

CBS Boston Internship Program

Internships at CBS Boston are offered to college sophomores, juniors and seniors, as well as graduate students who are interested in a career in broadcasting. Typically participants major in communications or journalism, but broadcasting is comprehensive enough to interest students who major in English, History, Political Science, Fine Arts, Marketing, Computer Science, and other studies. There are many departments within CBS Boston, and many very different opportunities for internships.

REQUIREMENTS AND PROCEDURE:

Prospective interns must be the following:

- College juniors, seniors or graduate students who can receive academic credit for their internship. They must have a minimum G.P.A. of 3.0 and be able to work a minimum of 15 hours per week.

Prospective interns must complete the enclosed application form

and return it with the following:

- A resume detailing previous work experience and education.
- An official college transcript.
- Section III of the application completed by the student's advisor verifying:
 - the student's academic standing
 - the number of credits to be earned for the internship
 - the minimum number of hours required by the student to receive these credits
 - the school's requirements for term papers and written supervisory evaluation for the internship

Internships are available for all semesters, throughout the year.

Intern applications are generally accepted starting:

- October 1st for Spring Semester - Deadline December 15th
- February 15th for Summer Semester - Deadline March 15th
- July 1st for Fall Semester – Deadline September 1st

Send your application and all appropriate paperwork to:

CBS Boston Internship Program
1170 Soldiers Field Road
Boston, MA 02134

Students are required to interview for their internships.

This will be a meeting at the station with the Internship Program Manager.

EEO POLICY It is the policy of CBS, Inc. not to discriminate in its employment and personnel practices because of a persons' race, color, religion, sex, national origin, age, or physical or mental handicap. Discriminatory employment practices are specifically prohibited by the Federal Communications Commission. If you believe your equal employment rights have been violated, you may contact the FCC in Washington, D.C., 20054 or other appropriate state or local agencies.

ONCE ACCEPTED INTO THE PROGRAM, INTERNS MUST:

- Work a minimum of fifteen (15) hours per week.
- Receive no monetary compensation, regardless of the number of hours scheduled.
- Sign an "Acknowledgment of the Terms & Conditions of CBS Boston Internships".
- Attend an orientation meeting with the Intern Program Manager.
- Abide by union jurisdictional rules, where applicable.
(Hands-on operation of technical equipment is sometimes prohibited. However, in MOST departments, an intern can operate any technical equipment except when the resulting material will be broadcast by WBZ-TV or TV38.
- Ride in company vehicles only when a seat with a seat belt is available.
- Attend a Department Head seminar to learn about the functions of the many different departments within CBS Boston.
- Cover all transportation costs (except costs incurred while traveling for business purposes requested by the station), meals, and any other financial obligations.
- Submit a mid-semester review and a final review.
- Park their cars in the visitor's parking lot in front of the building.
- Receive a CBS Boston Internship ID within the first week of the start of their internship.

CBS BOSTON INTERN POLICY:

The help we receive from student interns is a privilege, and not entitlement. The relationship enhances the efficiency of the station. In return, we have an obligation to give back to the students a unique career experience of equal value (at least) to the effort they invest.

INTERNSHIP DESCRIPTIONS:**WBZ-TV NEWS: ASSIGNMENT DESK**

Learn how a television news story develops, from event, to editorial decisions, to shooting, to writing, to editing, to air. Assist assignment editors, reporters, and producers in gathering news stories. This includes pre-interviewing, researching, and viewing/logging tapes. Includes extensive phone work to help cultivate news stories. Days needed: weekdays, nights, weekends (varies).

WBZ-TV NEWS: NEWSROOM

Learn how a television news story develops, from event, to editorial decisions, to shooting, to writing, to editing, to air. Assist assignment editors, reporters, and producers in gathering news stories. This includes pre-interviewing, researching, and viewing/logging tapes. Includes extensive phone work to help cultivate news stories. Days needed: weekdays, nights, weekends (varies).

CBSBOSTON.COM: WEB SITE INTERN

Learn how a television and radio news web site operates, from story generation to production and publication. Assist web producers in producing stories, video clips, and images. Learn strategies for increasing web site traffic. Develop your journalism and web production skills. Interns must have computer knowledge. Days needed: M-F.

C NEWS: WEATHER DEPARTMENT

Participate in data collection and interpretation for the development of weather and science reports. Learn public communication skills, and some computer graphics. Manage daily flow of mail, e-mail, phone and computer data. You must be a meteorology major. Computer skills a plus. Days needed: Monday - Friday (12N-5pm).

WBZ-TV NEWS: SPORTS

Learn how sports is produced for news and the different responsibilities of the many people who contribute to that effort. Duties will include logging games as they are recorded off of TV and satellite, logging highlight feeds, answering phones, and occasionally assisting talent in the field. Days needed: Monday - Friday 4pm-11:35pm, Saturday/Sunday 12N-7pm, 4pm-11:35pm.

