



INTERNSHIP PROGRAM

WFXT Fox25 internships are available in the following areas:

News – Editorial
News – Technical
News – Special Projects Unit
News – Political
News - Investigative Reporting
News – Web Design & Production
News – Sports
News – Weather
Creative Services – Promotion/Marketing
Creative Services – Graphic Design
Administration (Sales, HR and Finance)

Minimum Qualifications:

Junior or **Senior** status in an accredited college or university, majoring in related fields of study, the ability to contribute a minimum of 16 hours per week, and reliable transportation to our facility in Dedham, Massachusetts. All internships are non-paid, and may be taken only for college credit (academic credit for the internship is required). Arrangements to obtain credit must be made with your Advisor or Internship Coordinator prior to beginning your internship at WFXT. Your Advisor or Internship Coordinator will be required to certify your eligibility for academic credit. Please refer to an Internship Application.

Application Deadlines:

Summer Semester Internships	April 30
Fall Semester Internships	Aug 1
Spring Semester Internships	November 30

A printable version of our internship application can be found on our web site at www.myfoxboston.com. Adobe Acrobat Reader is required to print our application. Please send your completed application and a copy of your resume to:

Marguerite Kerr
Director of Human Resources
WFXT Fox 25
25 Fox Drive
P.O. Box 9125
Dedham, MA 02027-9125

Intern candidates will be called directly for interviews. No phone calls, please. EOE/M/F/D/V.

WFXT Fox 25 – Academic Credit Internship Program

NEWS DEPARTMENT: Under the supervision of the Managing Editor and Assignment Editors, News interns will gain hands-on experience in the day-to-day operations of a fast-paced news environment. Interns will be given the opportunity to contribute to and assist in the production of our daily newscasts and in our overall newsgathering operation. Interns can expect to write stories and perform other tasks as assigned by the producer and work with assignment editors to help find stories and set up interviews. Interns will also be given the opportunity to work with a Reporter in order to learn how they go about covering a news story and how a story goes from an idea to an on-air product. The ultimate goal is for an intern to end their semester with a solid understanding of how a major market newsroom operates and how a newscast and news story gets on the air. Student interns must be self-starters, organized, and able to work flexible schedules including all day parts, weekends and holidays. **Internship positions available in both the editorial and technical areas of the newsroom.**

WEB DESIGN & PRODUCTION: Under the supervision of the Sr. Web Producer, web interns will moderate message boards and blogs, update the station's web site with wire stories, send out email news alerts, monitor news sites locally and nationally for content and research unique video/news opportunities for the site. Interns working with our web team will also maintain the station's web site with the most recent wire stories, track web stats and submit weekly reports as well as contributing ideas on new and unique content opportunities. Student interns must be self-starters, aggressive and passionate about news. Must also be familiar with the Internet and comfortable using Internet Explorer and Mozilla Firefox, and must be proficient with Microsoft Word and Excel.

INVESTIGATIVE UNIT – NEWS:

Our investigative team, Fox Undercover, works on long-form investigations that delve deeper into the news of the day. The investigative team also generates original, enterprising content on topics ranging from government waste and corruption to illegal activities. Students will work closely with the investigative reporter and producer to respond to news tips, research stories, and complete the reporting process from beginning to end. Students need to have initiative and the ability to work independently. Knowledge of newsroom basics required. Prior internship experience preferred.

SPECIAL PROJECTS – NEWS – INTERN: as a sub-unit in the news department, Special Projects works on long form segments for our multiple news day parts. Students, under the supervision of the Sr. Producer of Special Projects will work on long-form story topics ranging from consumer, health, technology and features. Students will work closely with the Producers in logging, researching, and setting up interviews. Interns will learn how to take an idea and make it a story that viewers tune-in to watch. Students must be eager, self-starters who are willing to commit to this unique area of our newsroom. Must have the ability to conceptualize ideas and see a project through from beginning to end. Knowledge of newsroom basics required. Prior internship experience preferred.

