline to:

Michael W. Ebert, Internship Coordinator
Video Aided Instruction, Inc.
485-34 South Broadway, Hicksville, NY 11801-5071
fax: 516-935-5552

for office use only

résumé: _____ cover letter: _____ proof of credit: _____

code:

interview date/time:

accept? Y N acceptance info sent:

notes: