

INTERNSHIP NOTICE #31

Overview

The Emma L. Bowen 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 junior year in high school until they graduate from college. During the five-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 fulltime employment upon completion of their college degrees.

Students earn an hourly salary and matching funds for college expenses. Academic excellence is also a key component of the program—students are required to maintain a 3.0 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 student conference, a community service program and a mentoring 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 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. Currently, we have more than 230 active students nationwide and an equal number of graduates. Approximately 50-60 new students join the program each year.

***Application - deadline date has been extended to February 15, 2011.
Applications must be postmarked by that date.***

For more information check out the website link below...Application begins next page

<http://www.emmabowenfoundation.com/main.html>

If you need additional information, feel free to contact me in Room 1W9 or via email...

Mr. Honor

Important Note: If you are selected for the internship, please inform Mr. Honor immediately via email at ihonor@bths.edu.



Emma L. Bowen Foundation for Minority Interests in Media

2011 PROGRAM APPLICATION

Program Overview

The Foundation was established in 1989 by the media industry to help increase career opportunities for minority students. Our program is unlike other internship programs in that selected students work for partner companies during summers and school breaks from the time they become Emma L. Bowen Scholars until they graduate from college. Some students may also work during the school year. During this multi-year period, students have an opportunity to learn many aspects of corporate operations and develop company-specific skills. Corporations have an opportunity to guide and develop minority students with the option of permanent placement upon completion of their college degree. Students in the program receive an hourly wage, as well as matching scholarship funds during the summer to help defray college-related expenses. Mentoring from selected staff in the sponsoring company is also a key element of the program.

Selection Process

The partner company and the Foundation work together to recruit students through local high schools, colleges, pre-college enhancement programs, and community organizations. Applications are provided to qualified candidates. The application is also available on our Web site at www.EmmaBowenFoundation.com. Minority high school juniors and seniors and college freshmen with a minimum cumulative grade point average of 3.0 and an interest in a career in the media industry (business, technical, creative, and journalism) are eligible to apply. Candidates must be U.S. citizens or have permanent residency status in the U.S. Candidates must be fluent in English (both written and verbal.) Completed applications are received and reviewed (*only typed applications will be considered*) by Foundation staff, and preliminary interviews are conducted with qualified applicants. The most qualified candidates are presented to the partner company for interviews and final selection.

Partner Companies

Our partner companies are:

ABC, Inc.
Arbitron, Inc.
A&E Television Networks
BMI
Bright House Networks
Cable Television Laboratories, Inc.
Cablevision Systems Corporation
CBS Corporation
Charter Communications
Comcast Corporation
Corporation for Public Broadcasting
Cox Communications
C-SPAN
Deluxe Entertainment Services Group
Discovery Networks
Fox Television Stations, Inc.
Gannett Television
Hallmark Channel
HBO
Hearst Television, Inc.
Inner City Broadcasting Corporation
ION Media Networks
Katz Media Group
Mediacom Communications Corporation
NAB Education Foundation
NBC Universal
NCTA
The Nielsen Company
Ogilvy & Mather
Post-Newsweek Stations
Procter & Gamble Productions
Scripps Networks
Starcom Mediavest Group
Television Bureau of Advertising
Time Warner Cable
Tribune Broadcasting
Turner Broadcasting System, Inc.
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. Answer Question #10 on the application in 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.

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: 212-975-5884



APPLICANT’S NAME:



WORK/STUDY APPLICATION 2011

The Foundation’s mission is to create career opportunities in the media industry for minority youth through a program that focuses on scholastic achievement, direct work experience and professional development. Minority high school juniors and seniors and college freshman with an interest in varying aspects of the media industry (business, technical, creative, and journalism) are eligible to apply. Candidates must have a minimum cumulative grade point average of 3.0 and plans to attend or be enrolled in a four-year accredited college or university. 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 with this packet an essay, a resume, a high school or college transcript, and two (2) educational references from teachers and/or advisors sealed in separate envelopes with their signature across the seal. **ONLY TYPEWRITTEN APPLICATIONS WILL BE ACCEPTED.**

Date: _____ How did you learn about our program? _____

1. STUDENT INFORMATION **Also see at top of page. (Please enter your name)**

MARK THE APPROPRIATE BOXES BELOW.

