

INTERNSHIP NOTICE #24



Overview

The Emma L. Bowen Foundation is celebrating its 25th Anniversary in 2014!

The Foundation was created in 1989 to prepare minority youth for careers in the media industry. The Foundation's program is unlike traditional intern programs in that students work for partner companies during summers and school breaks from the summer following their senior year in high school until they graduate from college. During the four-year program, students have an opportunity to learn many aspects of corporate operations and develop company-specific skills. Corporations have an opportunity to train and mentor students with the option of full-time employment upon completion of their college degrees.

Students earn an hourly salary and matching scholarship funds for college expenses. Academic excellence is also a key component of the program—students are required to maintain a 3.0 cumulative grade point average to remain in good standing. The Foundation staff works closely with corporate partners to monitor each student's academic and work progress. An annual summer conference, a mentoring program and a technical program are also provided to further enhance the student's knowledge and experience. Resource guides for both students and corporate supervisors are provided to maximize the student's experience and productivity while in the program.

This unique, multi-year program prepares a diverse group of talented young professionals to enter the workforce with specific job-related skills, knowledge of the corporate environment and a strong foundation for future advancement. Students work in a variety of functional areas (e.g., marketing, sales, finance, public relations, production, operations, human resources, technology, news, web design, promotion, etc.) and rotate each summer. Currently, we have more than 260 active students nationwide and 550 graduates. Approximately 60-70 new students join the program each year. For more information and an application, see below...<http://www.emmabowenfoundation.com/>
<http://www.emmabowenfoundation.com/index.php/application.html>

Important Note: If you are selected for the internship, please inform Mr. Honor IMMEDIATELY via email at:
bths.internship@gmail.com



Emma L. Bowen Foundation for Minority Interests in Media

2014 PROGRAM APPLICATION

Program Overview

The Foundation will celebrate its 25th year of continuous operation in 2014!

It was established in 1989 by the media industry to prepare minority youth for careers in the media industry. Our program is unlike other internship programs in that selected students work for partner companies each summer until college graduation. During this multi-year internship, students have an opportunity to learn many aspects of corporate operations and develop company-specific skills. Corporations have an opportunity to guide and develop students with the potential for full-time employment after college. Students in the program receive an hourly wage and matching scholarships. Development and mentoring programs are also key elements of the program.

Selection Process

The Foundation and its partner companies work together to recruit students through local high schools, colleges and universities, community organizations, and pre-college programs. Applications are available on our Web site at www.emmabowenfoundation.com. Minority high school seniors and college freshmen with a minimum cumulative GPA of 3.0 and an interest in media careers (business, creative, journalism, technology, or sales) are eligible to apply. Candidates must be enrolled in a four-year program at an accredited college or university¹. Qualified candidates must be U.S. citizens or permanent U.S. residents. Candidates must be fluent in English (written and verbal). Completed and typewritten applications are reviewed by Foundation and preliminary interviews are conducted with qualified applicants. The most qualified candidates are presented to a Foundation partner company for interviews and final selection.

¹ High seniors must provide an acceptance letter from a 4-year college or university if accepted into the work/study program.

Partner Companies

Our partner companies are:

A+E Networks
Al Jazeera
Arbitron
ARRIS
BMI
Bright House Networks
Cable Television Laboratories
Cablevision Systems Corporation
CBS Corporation
Charter Communications
Comcast Corporation
Cox Communications
Cox Media Group
Crown Media Holdings
C-SPAN
Discovery Networks
Disney ABC
Fox Television Stations
HBO
Hearst Television.
ION Media Networks
Katz Media Group
Mediacom Communications
NAB Education Foundation
NBC Universal
NCTA
The Nielsen Company
OWN: Oprah Winfrey Network
Post-Newsweek Stations
Scripps Networks Interactive
Television Bureau of Advertising
Time Warner Cable
Turner Broadcasting System
Univision
Warner Brothers
YES Network



