

SPORTS MANAGEMENT

Dear Interested Intern Applicant:

We appreciate your interest in the CBS Sports Fall Internship Program. This internship requires a 2-3 weekday minimum time commitment. Attached, you will find information regarding our Program, as well as an application.

Please submit the following required information: (e-mail submissions of application, essay and resume are acceptable; “original” letters of recommendation MUST be mailed).

- 1). CBS Sports Internship Application**
- 2). Resume**
- 3). Essay (see bottom of application)**
- 4). Two letters of recommendation**
(One must be from someone at your college/university;
i.e. professor, advisor, coach)

To: Catherine Lacey (clacey@CBS.com)
Internship Program Coordinator
CBS Sports
51 West 52nd Street, 25th Floor
New York, NY 10019
(212) 975-1716

After we review your application, we will contact you to inform you of your status, and whether you will be scheduled for an interview.

Thank you again for your interest.

Sincerely,

Matty Hetzel
Director, Planning and Administration

CBS Sports 2007 Fall Internship Program

- Applicant must be an **undergraduate** student registered in school in their **junior** or **senior** year.
- Applicant **must** be eligible to receive course credit from their university.
- Submission of **application, 2 letters of recommendation, and essay** required.
(see application)
- Students are given a daily allowance of \$8.00 for lunch and are reimbursed for local transportation to and from work.
- Positions available from approximately the beginning of August to the middle of December.
- *****Application Deadline is July 30, 2007*****
- **ALL APPLICATION MATERIALS MUST BE IN BY THE DEADLINE. IF APPLICATION MATERIALS ARE MISSING, YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE, AND WILL NOT BE ELIGIBLE FOR REVIEW**
- **Return Application to:** Catherine Lacey (clacey@CBS.com)
Internship Coordinator
CBS Sports
51 West 52 Street, 25th Floor
New York, New York 10019

All Internships are at the CBS Headquarters in New York

(51 West 52nd Street)

Internship Position Descriptions

Program Scheduling Intern: Assist in analyzing and responding to program proposals. Develop and compute sports ratings and analysis. Accumulate competitive scheduling information. Assist in coordinating schedule changes and proposals with CBS Affiliate Relations, Sales and outside contacts. Assist Programming Department in NFL and NCAA planning sports vignettes and sales related material. Intern will report to the Director, Programming.

Research Intern: Assist Sports Research Department in various capacities during NFL Season. Furnish cassettes to production staff during editing sessions. Log interviews and feature segments. Order and update all research material media guides and sports manuals. Interns will gain thorough knowledge of CBS Sports television production and research. Intern will report to Chief Researcher.

Tape Archives Intern: Assist the Production Services Department with daily operations. The internship will focus on videotape and music concerns for our weekend broadcasts. Responsibilities will include assisting with numerous dub requests, research projects, computer data input, music clearance and adjusting show titles of videotape reels. The intern will interface with CBS Sports Production, Operations, Business Affairs, Sales, Marketing and the Promotions departments. Intern will report directly to the Manager, Production Services.

Production Intern: The Production Intern will report to the Executive Producer and will be involved in observing edit sessions, viewing tape and performing research as needed. A strong interest in a future in sports production is a necessity.

Graphics Intern: Assist Graphics Manager in overseeing all facets of network caliber cutting edge graphic production. A strong computer background with a fertile artistic imagination is necessary in interfacing with both production staff and graphic artists to efficiently guide graphics from conception to implementation. Some weekend hours are required.

****CBS Sports 2007 Fall Internship Application****

Application Deadline: Monday, July 30, 2007

DATE: _____ SOCIAL SECURITY #: _____

NAME: _____
 FIRST MIDDLE LAST

CURRENT ADDRESS: _____

CURRENT PHONE #: _____

HOME ADDRESS: _____
(if different from above)

HOME PHONE #: _____

E-MAIL ADDRESS: _____

COLLEGE/UNIVERSITY: _____

MAJOR: _____ GRADUATION DATE: _____

UNDERGRADUATE LEVEL: (As of 09/07) Junior Senior

ACADEMIC ADVISOR: _____

PHONE #: _____

GRADE POINT AVERAGE: Overall: _____ Major GPA: _____

CREDITS GIVEN FOR INTERNSHIP: _____

AVAILABILITY: Mon Tues Wed Thurs Fri

FIELD OF INTEREST (circle all that apply):

- | | |
|-----------------------|------------------|
| 1) Program Scheduling | 2) Tape Archives |
| 3) Research | 4) Production |
| 5) Press | |

****PLEASE ANSWER IN ESSAY FORM****

Discuss your interest and/or experience in sports and communications. Discuss the kind of experience you expect to gain from the Program.

****PLEASE SUBMIT TWO (2) LETTERS OF RECOMMENDATION****

Letters of recommendation may be submitted separately.