

**2004
Summer
Business
Reporting
Internship
Program**

Application form

*Available on the Web at
<http://DJNewspaperFund.dowjones.com>*

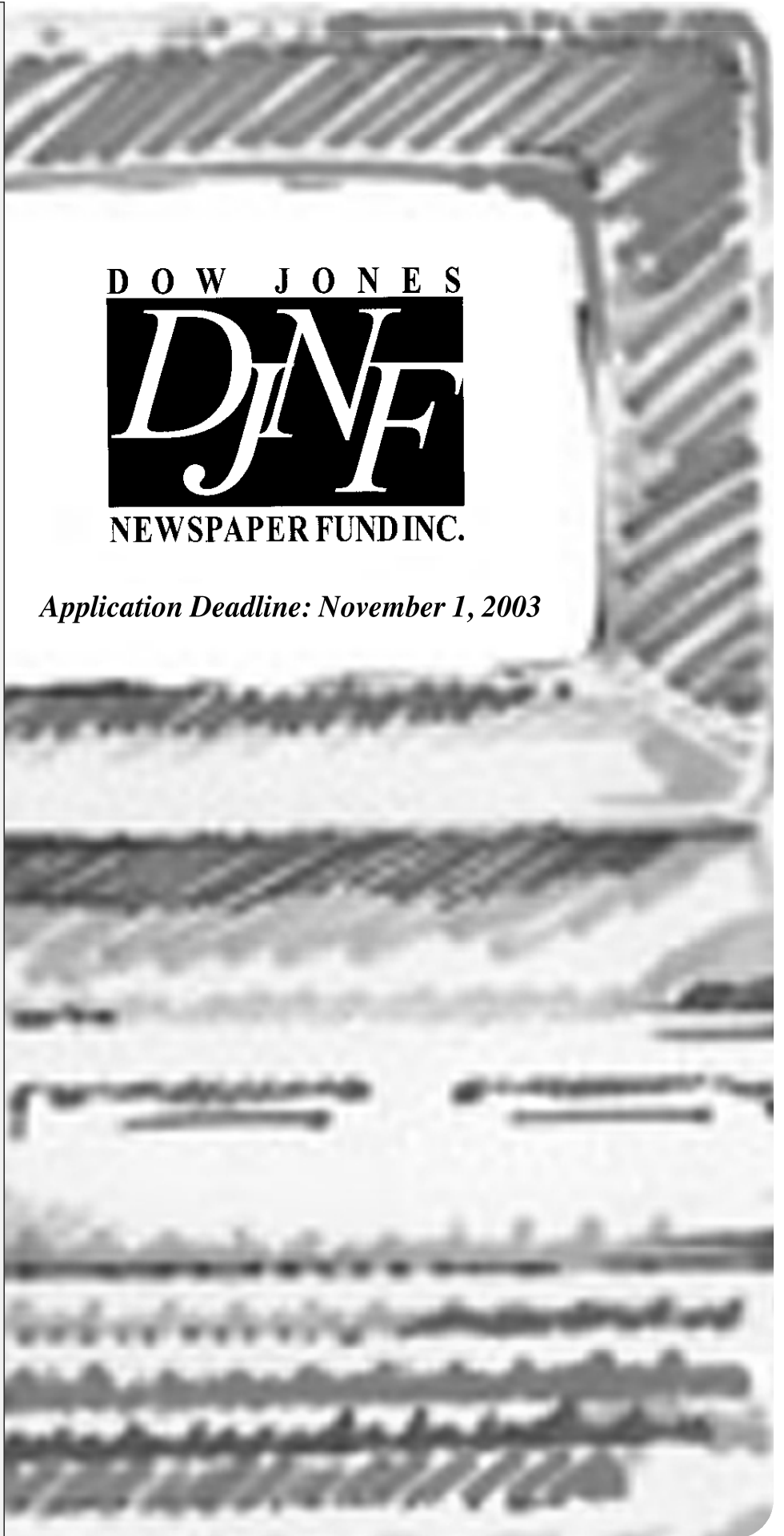
**For
Minority
College
Sophomores
and
Juniors**

D O W J O N E S



NEWSPAPER FUND INC.

Application Deadline: November 1, 2003



BUSINESS REPORTING

Business journalism is the fastest growing area of newspaper reporting today. Everyone has a stake in the job market, and in food and clothing prices. This program acquaints students with the challenges and excitement of reporting on business for news organizations.

After an intensive one-week training course on the campus of New York University, students spend 10 weeks as salaried reporters for daily newspapers or news services. The Fund provides transportation, room and board during the training course.

Successful interns who return to school the following fall will receive \$1,000 college scholarships.

Living arrangements and commuting expenses during the internship are the intern's responsibility.