The Application Package Requirements

- 1 **Work/Study Application** – Enclose an original and two copies of your work/study application with current photograph (one for each copy) and signature. Remember to list all your extra-curricular and community activities, any leadership positions you have achieved, awards, language proficiency, and any work experience you may have. Experiences such as sales, general office work, or school newspaper are important to highlight. Take the time to carefully read the Integrity Pledge. Your signature on the application indicates that you have read and understand the importance of pursuing excellence in your academic and professional life.
- 2 **Transcript** – Enclose your official transcript in a sealed envelope with an official seal or signature across the flap. If you have attended more than one school, a transcript is required from each institution unless grades from the previous school appear on the present transcript. (Note: Only one copy of the transcript is required with the application. If your school wishes to mail the transcript directly to the Foundation, please indicate that fact on your application.)
- 3 **Essay** – Include an essay on a separate sheet of paper. Select one of the topics noted in Question #10 of the application and write an essay of 500 to 1,000 words. Your essay will count heavily in the selection process. Your writing style and attention to detail (spelling, grammar, punctuation, etc.) will help us better evaluate your strengths and potential.
- 4 **Recommendations** – Include two recommendations using the forms included in this application. Recommendations should be sent in separate sealed envelopes with appropriate signature across the flap from someone who knows your academic and/or community work (i.e. teachers, professors, advisors, employers, etc.) Letters by relatives will not be accepted. If your references wish to mail the reference forms directly to the Foundation, please indicate that fact on your application.
- 5 **Resume** – Include your resume detailing your academic record, work experience, extra-curricular activities and honors.
- 6 **Frequently Asked Questions** – Review all Application Process FAQ's on the Foundation's Web site before submitting your application. An incomplete application could potentially result in not being considered for an internship opportunity.

We encourage you to submit your application as soon as possible. Please include the materials noted above in one envelope with this application. You may attach separate pages for any answers that cannot be completed on the form. **ONLY TYPED APPLICATIONS AND ENCLOSURES WILL BE ACCEPTED.**

Submit Application To:

Attention: New Applications
Emma L. Bowen Foundation
524 West 57th Street
New York, NY 10019

For Additional Information:

Phone: 212-975-2545
Facsimile: 212/975-6014



Date: _____

Applicant's Name: _____



WORK/STUDY APPLICATION 2014

The Foundation's mission is to prepare minority youth for careers in the media industry. Our program focuses on scholastic achievement, direct work experience and professional development. Minority **high school seniors and college freshman** with an interest in media careers (business, creative, journalism, sales and technology) are eligible to apply. Candidates must have a minimum cumulative GPA of 3.0 and must be enrolled in a 4-year accredited college or university. (High school seniors must provide a college acceptance letter if accepted into the work/study program.) Additionally, candidates must be U.S. citizens or have permanent residency status in the US, and written and verbal fluency in English. Applicants must include an essay, a resume, a high school or college transcript, and two (2) educational references from teachers and/or academic advisors with the completed application. **PLEASE REVIEW APPLICATION DIRECTIONS AND FAQ'S CAREFULLY! ONLY TYPEWRITTEN APPLICATIONS WILL BE ACCEPTED.**

HOW DID YOU LEARN ABOUT OUR PROGRAM? (CHECK ONE)

☐ SCHOOL ☐ TV Ad ☐ RADIO Ad ☐ OTHER (PLEASE SPECIFY _____)AREAS OF INTEREST (PLEASE CHECK ALL THAT APPLY): ☐ FINANCE ☐ HUMAN RESOURCES ☐ JOURNALISM ☐ MARKETING ☐ OPERATIONS ☐ PRODUCTION
☐ PUBLIC RELATIONS ☐ SALES ☐ TECHNOLOGY

1. STUDENT INFORMATION

NOTE: PLEASE ENTER YOUR NAME / DATE AT THE TOP OF THE PAGE

MARK THE APPROPRIATE BOXES BELOW.

a. GENDER ☐ M ☐ F b. CITIZENSHIP: ☐ U. S. CITIZEN ☐ PERMANENT RESIDENTc. _____
LAST NAME FIRST NAME MId. _____
STREET ADDRESS (PERMANENT RESIDENCE)e. _____
CITY STATE ZIP CODEf. _____
AREA CODE / HOME TELEPHONE DATE OF BIRTHg. _____
CELL PHONE PREFERRED EMAIL ADDRESS ETHNIC / RACIAL DESIGNATIONh. _____
ALTERNATE STREET ADDRESS (IF NOT LIVING AT PERMANENT RESIDENCE DURING SCHOOL YEAR) CITY STATE ZIP CODEi. _____
NAME OF PARENT(S) OR LEGAL GUARDIAN(S) RELATIONSHIPj. _____
PARENTS' EMAIL ADDRESS PARENTS' DAYTIME TELEPHONE OR CELL NUMBERPlease
Attach Or
Scan Photo
Here



Date: _____

Applicant's Name: _____

2. HS EDUCATIONAL RECORD**(Do not complete sections 2 & 3 if currently attending college.)**

a. _____
HIGH SCHOOL NAME GRADE CURRENT GPA EXPECTED GRADUATION DATE
(TRANSCRIPT REQUIRED) (MONTH/YEAR)

b. _____
SCHOOL STREET ADDRESS

c. _____
CITY STATE ZIP CODE COUNTY

d. _____
GUIDANCE COUNSELOR'S NAME GUIDANCE COUNSELOR'S TELEPHONE # W/AREA CODE & EXTENSION

e. _____
GUIDANCE COUNSELOR'S EMAIL ADDRESS

3. COLLEGES/UNIVERSITIES TO WHICH YOU ARE APPLYING (Indicate if accepted at any college listed below.)

a. 1st Choice: _____ 3rd Choice: _____
2nd Choice: _____ 4th Choice: _____

b. _____
INTENDED MAJOR(S) IF UNDECLARED, PLEASE STATE INTERESTS.

