



## **WCVB-TV INTERNSHIP APPLICATION**

**WCVB-TV** recognizes that a good internship program can add practical experience to the education a student gains in college or graduate school. Therefore, the Station has established an Internship Program in which students may work one semester and earn academic credit. There are a variety of internship opportunities available year-round to currently enrolled college juniors and seniors. Interns will be closely supervised and critiqued in order to maximize the learning experience. Understand that this internship is **UNPAID** and you are responsible for all personal travel and expenses. Please visit our website: [www.wcvb.com/internships](http://www.wcvb.com/internships) for more information.

Intern Coordinators:

Sara Connaughton  
[Sara.Connaughton@hearst.com](mailto:Sara.Connaughton@hearst.com)  
781-433-4357

Nancy O'Neil  
[noneil@hearst.com](mailto:noneil@hearst.com)  
781-433-4773

### **PERSONAL INFORMATION** (Please type):

Name: \_\_\_\_\_

College/University: \_\_\_\_\_

Circle One:      Graduate Student      Senior      Junior      Sophomore (Summer upcoming Jr)

Major: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

Overall GPA: \_\_\_\_\_

Campus Address: \_\_\_\_\_

\_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### **PLEASE MAIL/E-MAIL/FAX COMPLETED APPLICATIONS TO:**

Sara Connaughton  
Human Resources Administrator  
WCVB  
5 TV Place  
Needham, MA 02494  
Fax: 781-433-4022





## INTERNSHIP AREAS

Internship opportunities are available in the following areas; hours may vary depending on the assignment and student schedule. Descriptions are located at:

<http://www.wcvb.com/internships> Please select your top 3 PREFERRED departments:

|                      |                           |  |
|----------------------|---------------------------|--|
| Chronicle            | NEWS:                     |  |
| CityLine             | Assignment Desk           |  |
| Creative Services    | Digital Media (web)       |  |
| Human Resources      | EyeOpener News (12am-8am) |  |
| IT                   | Newsroom                  |  |
| Public Relations     | Specials                  |  |
| Sales/Marketing      | Sports                    |  |
| Sales/Research       | Weather                   |  |
| Technical Operations | Weekend News              |  |

### Semester Internship Desired:

|                        |                           |                             |
|------------------------|---------------------------|-----------------------------|
| Fall (Deadline May 15) | Spring (Deadline Nov. 15) | Summer * (Deadline Mar. 15) |
|------------------------|---------------------------|-----------------------------|

### Days and hours available to work: (Please check boxes for days and list hours available to work)

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
|        |         |           |          |        |          |        |
| Hours: | Hours:  | Hours:    | Hours:   | Hours: | Hours:   | Hours: |
|        |         |           |          |        |          |        |

(Minimum of 8 hours per week in the newsroom and 16 hours in other areas)

How did you hear about the internship program at WCVB? \_\_\_\_\_

Have you been referred by someone affiliated with WCVB? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please, please include their name and your relationship to this person \_\_\_\_\_

\_\_\_\_\_

Internship Start Date: \_\_\_\_\_

Internship End Date: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

Telephone: \_\_\_\_\_





## EDUCATIONAL BACKGROUND

List all related courses completed to date, and letter grades from each:

| COURSE | GRADE | COURSE | GRADE |
|--------|-------|--------|-------|
| _____  | _____ | _____  | _____ |
| _____  | _____ | _____  | _____ |
| _____  | _____ | _____  | _____ |
| _____  | _____ | _____  | _____ |

## EXTRACURRICULAR ACTIVITIES

(Include any offices held, and awards or scholarships won)

- 1.
- 2.
- 3.
- 4.
- 5.

## APPLICANT'S PROFILE

Briefly state your main objectives for participating in a WCVB-TV internship. (Please be specific.)

What are your strongest areas of interest?





## EMPLOYMENT RECORD

(Starting with the most recent position held, work backwards including full and part-time positions. Also, list any other internships that you may have done.) \*\* **THIS SECTION MAY BE REPLACED BY A RESUME IF AVAILABLE.**

| Employer's Name<br>and Address | Position Title<br>and Duties | Dates of<br>Employment |
|--------------------------------|------------------------------|------------------------|
| 1.                             |                              |                        |
| 2.                             |                              |                        |
| 3.                             |                              |                        |
| 4.                             |                              |                        |
| Additional training or skill   |                              |                        |

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

WCVB-TV is an affirmative action/equal employment opportunity employer.





## WCVB INTERN ELIGIBILITY CHECKLIST

In accordance with Hearst, Inc. policy, eligible interns **MUST** be able to check off ALL of the following:

✓ Student status (select one):

- ☐ Sophomore (can apply for summer internship **ONLY**)
- ☐ Junior
- ☐ Senior (cannot graduate BEFORE internship)
- ☐ Graduate student (cannot graduate BEFORE internship)

✓ Academic Credit

- ☐ **ONLY** can receive **DURING** internship
- ☐ Academic Advisor/Dean must sign and allot number of credits provided (no minimum or maximum requirement)
- ☐ Academic Advisor/Dean must provide a letter confirming academic credit on document containing school letter head

*Official WCVB Verification form follows this page*

✓ Liability Insurance

- ☐ Provided by SCHOOL ONLY
  - **NO** individual insurance plans allowed

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Candidate Signature

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Date





## VERIFICATION OF ACADEMIC CREDIT

This verifies that the student listed below qualifies to participate in the WCVB-TV Internship Program and will be eligible for course credits upon successfully completing the internship:

STUDENT'S NAME: \_\_\_\_\_

COLLEGE/UNIVERSITY: \_\_\_\_\_

SCHOOL STATUS: GRADUATE STUDENT \_\_\_\_\_ SENIOR \_\_\_\_\_ JUNIOR \_\_\_\_\_ SOPHOMORE \_\_\_\_\_  
(RISING JUNIOR)

NUMBER OF COURSE CREDITS GRANTED: \_\_\_\_\_

STUDENT ADVISOR: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Does the school's liability insurance cover this student while he/she is performing field study for WCVB-TV in exchange for academic credit? YES [ ☐ ] NO [ ☐ ] \*

\* If "NO" is checked off, candidate is **not** eligible to participate in WCVB's intern program.

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

**THIS FORM MUST BE COMPLETED PRIOR TO START OF INTERNSHIP  
IT IS NOT REQUIRED AT THE TIME YOU SUBMIT YOUR APPLICATION**