



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 for more information.

Intern Coordinator: Kelsey Lawrence
klawrence@hearst.com
781-433-4014

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:

Kelsey Lawrence
Intern Coordinator
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 (Friday or Saturday only)	
Sales/Research	Weather	
Technical Operations	Weekend News	

Semester Internship Desired:

Fall (Deadline May 15)	Spring (Deadline Nov. 15)	Summer * (Deadline Mar. 15)
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Days and hours available to work: (Please check boxes for days and list hours available to work)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hours:	Hours:	Hours:	Hours:	Hours:	Hours:	Hours:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(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 and Address	Position Title and Duties	Dates of 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

Candidate Signature

Date



VERIFICATION OF ACADEMIC CREDIT

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

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: _____

Advisor's Signature

Date