c. MARK THE APPROPRIATE BOX. I PLAN TO: ☐ LIVE ON CAMPUS ☐ COMMUTE ☐ RENT OFF-CAMPUS HOUSING

4. COLLEGE EDUCATIONAL RECORD (Complete only if you are currently attending college)

a. _____
COLLEGE NAME YEAR CUMULATIVE GPA EXPECTED GRADUATION DATE (MONTH/YEAR)
(F/So/J/Sr)

b. _____
COLLEGE ADDRESS MAJOR MINOR

c. _____
CITY STATE ZIP CODE

d. MARK THE APPROPRIATE BOX.
IS YOUR SCHOOL: ☐ PUBLIC ☐ PRIVATE Do You: ☐ COMMUTE ☐ LIVE ON CAMPUS ☐ LIVE IN OFF-CAMPUS HOUSING

Date: _____

Applicant's Name: _____

5. HONORS

LIST ANY ACADEMIC, COMMUNITY SERVICE OR OTHER ACHIEVEMENTS FOR WHICH YOU HAVE RECEIVED AWARDS OR SPECIAL RECOGNITION.

6. EXTRA CURRICULAR ACTIVITIES

LIST YOUR HOBBIES AND INTERESTS, INCLUDING ANY EXTRACURRICULAR ACTIVITIES IN WHICH YOU PARTICIPATE ON A REGULAR BASIS. INCLUDE ANY LEADERSHIP POSITIONS YOU CURRENTLY HOLD OR HAVE HELD IN THE PAST.

7. FOREIGN LANGUAGES

INDICATE YOUR FLUENCY IN LANGUAGES OTHER THAN ENGLISH. INDICATE YOUR PROFICIENCY IN SPEAKING, COMPREHENSION AND WRITING IN LANGUAGES (OTHER THAN ENGLISH) LISTED.

8. COMPUTER SKILLS

MARK THE BOX NEXT TO THE SOFTWARE APPLICATION(S) IN WHICH YOU ARE PROFICIENT.

- a. ☐ MS WORD ☐ MS EXCEL ☐ MS ACCESS ☐ MS POWERPOINT
☐ GRAPHIC DESIGN SOFTWARE – SPECIFY BELOW: ☐ OTHER SOFTWARE APPLICATIONS – SPECIFY BELOW:

- b. DETAIL BELOW ANY COMPUTER HARDWARE OR NETWORK KNOWLEDGE YOU MAY HAVE:



Date: _____

Applicant's Name: _____

9. EMPLOYMENT RECORD

PROVIDE INFORMATION ON ANY JOBS (PART-TIME, FULL-TIME, AND/OR VOLUNTEER ACTIVITIES) YOU HAVE HELD. LIST PRESENT OR MOST RECENT POSITION FIRST. FOR ADDITIONAL LISTINGS, PLEASE ATTACH A SEPARATE SHEET OF PAPER.

Month/Year to Month/Year

a.

EMPLOYER

TYPE OF BUSINESS

DATES EMPLOYED

BUSINESS ADDRESS

JOB TITLE

REASON FOR LEAVING

SUPERVISOR'S NAME & TITLE

AREA CODE/TELEPHONE #

BRIEFLY DESCRIBE YOUR PRIMARY/ESSENTIAL JOB RESPONSIBILITIES BELOW:

Month/Year to Month/Year

b.

EMPLOYER

TYPE OF BUSINESS

DATES EMPLOYED

BUSINESS ADDRESS

JOB TITLE

REASON FOR LEAVING

SUPERVISOR'S NAME & TITLE

AREA CODE / TELEPHONE #

BRIEFLY DESCRIBE YOUR PRIMARY/ESSENTIAL JOB RESPONSIBILITIES BELOW:



Date: _____

Applicant's Name: _____

10. ESSAYON A SEPARATE PAPER WRITE AN ESSAY, IN 500 TO 1,000 WORDS, ON **ONE** OF THE TOPICS BELOW.

Topic 1: The media industry helps to create the images that influence our decisions and perceptions on a daily basis. Whether we watch TV, read the newspaper or surf the Internet, we rely on these sources for national and international news; political, cultural, and ethical trends; leisure activities; the products and services we buy, and the lifestyles to which we aspire. In your essay, provide three or more examples (positive or negative) of how the images and information provided in today's news, entertainment and/or advertising influence you and the choices you make. If you were in a decision-making position within a media company, what things would you like to see changed? Why do you think those changes would make a difference?

or –

Topic 2: Technology has a significant impact on our lives, from how we communicate to how we view news and entertainment programming. Write an essay about how you use technology, how it influences your life, how you think new technology will influence the media industry in the next five years, and what should be done to insure we don't have a digital divide in the years to come.

