



Emma L. Bowen Foundation for Minority Interests in Media

2013 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 Networks
BMI
Bright House Networks
Cable Television Laboratories, Inc.
Cablevision Systems Corporation
CBS Corporation
Charter Communications
Comcast Corporation
Cox Communications
Cox Media Group
C-SPAN
Current TV
Deluxe Entertainment Services
Discovery Networks
Fox Television Stations, Inc.
Hallmark Channel
HBO
Hearst Television, Inc.
ION Media Networks
Katz Media Group
Mediacom Communications
Motorola
NAB Education Foundation
NBC Universal
NCTA
The Nielsen Company
Publicis
Post-Newsweek Stations
Scripps Networks
Television Bureau of Advertising
Time Warner Cable
Turner Broadcasting System, Inc.
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. 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
Editorial 2, Suite One
4024 Radford Avenue
Studio City, CA 91604

For Additional Information:

Phone: 818-655-5708
Facsimile: 818-655-8358



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: 2nd Choice: 3rd 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
EDITORIAL 2, SUITE ONE, 4024 RADFORD AVENUE, STUDIO CITY, CA 91604
PHONE 818-655-5708 FAX 818-655-8358
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, Editorial 2, Suite One, 4024 Radford Avenue, Studio City, CA 91604 Phone 818-655-5708 Fax 818-65- 8358**

Please Check One:	Excellent	Good	Fair	Poor
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 _____

Reference's Phone Number _____ E-Mail _____

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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 _____