SPORTS DEPARTMENT: Under the supervision of the Sports Producer and Anchors, sports interns will gain hands-on experience in the day-to-day operations of the Sports Department. Student interns will be exposed to how the Sports Department covers stories, and edits and airs sports segments for the station's Ten O'clock News. Student interns will assist in all facets of sports production, including but not limited to, checking wire reports, logging feeds and games, preparing initial scripts, working with editors to produce highlights, and retrieving and archiving videotapes. This internship may include some field experience to cover sports events with a camera crew and Sportscaster. Student interns must be self-starters, organized, and able to work evenings and weekends.

DESIGN DEPARTMENT: Under the supervision of the Design Director, student interns will picture file, file organize, tape review, archive and catalog news graphics (MAC). Student interns will create simple artwork on MAC and possibly create simple artwork on video Paintboxes. Familiarity with MACINTOSH computer programs such as: Quark Express, Aldus Freehand, Adobe Illustrator, Adobe PhotoShop is highly preferred. Student interns must be enrolled in a Graphic Design or comparable curriculum.

PROMOTION DEPARTMENT: Student interns will be responsible for logging promos, locating promo avail times, time-coding daily Fox feeds, and screening promos for content. Student interns will be required to perform basic administrative assistance duties. Student interns may be able to observe daily producer editing sessions, log tapes for producers and go out on field shoots. Interns may also gain experience and assist in the Marketing and Community Affairs area, a sub-unit of our Promotion's Department.

For consideration, applicants should forward resume and letter of interest to: Marguerite Kerr, Director of Human Resources, WFXT Fox25, 25 Fox Drive, P.O. Box 9125, Dedham, MA 02027. Upon receipt of a student's resume and letter of interest an Application for Internship will be sent for completion. An Application for Internship can also be printed from our web site www.myfoxboston.com.



APPLICATION FOR INTERNSHIP

All qualified students will be given equal consideration regardless of race, color, age, sex, religion, disability or ethnic background. You must be a junior or senior to qualify for our internship program. Our internships are non-paid, and you must be eligible for course credit.

Name _____ Date _____

Current Address _____

City _____ State _____ Zip _____ Phone _____

INDICATE SEMESTER YOU WOULD LIKE TO BE CONSIDERED FOR AN INTERNSHIP

() FALL 20_____ () SPRING 20_____ () SUMMER 20_____

Referred By: _____ School _____ Publication: _____
_____ On My Own _____ Employee: _____
_____ Other: _____

Education:

College/University currently attending _____

Indicate your Current Status: _____ Junior _____ Senior

Major _____ Date of expected graduation _____

Schedule Availability (16 hours minimum):

<u>Day</u>	<u>Hours</u>	<u>Day</u>	<u>Hours</u>
Monday	_____	Friday	_____
Tuesday	_____	Saturday	_____
Wednesday	_____	Sunday	_____
Thursday	_____		

Date available to start Internship _____ Anticipated end date _____

Have you had an internship before? _____

If so, where? _____

Explain briefly what your principle duties were during your internship _____

What do you expect to gain from the internship program? _____

What are your career goals? _____

Please check area of interest. If more than one, number in order of preference:

News – Editorial _____	News – Technical _____
News – Investigative _____	News – Special Projects _____
News – Weather _____	News – Sports _____
Web Design & Production _____	Graphic Design _____
Promotion/Marketing _____	Sales _____
Administration/Finance _____	Human Resources _____
Other (please indicate) _____	

List two references including an instructor or counselor:

1. Name _____ Phone _____

Occupation _____

2. Name _____ Phone _____

Occupation _____

The following section must be completed by an authorized representative from your school before you will be considered for an internship. If the following section is not completed, your application will be returned.

My signature below certifies that the student identified on this application is a **Junior or Senior**, and upon successful completion of the internship **will** receive course credit as required by WFXT’s Internship Program. Please complete all areas below. Please do not leave any sections blank or the application will be rejected.

Student’s Name _____ School _____

Student’s Status: _____ Junior _____ Senior

Course Name: _____

Total course credits student will receive upon successful completion of internship: _____

Total number of internship hours that must be performed during semester to receive credit: _____

Student’s Advisor (please print) _____ Phone _____

Advisor’s Signature _____ Date _____