



MEGA LITE



www.megasystemsinc.com

2012 Internship (Marketing Department) Program at Mega Systems Inc.

The purpose of this note is to describe and outline the 2012 Internship Program at Mega Systems Inc.

A - Introduction

In 2012, Mega Systems Inc. (MSI) celebrates its 6th year in doing business in Texas . During the past years, the Company has experienced steady growth and prosperity. Setting a goal of doubling in size in the next 4 years. MSI grew by 25% in 2010, and is expected to grow another 10% in 2011 and a further 25% in 2012.

The driving force behind this success is the marketing of the Company and its focus as a "one stop solution" provider to mid-sized production and entertainment companies. MSI offers clients access to highly creative, cutting edge, production and Architectural products. While still retaining a small company, very personal touch with it resellers and endusers.

During the past three years, MSI has carefully built its user base and built a brand that is serviceable and durable. The fuel behind the Company's growth has been its accessibility and ability to attract and retain a wide range of clients. As we grow we meet challenge to develop new minds and expos them to the technical side of the entertainment industry

As a result of its growth plan and market positioning, MSI offers internships to the very best up and coming talent in San Antonio.

B - Qualifications for 2012 Internship Programs

Our 2012 internship program is designed specifically for college and university graduates from the following disciplines:

Communications

Project Management

Advertising

Marketing-

Web and Multimedia Design

Public Relations-

Graphic Design-

New Media Writing and Marketing

C - Objectives of the Programs

Our program is designed to provide a highly rewarding, diverse and very challenging learning experience for interns. Our goal is to introduce new graduates to the inner workings of our company and to prepare them for an entry level position in their chosen career.

D - Internship Elements and Length

The MSI Internship consists of two distinct elements:

a) The first 6 weeks, where the intern is introduced to MSI and works "on assignment" for a variety of different full-time staffers at MSI. Some of these assignments will be administrative in nature (for example, researching and preparing a data base), some will be directly linked to MSI own web marketing (for example, writing articles for MSI news letter or Facebook page), and some will be project specific (for example, preparing cut-sheets and writing content for a new product release, or designing concepts for rebranding).

Although the content of the first 6 weeks varies for each candidate, the administrative and MSI components can take up to 50 - 55% of the intern's time on a weekly basis.

During this element, as this is primarily a learning experience, the MSI Intern is not paid but is expected to complete a 37.5 hour week. The Intern will be expected to sign a non-disclosure and complete confidentiality agreement and make a full-time commitment to MSI for the first 6 week period.

b) the second 10 weeks, where the intern assumes an apprentice type role (a junior designer, or a video assistant, a marketing assistant) and begins working a dedicated projects.

Once again, although the content of the second 10 weeks varies for each candidate, the administrative and MSI components can take up to 30% of the intern's time on a weekly basis.

During this element, the Intern will be expected to sign a probationary employment contract with the Company in this regard.

Interns must attend MSI on a daily basis and devote their full-time energies towards their internship.

E - Coaching and Mentorship

Each Intern will be supervised on a daily basis by Samantha Calhoun our Marketing Director at MSI. Samantha will meet with the Intern on a daily basis to ensure they have a full menu of assignments and know what is expected and the relevant priorities.

In addition, each Intern will be assigned to one of the Partners in the company. The MSI Partner will meet with the Intern on a weekly basis and give feedback, support and coaching as needed.

The Intern will be expected to keep a personal diary of their internship and make daily entries to this diary.

F - Professional Development

Like every member of our permanent staff, our Interns are expected to embrace the concept of continuous lifelong learning and eagerly look for opportunities to improve their skills and knowledge. Professional Development at MSI is an activity that is expected both on and off the job

G - Career Opportunities at MSI

As mentioned, Interns at MSI will be provided every opportunity to develop and showcase their skills, attitude and expertise. Our growth means we also offer career opportunities and opportunities for advancement for those special Interns who prove their talent and values fit with the Company.

Two weeks prior to the end of the paid 10 week Internship, the Intern's Mentor and selected members our Management Team will meet with the Intern and conduct a thorough written appraisal of their skills, expertise, knowledge and overall revenue and chargeable hour contribution to the Company. The MSI appraisal system will be used in this process.

If the Intern receives an Excellent or Outstanding appraisal, and if the Company has the work to justify a staff addition, the Company may offer the Intern a term employment contract. This may lead to permanent employment in 4 to 6 months, based on the criteria that the Company has established for permanent employees.

Should an Intern be offered a term employment contract after their internship, MSI will review their base salary and benefits package and adjust them as needed.

H - Application Procedures

Candidates wishing to apply for an MSI Internship in 2012 should e-mail their cover letter and resume to Samantha Calhoun sc@megasystemsinc.com

MSI will recruit Interns using the same processes and with the same degree of care that the Company uses for full-time permanent staff. This includes interviews, completion of 1 or 2 audition assignments, conventional reference checks, and Internet reference checks in accordance with our internal protocol.

MB will hold in complete confidence all personal information collected during an applicant's recruitment. As confidentiality is an important value at MSI, we expect the same degree of care and confidentiality from applicants to this Internship program.