

Application for Paid Journalism Internship



Two Washingtonian Center • 9737 Washingtonian Blvd. • Suite 100 • Gaithersburg, MD 20878-7364
e-mail: cneff@ucg.com • tel: 301.287.2586 • fax: 301.287.2039

At UCG we take great care in selecting top-notch interns to fill reporting positions on our national publications. We receive more than 300 applications a year from students all over the U.S. vying for prize internship positions in our newsroom.

Interns take on the same responsibilities as UCG staff reporters. In fact, our aim is always to be able to offer full-time employment to interns down the road. For that reason, we screen intern candidates the same way we do those applying for full-time employment. The selection process begins with this application and ends with a structured interview with a UCG editorial supervisor.

WE PAY INTERNS!

Part I — General Information

Your Name _____ Social Security Number _____

Driver's License # _____ State _____ County _____

Home Address _____

Home Phone _____

College Address _____

College Phone _____

In case of emergency, notify _____ Relationship _____

Address _____

Phone _____

Faculty Advisor - Name _____ Phone _____

Are you legally eligible for employment in this country? yes no

Have you been convicted of a felony in the last 7 years? yes no

Part II — Education

1. Circle current year in school (you must be at least a junior to participate).
Undergraduate: junior senior Graduate: 1 2 3

2. Cumulative Overall GPA (you must have a 2.75 to be eligible). _____

3. Please list any honors or awards you've received, offices held, or clubs you belong to that you think we should know about.

(Attach separate sheet when you need more room)

Part III — Experience

What work have you done for your school newspaper, magazine, radio station or other employers?

Position _____ Duties _____ Time Period _____

Part IV — What We Need From You

1. **Cover letter.** Please compose a letter of no more than 400 words that addresses these three questions: (a) What do you hope to gain from this internship? (b) What are your career goals after graduation? (c) What special skills, talents or experiences do you think set you apart from other candidates applying for this internship?
2. **Impress us with 5 clips of your work.** Here are the kinds of stories that win extra points for candidates: those that (a) uncover wrongdoing or expose a controversy; (b) explain a complex issue in simple terms to readers; (c) provide helpful guidance or assistance.
3. **References.** Please provide the names, addresses and phone numbers of three professional and/or academic references.

Part V — Your Availability

UCG is flexible. We will build an internship program around your schedule, anytime Monday through Friday, during our regular business hours. Check appropriate boxes for the following periods (Summer schedules are less flexible and more structured):

- Summer
 Fall

Application Deadline: February 28th
Application Deadline: July 1st

- Full time (40 hrs/week)
 Part time ___ hrs/week

If part-time, please indicate the days and times you are available.
(M=Morning; A=Afternoon)

Monday: M A • Tuesday: M A • Wednesday M A • Thursday M A • Friday M A

Total number of internship hours you wish to complete: ___ hrs.

UCG recruits interns without regard to race, sex, national origin, age, physical handicap, sexual orientation or marital status.

UCG Conducts In-depth Background Checks

I give UCG the right to investigate all references and to secure additional information about me, including a consumer credit report. I hereby release UCG and its representatives from liability for seeking such information and all other persons, corporations or organizations for furnishing such information.

Signature of Applicant _____ Date ___/___/____

Please return this application and attachments to Cheryl Neff, UCG
Two Washingtonian Center • 9737 Washingtonian Blvd. • Suite 100 • Gaithersburg, MD 20878-7364
(301) 287-2586