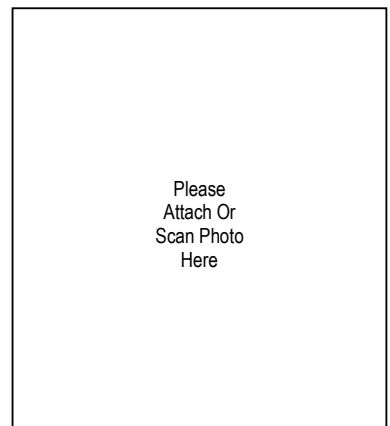
a. GENDER: M F b. CITIZENSHIP: U. S. CITIZEN PERMANENT RESIDENT

c. _____
LAST NAME FIRST NAME MI

d. _____
STREET ADDRESS (PERMANENT RESIDENCE)

e. _____
CITY STATE ZIP CODE

f. _____
AREA CODE / HOME TELEPHONE DATE OF BIRTH



g. _____
AREA CODE / OTHER PHONE #(s) LOCAL E-MAIL ADDRESS ETHNIC / RACIAL DESIGNATION

h. _____
NAME OF PARENT(S) OR LEGAL GUARDIAN(S) RELATIONSHIP AREA CODE / DAYTIME TELEPHONE

i. _____
ALTERNATE STREET ADDRESS (If not living at permanent residence during school year) PARENT’S EMAIL ADDRESS

j. _____
CITY STATE ZIP CODE AREA CODE/ ALTERNATE PHONE # ALTERNATE E-MAIL ADDRESS



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 (MONTH/YEAR)

b. _____
SCHOOL STREET ADDRESS

c. _____
CITY STATE ZIP CODE COUNTY

d. MARK THE APPROPRIATE BOXES. YOUR SCHOOL: PUBLIC PRIVATE Do You: LIVE AT HOME LIVE ON CAMPUS

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

f. _____
GUIDANCE COUNSELOR'S EMAIL

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) AND/OR MINOR(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 (F/So/J/Sr) CUMULATIVE GPA EXPECTED GRADUATION DATE (MONTH/YEAR)

b. _____
COLLEGE ADDRESS MAJOR/MINOR

c. _____
CITY STATE ZIP CODE

d. MARK THE APPROPRIATE BOX. IF NOT LIVING AT HOME, PLEASE COMPLETE SECTION 1(i)(j), "ALTERNATE STREET ADDRESS," ON PAGE 1.
Is Your School: PUBLIC PRIVATE Do You: COMMUTE LIVE ON CAMPUS LIVE IN OFF-CAMPUS HOUSING

e. _____
STUDENT ADVISOR'S NAME AREA CODE/ STUDENT ADVISOR'S TELEPHONE #



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 COMPREHENSION, CONVERSATION AND READING.

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:



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:



APPLICANT'S NAME:

10. ESSAY ON 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 212-975-5884
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



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 in a sealed envelope with your signature across the flap to your student so they 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.

Table with 5 columns: Please Check One, Excellent, Good, Fair, Poor. Rows include Attendance, Punctuality, Completion of Assignments, Cooperation, Non-judgmental attitude, Class participation, Relationship with Peers, Dress/Appearance, Ability to follow directions, Verbal Communication Skills, Written Communication Skills, Mathematical Competency, Organization, Maturity, Confidence, Attention to Detail, Character (Honesty, Attitude), Leadership, Assertiveness.

Additional Comments: _____

Reference's Signature _____

Date _____



APPLICANT'S NAME:
RECOMMENDATION FORM

Applicant's Name _____ Phone # _____

Reference's Name _____ Title _____

School/Company Name _____

Address _____

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Additional Comments: _____

Reference's Signature _____

Date _____