



Emma L. Bowen Foundation for Minority Interests in Media

2007 PROGRAM APPLICATION

Program Overview

The Foundation was established in 1989 by the media industry to help increase access to permanent job opportunities for minority students. Our program is unlike other internship programs in that selected students work for a partner company during summers and school breaks or year-round from the time they become Emma L. Bowen Scholars until they graduate from college. 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 compensation to help pay for 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 staff work together to recruit students through local high schools and colleges, pre-college enhancement programs, and other 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 varying aspects of the media industry (business, technical, creative, news) are eligible to apply. Candidates must be US citizens or have permanent residency status in the US. Completed applications are received and reviewed (*only typewritten applications will be considered*) by Foundation staff, and preliminary interviews are conducted with qualified applicants. Several candidates are then recommended to the partner company. The company conducts a second interview and makes the final decision.

Partner Companies

Our partner companies are:

ABC, Inc.
Advance/Newhouse Communications
Arbitron, Inc.
BMI
Bresnan Communications
C-SPAN
Cable Television Laboratories, Inc.
Cablevision Systems Corporation
CBS Corporation.
Charter Communications
Clear Channel Radio
Comcast Corporation
Corporation for Public Broadcasting
Cox Communications, Inc.
Discovery Communications
Fox Television Stations, Inc.
Gannett Television
Granite Broadcasting Corporation
Hallmark Channel
Hearst-Argyle Television
Inner City Broadcasting Corporation
Insight Communications
INTEREP Radio
ION Media Networks
Katz Media Group
Lifetime Television
Mediacom Communications Corporation
NBC Universal
NAB Education Foundation
NCTA
NY Times Co. Broadcasting Group
Nielsen Media Research
Oh! Oxygen Media
Post-Newsweek Stations, Inc.
Procter & Gamble Productions
Scripps Networks
Starcom Mediavest Group
Television Bureau of Advertising
Time Warner Cable
Tribune Broadcasting
Turner Broadcasting System, Inc.
The Weather Channel
YES Network



The Application Package Requirements

- 1** A **Work/Study Application** completed with current photograph and signature. Remember to list all your extra-curricular and community activities, awards, language proficiency, and any work done for your school newspaper, radio and/or television station. 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** A **transcript** in a sealed envelope with 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.
- 3** An **essay** on a separate sheet of paper. Answer Item #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** Two **recommendations** using the form included in this application in separate sealed envelopes with appropriate signature across the flap from someone who knows your academic and/or community work (i.e. professors, advisors, employers, etc.) Letters by relatives will not be accepted.
- 5** A **resume** detailing your academic record, work experience, extra curricular activities and honors.

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 TYPEWRITTEN 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:

Telephone: 212-975-2545
Facsimile: 212-975-5884

www.emmabowenfoundation.com



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

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 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. 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 ADVISORS NAME AREA CODE/ STUDENT ADVISORS TELEPHONE #



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::



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
<hr/>		
BUSINESS ADDRESS	JOB TITLE	REASON FOR LEAVING
<hr/>		
SUPERVISORS 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
<hr/>		
BUSINESS ADDRESS	JOB TITLE	REASON FOR LEAVING
<hr/>		
SUPERVISORS NAME & TITLE	AREA CODE / TELEPHONE #	

BRIEFLY DESCRIBE YOUR PRIMARY/ESSENTIAL JOB RESPONSIBILITIES BELOW:



10. ESSAY ON SEPARATE PAPER , DEVELOP AN ESSAY, IN 500 TO 1,000 WORDS , ON THE TOPIC BELOW . ALL ESSAYS MUST BE TYPED .

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?

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 application to:

Attention: New Applications
Emma L. Bowen Foundation for Minority Interests in Media
524 W. 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	
\$	WORK DAYS	WORK HOURS	()	AREA CODE	WORK TELEPHONE
RATE		COMMENTS:			
WORK E-MAIL ADDRESS					
<input type="checkbox"/> TRANSCRIPTS	<input type="checkbox"/> GPA: _____	<input type="checkbox"/> ESSAY	<input type="checkbox"/> PICTURE	<input type="checkbox"/> RECOMMENDATION LETTERS	<input type="checkbox"/> SIGNED CONTRACT



RECOMMENDATION FORM

Applicant's Name _____ **Phone #** _____

Reference Name _____ **Title** _____

School/Company Name _____

Address _____

Reference Phone Number _____ **E-Mail** _____

Instructions: The above student 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. However, our program is highly competitive and all applicants display exceptional records. For that reason, we suggest that you use the "Additional Comments" section for a few candid observations about this student. We also invite you to attach additional pages or a formal letter of recommendation. Thank you for your time and cooperation.

Please mail your recommendation in a sealed envelope with your signature across the flap to:
New Applications, Emma Bowen Foundation, 524 West 57th Street, New York, NY 10019

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



RECOMMENDATION FORM

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Address _____

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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