11. THE INTEGRITY PLEDGE

As an organization committed to personal and professional development, the Emma L. Bowen Foundation expects all participants to strive for excellence in scholarship, work performance and character. The Foundation has established an Integrity Pledge that students are required to sign certifying that they understand the expectations of the Program and will conduct themselves accordingly. Upon acceptance in the Program, the student agrees to the following pledge:

"In the pursuit of the high ideals and standards of academic and professional life, I commit myself to respect and uphold the Emma L. Bowen Foundation Integrity Pledge. I will conduct myself honorably, as a responsible member of the Emma L. Bowen Foundation community and as an employee of my corporate sponsor. I commit myself to be honest in academic, professional and personal endeavors."

12. SIGNATURE

My signature certifies that to the best of my knowledge all statements made in this application are true and accurate. It further certifies that I have read and understand the Integrity Pledge and understand that should I be accepted into the Emma L. Bowen Foundation Work/Study Program, any violation of that pledge may lead to my dismissal from the Program.

Applicant's Signature _____

Date _____

Please mail completed original application and two copies to:

ATTENTION: NEW APPLICATIONS
EMMA L. BOWEN FOUNDATION FOR MINORITY INTERESTS IN MEDIA
524 WEST 57TH STREET, NEW YORK, NY 10019

PHONE 212-975-2545 FAX 212-975-6014

WWW.EMMABOWENFOUNDATION.COM**FOR FOUNDATION USE ONLY**

COMPANY/DEPARTMENT ASSIGNED

SUPERVISOR

START DATE

\$

RATE

WORK DAYS

WORK HOURS

AREA CODE

WORK TELEPHONE

COMMENTS:

WORK E-MAIL ADDRESS

☐

TRANSCRIPTS

☐

GPA:

☐

ESSAY

☐

PICTURE

☐

RECOMMENDATION LETTERS

☐

SIGNED CONTRACT



Date: _____

Applicant's Name: _____

RECOMMENDATION FORM

Applicant's Name _____ Phone # _____

Reference's Name _____ Title _____

School/Company Name _____

Address _____

Reference's Phone Number _____ E-Mail _____

Instructions: The student named above is applying for a media industry internship and a scholarship opportunity through the Emma L. Bowen Foundation. This recommendation form has been provided for your ease and convenience. Our program is highly competitive and exceptional qualities will make the difference during the selection process. For that reason, we hope that you will use the "Additional Comments" section to tell us why this student is uniquely qualified for our program. We also invite you to attach additional pages or a formal letter of recommendation. Thank you for your time and cooperation. **Please return your recommendation to your student in a sealed envelope with your signature across the flap so he or she may include it in their application package. Alternatively, you may mail the Recommendation Form to our regional office at the following address: New Applications, Emma Bowen Foundation, 524 West 57th Street, New York, NY 10019. Phone 212-975-2545 Fax 212-975-6014**

Please Check One:

	Excellent	Good	Fair	Poor
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completion of Assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-judgmental attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with Peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dress/Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to follow directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mathematical Competency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention to Detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Character (Honesty, Attitude)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assertiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: _____

Reference's Signature _____

Date _____



Date: _____

Applicant's Name: _____

RECOMMENDATION FORM

Applicant's Name _____ Phone # _____

Reference's Name _____ Title _____

School/Company Name _____

Address _____

Reference's Phone Number _____ E-Mail _____

Instructions: The student named above is applying for a media industry internship and a scholarship opportunity through the Emma L. Bowen Foundation. This recommendation form has been provided for your ease and convenience. Our program is highly competitive and exceptional qualities will make the difference during the selection process. For that reason, we hope that you will use the "Additional Comments" section to tell us why this student is uniquely qualified for our program. We also invite you to attach additional pages or a formal letter of recommendation. Thank you for your time and cooperation. **Please return your recommendation to your student in a sealed envelope with your signature across the flap so he or she may include it in their application package. Alternatively, you may mail the Recommendation Form to our regional office at the following address: New Applications, Emma Bowen Foundation, 524 West 57th Street, New York, NY 10019; Phone 212-975-2545 Fax 212-975-6014**

Please Check One:

	Excellent	Good	Fair	Poor
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completion of Assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-judgmental attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with Peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dress/Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to follow directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mathematical Competency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention to Detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Character (Honesty, Attitude)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assertiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: _____

Reference's Signature _____

Date _____