2010-2011 Internship Application (Section I)

Applicants are encouraged to apply early for the best spot. Feel free to make copies. Please fax completed application, resume and cover letter to: (818) 622-2628 or (818) 622-2629. Mailing address: CNBC Los Angeles Bureau, Internship Coordinator, Universal CityWalk, 100 Universal City Plaza, Bldg. 4505-2, Suite 260, Universal City, CA 91608. Questions: please email: LAinternships@cnbc.com

Please Print Information

LAST NAME      FIRST NAME

MAILING ADDRESS: STREET, CITY, STATE & ZIP CODE

TELEPHONE (DAY)     TELEPHONE (EVENING)

EMAIL ADDRESS

PERMANENT ADDRESS: STREET, CITY, STATE & ZIP CODE (IF DIFFERENT FROM ABOVE)

WORK EXPERIENCE

___________________________________________________ __________________________________

ACADEMIC INFO

☐ FR ☐ SO ☐ JR ☐ SR ☐ GRAD

SCHOOL      CLASS YEAR (CHECK ONE)

EXPECTED DATE OF GRADUATION      MAJOR      GPA

ACADEMIC ADVISOR      MINOR

Check one or more:

Technical Services Internship
Editorial Internship

Fall ☐ Spring ☐ Summer ☐

Fall ☐ Spring ☐ Summer ☐

Internships require a 16-hour per week minimum commitment. Internship hours are 8am-4pm. You are required to be here for at least two 8-hour days each week. (Example: Tues & Thur. 8am-4pm, or Wed. Fri. 8am-4pm). Check which days you are available for the internship.

Check which days you are available


PLEASE READ: I affirm that this information is true and correct, and understand that any deliberate misrepresentation could result in my dismissal from the intern program. I understand that an internship does not guarantee employment upon graduation. I understand this internship is unpaid, therefore, I must receive college credit for my internship experience. I agree to provide a signed letter from my school/academic advisor as proof within 10 days of starting the internship.

Applicant’s Signature_________________________________________ Date__________________

(HR Section -- Do Not Write Below This Line)

Application_____ Rationale_____ Résumé_____ Course Credit_____ Business_____ Broadcast_____ Interview_____
1. Briefly, describe what you hope to gain from this internship. Include your career goals, your interest in broadcasting, and what skills you have to contribute (200 words or less).

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2. Do you have any previous internship experience? If yes, please list dates, internships and duties:

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3. Is this internship a requirement for school? If so, explain:

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4. How did you hear about this internship?

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2010-2011 Internship Application (Section III)

BASIC INTERNSHIP INFORMATION

- Two internship opportunities are available: (1) Editorial and (2) Technical Services Intern (descriptions in box below). Three internship sessions yearly: Summer, Fall and Spring. Each session runs approximately 13 weeks.
- Interns at CNBC are unpaid, so they must be enrolled at an accredited college or university and must receive college/university credit for their internship experience.
- The amount of course credit for your internship experience to be earned is determined and verified by your school. Be fully aware of your school's internship requirements before applying for the internship program.
- CNBC accepts students from all majors, however, the majority of students are working towards Journalism, Broadcasting, Production, Communications and Business/Economics degrees. Grade point average and extra-curricular/work experience are an important part of the total assessment of student applicants.
- CNBC reserves the right to terminate a student's internship at any point for reasons such as misconduct, poor attendance, insubordination or other serious problems.
- We regret we will only be able to respond to those applicants in whom we have an interest. Candidates under final consideration will be contacted and scheduled for interviews.
- CNBC is an Equal Opportunity Employer M/F/D/V.

INTERNSHIP OPPORTUNITIES

Editorial Interns – Work with producers, reporters and photographers. Tasks may include, but are not limited to: researching and locating archival footage; logging tapes; updating databases; and occasional field assistance (may require carrying equipment). Interns will have opportunities to observe story editing and assist on the teleprompter. Interns may be asked to perform various clerical duties. Intern should be a self-starter with above average typing and phone skills, as well as have an interest in broadcast journalism. Students must have sound judgment, an ability to learn assignments quickly, and basic computer literacy including the web, Microsoft Word and Outlook. Previous news internship experience is very helpful.

Technical Services Interns – Work with editors, photographers, reporters and producers. Tasks may include, but are not limited to: transcribing interviews; gathering video footage and helping with the maintenance of the video library; entering information into databases; assisting on the teleprompter; and occasional field assistance (may require carrying equipment). Interns will have opportunities to observe story editing and may be asked to perform various clerical duties. Students must have sound judgment, an ability to learn assignments quickly, and basic computer literacy including the web, Microsoft Word and Outlook. Previous news internship experience is very helpful. Knowledge of basic electronics is helpful.

REQUIRED HOURS AND WORK SCHEDULE

The amount of course credit to be earned is determined and verified by your school. Students should be able to work a minimum of two days per week (Monday-Friday) during the internship. Offices are closed weekends and most national holidays. Internship working hours are 8am-4pm. Upon the offer of an internship, the actual start date will be determined mutually by the supervising sponsor and the student. Students must be able to provide their own transportation to and from the internship. Parking is free during the internship. The bureau is located within the Universal CityWalk Hollywood entertainment/shopping complex in Universal City, California. There is a subway station at Universal City, on the Metro Red Line, and a free shuttle bus service to CityWalk.

INTERNSHIP BENEFITS

The bureau is small, so the interns are able to do a lot more than at most broadcast facilities. The program provides a link between the classroom learning environment and the professional world. It gives students the opportunity to explore careers in the broadcasting industry while providing meaningful and practical television journalism experience in exchange for college credit. It can confirm future career plans and provide an opportunity for self-evaluation of goals, attitudes and strengths. We promise you'll get as much out of this internship as you put into it.

There are a limited number of internships available each semester. Applying early is encouraged. Please fax completed application, resume and cover letter to: (818) 622-2628 or (818) 622-2629. Mailing address: CNBC Los Angeles Bureau, Internship Coordinator, Universal CityWalk, 100 Universal City Plaza, Bldg. 4505-2, Suite 260, Universal City, CA 91608. Questions: please email: LAInternships@cnbc.com