



## **WCVB INTERN ELIGIBILITY CHECKLIST**

In accordance with Hearst Television, Inc. policy, eligible interns **MUST** meet **ALL** the following criteria:

✓ Student must be:

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

**AND**

- ☐ Student will receive academic credit for internship if selected
- ☐ Academic Advisor/Dean must complete and indicate number of credits granted on Verification of Academic Credit Form
- ☐ Student must be able to show proof of COVID vaccination

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Telephone



## **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 **UNPAID** Internship Program in which students may participate in one semester to **earn academic credit**. There are several internship opportunities available in the spring, fall and summer to enrolled college Juniors, Seniors and Graduate Students. Interns will be closely supervised and evaluated to maximize their learning experience.

Please visit our website: [www.wcvb.com/internships](http://www.wcvb.com/internships) for more information.

Intern Coordinator: Anna Melvin  
[Anna.Melvin@hearst.com](mailto:Anna.Melvin@hearst.com)  
781-433-4014

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

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

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

Circle One: Graduate Student    Senior    Junior    Sophomore (Rising Junior)  
( can apply for summer internship **ONLY**)

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

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_

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

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



### Semester Internship Desired:

Fall (Deadline July 15 <sup>th</sup> )	Spring (Deadline Nov. 15 <sup>th</sup> )	Summer (Deadline Mar. 15 <sup>th</sup> )
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### INTERNSHIP AREAS

Internship opportunities are available in the following areas, Hours may vary depending on the assignment and student schedule. \*Minimum hours may be required depending on student's academic credit requirements. \* Internship descriptions are located at: <http://www.wcvb.com/internships>

### Please rank your top 3 PREFERRED Departments:

Chronicle		5 Investigates	
CityLine		Assignment Desk	
Creative Services		Digital Media	
Public Relations		Broadcast Technical Operations	
IT		News Photographers/Logistics	
Sports		TV News Production	
Sales Marketing		Weather	
Sales Research			

### 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:

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

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

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

Available Start Date: \_\_\_\_\_

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



## **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.

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



### **APPLICANT'S PROFILE**

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

2. What are your strongest areas of interest?

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

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