



**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 participate in one semester and earn academic credit. There are a variety of short-term 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 Coordinator: Kelsey Lawrence  
[klawrence@hearst.com](mailto: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 COMPLETED APPLICATIONS TO:**

Kelsey Lawrence  
Intern Coordinator  
WCVB  
5 TV Place  
Needham, MA 02494  
[klawrence@hearst.com](mailto:klawrence@hearst.com)



## INTERNSHIP AREAS

Internship opportunities are available in the following areas; hours may vary depending on the assignment, subject to student's academic schedule. Descriptions are located at:

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

SHIFTS 9am-5pm		NEWS	NEWS SHIFTS	
Chronicle		5 Investigates	10am-6pm	
CityLine		Assignment Desk/News Logistics	8am-4pm, 3:30pm-11:30pm	
Creative Services		Digital Media	8am-4pm, 3pm-11pm	
Human Resources		Eyeopener News	3am-12pm	
IT		News Photographers	10am-6pm	
Public Relations		Newsroom/Producers	9am-5pm, 3pm-11pm	
Sales/Marketing		Sports	Friday/Saturday only 3pm-11pm	
Sales/Research		Weather	10am-6pm, Meteorology students only	
Technical Operations		Weekend News		

### Semester Internship Desired:

Fall (Deadline July 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

\*Reminder: Newsroom operations are 24 hours, please list all availability

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

Minimum hours may be required depending on student's credit requirements.

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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**\*Newsroom applicants: please provide links to or copies of writing samples**

### 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?



## 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
  - Student will receive academic credit for internship if selected.
  - 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: \_\_\_\_\_

NUMBER OF HOURS REQUIRED BY COLLEGE/UNIVERSITY FOR CREDIT: \_\_\_\_\_

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

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

\_\_\_\_\_

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

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

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

\_\_\_\_\_  
Date