WBZ-TV NEWS SPECIAL PROJECTS

The Special Projects Team produces in-depth, special reports on a wide range of topics for a variety of newscasts. Interns work with several producers and will learn about the full range of story production from story enterprising, story development, research, writing, videotaping, tape logging and non-linear editing. Interns may also be asked to make phone calls to set up interviews to be used in stories. Need self-motivated individuals. Days needed: Monday-Friday

WBZ-TV/TV38: CREATIVE SERVICES

Learn how a TV station uses their own air to achieve strategic marketing goals and objectives. Learn how to write scripts for on-air promotions. Gain a working knowledge of television production from field producing to post production in the edit room. Learn how to develop and execute news topicals, news series, station image, and public service announcements. Days needed: Monday - Friday.

WBZ-TV/TV38: BZ PRODUCTIONS

Learn how commercials and promotional spots are made. Learn field and studio production skills, post production techniques, and an overview of writing, directing, producing and editing. Learn the terminology and uses of production equipment. Log and label tapes, and organize production office. BZ Productions works closely with the TV Sales Department. Days needed: Monday - Friday.

WBZ-TV/TV38: PUBLIC RELATIONS/PUBLIC AFFAIRS

Learn all facets of public relations and public affairs for local television stations. Learn how to communicate effectively with the media, community groups, and the public; write and maintain updated biographies, photos and press materials; track station press coverage for monthly reports; schedule speaking engagements for talent; coordinate publicity elements of special events and broadcasts including telethons, network and syndication talent visits; assist in planning and execution of photo shoots; distribute press releases to media and maintain the media database; update and coordinate Days needed: Mondays - Friday.

WBZ-TV NEWS: CENTRO

"Centro" is a segment in WBZ-TV's Saturday morning newscasts 8-9am. The segment is produced in English with Spanish subtitles, and focuses on issues of importance to the Latino community. Learn how to develop a topic for an in-studio segment. Duties include researching future show topics, working with community groups, and translating the segment from English to Spanish. Learn post-production techniques. Must be fluent in Spanish. Days needed: Tuesday 9am-2pm and Wednesday 10am-7pm.

WBZ-TV NEWS: HEALTH

Learn how health and medical segments are researched and produced. Learn how to gather information needed for stories, how to verify facts about the story, and how to find appropriate videotape to edit and illustrate the story. Duties will include scouring newspapers, magazines, journals and wire services for health and medical stories; confirming details with sources; logging tapes; and assisting on field shoots. Days needed: Monday - Friday.

WBZ-TV/TV38: MEDIA ASSETS INTERN:

Responsible for assisting with logging and ingesting media into the newsroom servers for daily productions. Also be a part of an effort to convert old archive tape footage into our new digital archive server. In addition they will have the opportunity to learn about the entire Avid postproduction workflow for the WBZ-TV newsroom from ingest, to editing, and playout. We are looking for individual who is familiar with Avid Editing products and willing to work from 10am to 7pm, 5 days a week.

WBZ-TV/TV38: SALES/MARKETING DEPARTMENT:

Learn how a television sales department operates. Tasks include: monitoring competitive programming, following-up on leads for contact info, updating databases for new business, shadowing Account Executives on sales calls. Other responsibilities include working with the Sales Marketing Manager on event planning, assisting with off-site promotions including (Free Friday Flicks, Winter Slope Challenge, and Various Trade Shows and Expos, etc) contacting and distributing prizes to contest winners, working with the web department in scheduling promotions, aiding in producing proposals. Days needed: Monday thru Friday. MUST be available Friday evenings from 3-8PM.

WBZ NEWSRADIO: NEWS

Assist WBZ NewsRadio News Department in news gathering, writing, audio production, and administration. Learn how a station dedicated to 24 hours of news and talk operates in all aspects. Days needed: Monday - Friday 8am-11pm, plus possible weekend work (flexible).

WBZ NEWSRADIO: SALES PROMOTIONS

Assist the Sales and Promotion Departments with the creation, development and execution of promotion campaigns for radio advertisers. Learn how to successfully execute on-site appearances, plan station events, and assist with daily prize distribution. Days needed: Monday-Friday (occasionally weekends).

WBZ NEWSRADIO: SALES

Learn how a radio station sales department operates. Tasks include: monitoring competitive programming, following-up on leads for contact info, updating databases for new business, shadowing Account Executives on sales calls. Other responsibilities include working with the Sales Manager on event planning, assisting with off-site promotions including (Free Friday Flicks, South Shore Music Circus, and Boston Baseball Bashes) contacting and distributing prizes to contest winners, working with the web department in scheduling promotions, aiding in producing proposals. Days needed: Monday thru Friday. MUST be available on select evenings during the summer which will be scheduled