

**EMMA L. BOWEN FOUNDATION  
WORK/STUDY PROGRAM**

**FREQUENTLY ASKED QUESTIONS  
ABOUT THE APPLICATION PROCESS  
AND THE WORK/STUDY PROGRAM.**

**SELECTION PROCESS:**

1. **How do I know if I am eligible to apply?** Any rising high school senior or rising college freshman interested in a career in the media industry with a cumulative grade point average of at least 3.0 may apply if he or she is a U.S. citizen or has the status of legal resident. Applicants must have proficiency in reading and writing English.
2. **Can I save the application on-line or on my computer while I work on it?** No, not at this time. You can, however, prepare your answers in advance, enter them on-line and then print out the application.
3. **Can I attach extra pages to the application if my answers won't fit in the space provided on the application?** Yes
4. **How many copies of the application should I include in the application package?** You should include one original and two copies of the application. You should include one copy of your transcript in a sealed envelope and one copy of each reference in a sealed envelope. Your school and/or references may prefer to send your transcript information or the reference form directly to the Foundation. Please indicate on your application if transcripts and/or references will be arriving under separate cover.
5. **Do I have to include three separate photos with my application or just one original?** Three separate photos are best. When your application is forwarded to a potential employer, a photocopy will not be your best first impression!
6. **Where do I mail my application package?** Please refer to the Foundation's Web site at [www.emmabowenfoundation.com](http://www.emmabowenfoundation.com) and review the list of states under the application section. Please print the application associated with your state. The appropriate mailing address will appear on the application.
7. **If I don't have a minimum cumulative grade point average of 3.0, can I still apply?** Unfortunately, given the competitive nature of the program, students with GPA's of below a 3.0 are encouraged to improve their grades and then apply. If you have the passion, we believe you can do it!
8. **What are my chances of getting selected?** While selection for the program is highly competitive, you can improve your chances by carefully completing the application, writing a strong essay and providing strong references. Applications that are incomplete, not typed and/or have significant spelling or grammar errors will not be accepted.

9. **Do I have to be interested in journalism or media production for the program?** No, there are many opportunities for internships that focus on marketing, sales, human resources, accounting, finance, law, public relations, customer service, engineering and information systems, as well as journalism and production.
10. **How does the Foundation define “minority.”** The Foundation defines minority as a student who is of African American, Asian American (including Pacific Islanders), Hispanic, or Native American descent.
11. **If I were selected, would I work in my hometown?** Yes, all students are recruited locally and, if selected, would work for a media company near their home.
12. **If I chose to attend a school away from home, can I still participate in the program?** Yes, if selected, the program requires that you work a minimum of eight weeks in the summer. You may attend any college you wish as long as you are available to work during the required time in the summer.
13. **How do I know if my application is being considered? How long will it take before I hear from the Foundation?** You will receive a confirmation that your application has been received within four weeks of its arrival at the Foundation. If you are being considered for one of the Foundation’s work/study opportunities, you will be contacted by the Foundation to schedule a preliminary interview, either in person or by phone. If you are selected as a finalist, an interview will be arranged for you with the sponsoring company. The sponsoring company will make the final decision. Most students will be advised if they have been selected by the end of May. Since each sponsoring company has their own schedule for selection, however, it is possible that some decisions will not be made until early June.
14. **If I am invited for a preliminary interview, how do I prepare?** We suggest that you research the Emma Bowen Foundation through our Web site, review your resume, practice answering basic questions about yourself and your interests, read the newspaper or watch news broadcasts to familiarize yourself with current events, and dress appropriately. (Check the bulletin board section of the Foundation’s Web site for suggested business attire.) Be sure you know exactly where your interview will take place and how long it will take to get there, allowing time for unexpected travel delays. Arrive at the interview at least 15 minutes before your scheduled appointment and be confident. The fact that you have been invited to an interview is a strong indication of your accomplishments and unique talents!

15. **If I am invited for an interview with a sponsoring company, how do I prepare?** Use the tips noted above and research the company's Website. Prepare several questions for the interviewer based on your research. The questions should not be related to compensation. A thank you note or email after the interview will mark you as a true professional ... remember to get a business card before you leave.
16. **Do I have a choice of what companies I can work for?** The Foundation attempts to match qualified candidates interests and qualifications with the requirements of our corporate partners. Given the limited number of opportunities, we cannot offer candidates a variety of options for where they might be placed.
17. **How will I know if I have been selected for the program?** If you are invited to interview with a sponsoring company, either a company representative or a Foundation staff member will contact you.
18. **How will I know if I have not been selected?** You will receive a letter from the Foundation as soon as the selection process has been completed if you have not been selected.
19. **If I am not selected, may I reapply?** If you meet our qualifications, most definitely! Many Emma Bowen Foundation students were selected on their second try!

#### **THE WORK / STUDY PROGRAM**

20. **If I am selected, how many weeks am I required to work?** You will be required to work at least eight consecutive weeks in the summer. You and your new sponsoring company can work out the start and end dates.
21. **If I already have other commitments for the summer, do I have to work the eight weeks?** Yes. As an Emma Bowen Foundation scholar, we expect your first priority in the summer to be your internship through the Foundation. Other commitments (family travel, school trips, etc.) will have to be conducted before or after your work commitment with your sponsoring company.
22. **Do I have to provide my own transportation for work?** Yes. You will be expected to have reliable transportation and consistently arrive at work on time.
23. **What other policies and procedures am I expected to know about the Foundation?** You will receive a comprehensive Student Manual from the Foundation when you are accepted in the program. You will be responsible for understanding and complying with the Foundation's policies and procedures while in the program.
24. **How much will I earn while working with the program?** Each company sets their own hourly rate when hiring interns. A company representative will review that information with you when you are accepted into the program. At the end of the summer, an amount equal to your gross earnings will be deposited in an account for your scholarship funds. The account is managed through the Foundation.