ELIGIBILITY and SELECTION

You are eligible if you:

- ◆ Are a U.S. citizen or a permanent U.S. resident
- ◆ Are enrolled as a full-time college sophomore or junior
- ◆ Are a member of a minority group – Black, Hispanic, Asian or Pacific Islander, and American Indian or Alaskan Native

Before students can begin work they must present the news organization with an original Social Security Card, birth certificate and one other form of identification (driver's license, photo student ID card) fill out a W-4 form and an I-9 form as required by the federal government. Some newspapers require job applicants to complete skills and drug tests or physical exams before their first day of work.

Interns will be chosen by a panel of journalists and journalism educators based on their performance on the one-hour reporting test, overall grades, clips and essay. References will also be considered.

The selection committee will determine which students to accept keeping in mind the program's purpose is to offer college students a reporting experience they may not have already had.

The internship will most likely be offered after a telephone interview in December. A student who is offered an internship should be prepared to accept or reject the offer within 24 hours of receiving the call. All finalists will be informed of their status by January 2004.

These news organizations have hired interns in the past: Rockford (Ill.) Register Star; Reno (Nev.) Gazette-Journal; The Star Tribune, Minneapolis; The Columbus (Ohio) Dispatch; The Houston Chronicle; The Tennessean, Nashville; The Denver Post; Erie (Pa.) Times-News; The Rochester (N.Y.) Democrat & Chronicle; The York (Pa.) Daily Record and the Associated Press.

Keep this portion of the application form and a copy of everything you submit for your records!

YOUR ESSAY . . . IMPORTANT PART OF THE PROCESS

Your 500-word essay must be typed in an easy-to-read typewriter or computer printer font. It is permissible to make minor editing marks should you spot errors while proofreading.

Often panelists read and re-read an essay when deciding on finalists for the program. Therefore, it is important to write a well-organized straightforward piece.

TOPIC:

Why do you want to spend the summer writing business news?

Checklist

The following materials, EXCEPT THE REPORTING TEST, must be postmarked by November 1:

- ___ 1. *This application form*
- ___ 2. *A typed résumé* listing all colleges you have attended and all major jobs you have held since high school graduation. We will look for the name, address and phone number of the company that employed you; the name of your supervisor; the type of work you did and the dates you were employed.
- ___ 3. *A typed list of ALL COLLEGE COURSES* with grades taken from your freshman through your current year in school. (A copy of your transcript may be submitted; students selected as interns will be required to send official transcripts.)
- ___ 4. *A 500-word essay* (This two-page statement must be typed on separate sheets of paper.)
- ___ 5. *Clips*. Three to five *recent* clips (within two years) must be mounted on 8-1/2" by 11" sheets of paper; long articles or full-page layouts may require several sheets of paper. Do not reduce clips so that type size is smaller than 8 points. Do not submit articles where you share a byline with another reporter. Do not send entire issues or pages of newspapers. Clips will not be returned.
- ___ 6. *The Reporting Test*. Be sure you have arranged for a professor to proctor the test and that you have listed his or her complete information on the application form. The exam will be mailed to the professor. (See bottom of page 2.)

Mail application form and materials to:

Dow Jones Newspaper Fund
P.O. Box 300

Princeton, NJ 08543-0300

PHONE: (609) 452-2820

E-mail: newsfund@wsj.dowjones.com

Faxed applications and materials
WILL NOT be accepted

2004 BUSINESS REPORTING INTERNSHIP APPLICATION

SPONSORED BY THE DOW JONES NEWSPAPER FUND

PLEASE TYPE OR PRINT THE ENTIRE APPLICATION

Office Use Only	
<input type="checkbox"/> Résumé	<input type="checkbox"/> Essay
<input type="checkbox"/> Grades	<input type="checkbox"/> Test
<input type="checkbox"/> Clips	
Initial Screening	1. _____
Grades	2. _____
Essay	3. _____
Test (mailed: ___/___/___)	4. _____
Clips	5. _____
TOTAL	_____

Mr./Ms./Mrs. _____
First Middle Last
Maiden name (If applicable) _____ Gender Female Male
School _____

Social Security Number (required) _____ - _____ - _____ Are you a citizen of the United States? Yes No

If you answered no, are you an alien admitted for permanent U.S. residency? Yes (Alien ID #: A _____) No

Home/permanent address

Street address _____ Apt. _____
City _____ State _____ ZIP _____
Phone (____) _____ Fax (____) _____ Cell Phone (____) _____
E-mail _____ Web address _____

College/spring mailing address (If same as home address, check here)

Street address _____ Apt. _____
City _____ State _____ ZIP _____
Phone (____) _____ Fax (____) _____ Cell Phone (____) _____
E-mail _____ Web address _____

Personal Information

Have you worked full-time (35 hours a week) as a **reporter** or **editor** for **six months at a professional newspaper**? Yes No
(Not an internship, practicum or work-study)

The Newspaper Fund targets applicants for this program who are members of racial or ethnic minority groups.*
(*U.S. citizens who are African-American, Hispanic, Asian/Pacific Islander or American Indian/Alaskan Native.)

