



# INTERNSHIP APPLICATION

## 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.

**Melissa Sullivan**  
**CBS Radio Internship Program**  
**83 Leo Birmingham Parkway**  
**Brighton, MA 02135**  
**Melissa.Sullivan@cbsradio.com**

<b>SECTION I</b> (Student must complete.)	<b>NAME:</b>
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### 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 Coordinator. Every effort will be made to place you in the internship of your choice.

#### WBZ-AM NEWSRADIO

- News [ ]
- Sales/Promotions [ ]

#### WBZ-FM/ WBMX-FM/ WODS-FM/ WZLX-FM

- Promotions [ ]
- Web/Digital [ ]
- Sales [ ]
- On-Air [ ]



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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 [ ]

**SECTION III** (Faculty sponsor must complete.)

What are the learning objectives for student?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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

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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



# INTERNSHIP APPLICATION

**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 Coordinator within the first 2 weeks of their internship), Department Head seminars, and an Exit Interview with the Internship Coordinator. 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: \_\_\_\_\_