CBS RADIO BOSTON INTERNSHIP PROGRAM

Sections I, II and III should be filled out and signed, in consultation with your internship coordinator and/or faculty advisor. Mail the completed and signed application, along with a resume and an OFFICIAL college transcript.

Ashley Gillis
CBS Radio Internship Program
1170 Soldiers Field Road
Boston, MA 02134

SECTION I  (Student must complete.)  NAME:

AVAILABLE INTERNSHIPS:

See the Internship Descriptions packet for available internships. Once you have properly applied to the program (by completing the application process and meeting all of the requirements), you will interview with the Internship Program Manager. Every effort will be made to place you in the internship of your choice.

**WBZ NEWSRADIO**

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<td>News</td>
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**WBZ-FM/ WBMX-FM/ WODS-FM/ WZLX-FM**

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SECTION II  (Student must complete.)

Request for:  Spring [ ]  Summer [ ]  Fall [ ]
Student’s name: ____________________________________________
Address: ________________________________________________
_______________________________________________________
Phone: ____________________    __________
Email: _________________________________
College/University: ______________________________________
Class (circle one): graduate    senior    junior    sophomore

Briefly state why you wish to undertake this internship:

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

CBS Radio internships require a 15-hour per week minimum. Most of the internships require you to be here for two or three 8-hour days. (Example Tues. & Thur. 9-5 or Mon, Wed. Fri. 9-5). Please check which days you are available to work.

Mon [ ]    Tue [ ]    Wed [ ]    Thu [ ]    Fri [ ]    Sat [ ]    Sun [ ]

SECTION III (Faculty sponsor must complete.)

What are the learning objectives for student?

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

What will you expect the student to submit as evidence of the internship?

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
CBS Radio internships require a minimum commitment of 15 hours per week. How many hours per week must the student work in order to receive college credits? Hours per week: [ ]

This verifies that __________________________ will receive [ ] college credits for this internship.

Does the school’s liability insurance cover this student while he/she is performing field study for CBS Radio in exchange for college credits? Yes [ ] No [ ]

Signature of Faculty Sponsor __________________________ Date __________________________

College / University __________________________

Street Address __________________________

City __________________________ State __________ Zip __________

SECTION IV (CBS Radio Intern Supervisor must complete.)

Application for internship with (circle one):

Name of Intern Supervisor: __________________________

Department: __________________________ Phone ext: __________________________

Intern job description (specific duties):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Intern’s start date: ___________ Intern’s end date: ___________
INTERN SUPERVISOR REQUIREMENTS AND CBS Radio INTERN POLICY:

Interns must attend an Orientation (or meet with the Internship Program Manager within the first 2 weeks of their internship), Department Head seminars, and an Exit Interview with the Internship Program Manager. Intern Supervisors must complete a Mid-semester Review and a Final Review with their Interns. The help we receive from student interns is a privilege and not an 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.

I have read and understand the Intern Supervisor Requirements and the CBS Radio Intern Policy stated above.

Intern Supervisor’s signature: ___________________________ Date: ________