Please check the appropriate category

Caucasian African-American Hispanic Asian/Pacific Islander American Indian/Alaskan Native

Please check current year in college

Sophomore Junior Expected graduation date (mm/dd/yy) ___/___/___

What is the last day of the current academic year you must be at school? (mm/dd/yy) ___/___/___

If the date is later than the first Sunday in June, will you be able to get an early release from classes? Yes No

Academic Information

List your undergraduate college major. List only fields in which you will complete at least nine courses before receiving your degree.

If you listed journalism/mass communications as your major what is your emphasis?

News-editorial Advertising Public Relations Visual Digital Technical Writing Broadcast Magazine

If journalism/mass communications is NOT your major, indicate a minor in a media field, if applicable.

News-editorial Advertising Public Relations Visual Digital Technical Writing Broadcast Magazine

Which of the following courses have you taken or will you have completed before summer?

Reporting (beginning) Web Page Design Business Reporting
 Reporting (advanced) Computer-Assisted Reporting Economics
 Feature Writing Business Math Finance
 Copy Editing Statistics Advanced Algebra

Practical Journalistic Experience

Have you ever worked as an intern for a professional newspaper, news service or online service? (An internship is considered at least 8 full-time work weeks.) Yes No Name publication(s) _____

Check duties performed: editing/copydesk reporter/writer HTML coding news clerk

Do you work on a college newspaper? Yes No If yes, is the paper published daily semiweekly weekly seminmonthly monthly

How many hours a week do you work on the college paper during the school year? up to 5 6 -10 11-15 16-20 more than 20

Check positions you hold or have held:

Editor/Executive/Managing Editor City/Metro editor Copy desk chief News editor Layout editor Graphics editor Section editor Editorial writer Copy editor Reporter Columnist Online editor

Do you work on any other campus publication? Yes No If yes, elaborate: _____

Do you work in your college's news bureau or sports information office as a writer/reporter/editor? Yes No

Are you a "stringer" for a professional newspaper? Yes No If yes, which newspaper _____

How many stories do you submit a month? up to 5 6 -10 more than 10

Indicate in which of the following areas you have average or better skills:

Type at least 45 words per minute Proficient in statistics
 Proficient with mathematics Proficient with computer spreadsheet programs
 Other (please explain) _____

Are you computer literate? Yes No If yes, indicate the operating systems you have used. Macintosh PC

List familiar applications and software. _____

Miscellaneous Information

Do you have any disabilities that may require special accommodation on the part of the newspaper or news service in order for you to function efficiently as a reporter? Yes No If yes, please elaborate _____

(If you are selected, the committee will use this information to place you at a newspaper with appropriate facilities.)

If given a choice, which region of the country would you prefer to work in next summer? (Rank preference in order from 1 to 6)

East West Southeast Southwest Northwest Midwest

Will you be able to bring car to the internship? Yes No *(A car is needed but NOT REQUIRED at many papers.)*

References

Please list the name, title, address and office and home phone numbers of two people (professors or professional journalists) who know about your writing abilities. Be sure to include area codes for phone numbers and ZIP codes for addresses. Representatives of the Newspaper Fund may call them during the selection process.

1. Name _____ Title _____
 Newspaper/University _____
 Address _____ City _____ State _____ ZIP _____
 Home Phone (____) _____ Office Phone (____) _____ E-mail _____

2. Name _____ Title _____
 Newspaper/University _____
 Address _____ City _____ State _____ ZIP _____
 Home Phone (____) _____ Office Phone (____) _____ E-mail _____

Reporting Test Proctor Fill out the information for a professor who can administer your written test before December 1.*

Name _____ Department _____
 University _____ Address _____
 City _____ State _____ ZIP _____ Office Phone (____) _____ E-mail _____

**If you return your application before the Nov. 1 deadline, we will be able to mail your copy of the test sooner.*

Applicant's Statement (Signature required)

I have read all of the information pertaining to the intern program and, if accepted by the Dow Jones Newspaper Fund, I agree to honor my commitment to complete the residency and the 10-week internship that follows except if I become medically disabled. All of the information I have given in this application and the attached materials is correct. I also agree, if I am selected, that the Newspaper Fund can use my statements and likeness in its promotional literature.

Signature _____ Date _____