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**EDITING INTERNSHIP
APPLICATION FORM**

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

◆ **NEWSPAPER COPY EDITING**

◆ **SPORTS COPY EDITING**

**For College Juniors, Seniors
and Graduate Students**

DOW JONES



NEWSPAPER FUND INC.

Programs Offer News and Sports Experience

– For College Juniors, Seniors and Graduate Students –

NEWSPAPER COPY EDITING

- Editing stories, writing headlines and designing pages for leading American newspapers
- Two-week editing residency on one of several college campuses around the nation
- Regular wages for 10 weeks after the residency
- \$1,000 scholarships for full-time students returning to school in fall 2004
- Roundtrip travel to residency, internship site and home
- • Editing Exam required
(Must be taken before Nov. 1)

SPORTS COPY EDITING

- Editing and designing for the sports sections of daily newspapers
- Two-week residency at the University of Nebraska, Lincoln
- Regular wages for 10 weeks after the residency
- \$1,000 scholarships for full-time students returning to school in fall 2004
- Roundtrip travel to residency, internship site and home
- • Editing Exam required
(Must be taken before Nov. 1)

Application Postmark Deadline: November 1, 2003

Please note: The Newspaper Fund does not arrange or pay for housing or commuting expenses during the internship. Locating and securing housing is the responsibility of the intern.

ELIGIBILITY

You are *eligible*, if you:

- ◆ Are a U.S. citizen or a permanent U.S. resident
- ◆ Are enrolled as a full-time college junior, senior or graduate student

You are *ineligible*, if you:

- ◆ Have worked as a full-time professional journalist for a publication
- ◆ Are a college professor or instructor
- ◆ Are not a U.S. citizen or permanent resident
- ◆ Are not enrolled as a full-time college junior, senior or graduate student
- ◆ Have participated in a previous DJNF newspaper, online or real-time newswires intern program.

Before students can begin work they must present the news organization with an original Social Security Card or 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. Also, some newspapers require job applicants to complete skills and drug tests or physical exams before their first day of work.

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

The programs make a special effort to attract applicants who are members of minority groups because of the desire of the newspaper business to employ segments of the American population that are under-represented in newsrooms.

We define minorities as American citizens who are African-American, Hispanic, Asian or Pacific Islander, and American Indian or Alaskan Native.

2004 EDITING INTERNSHIP PROGRAMS APPLICATION

SPONSORED BY THE DOW JONES NEWSPAPER FUND

RANK PREFERENCES FOR THE PROGRAMS WITH "1" AS FIRST CHOICE AND "2" AS SECOND CHOICE:

Newspaper Copy Editing Sports Copy Editing

Name _____
First Middle Last

Maiden _____ Gender Male Female

University/College _____

Phone number where you can be reached the first two weeks in December:
(____) _____

Are you a U.S. citizen? Yes No Social Security # (required) _____ - _____ - _____

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

Home/Permanent Address

Address _____ Apt. _____

City _____ State _____ ZIP _____

Phone (____) _____ Fax (____) _____ Cell phone (____) _____

E-Mail _____ Web Address _____

Current Mailing Address (If same as home address, check here)

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 for a professional news organization?
(Not an internship, work-study or practicum) Yes No

The Newspaper Fund makes a special effort to attract applicants who are members of racial or ethnic minority groups.

(We define minorities as American citizens who are African-American, Hispanic, Asian/Pacific Islander, or American Indian/Alaskan Native.)

Please check one category:

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

Please check the current year in college:

Junior Senior Graduate Student Expected graduation date: Month _____ Date _____ Year _____
(mm) (dd) (yyyy)

What is the last day of the current academic year you must be at school? Month _____ Date _____ Year _____
(mm) (dd) (yyyy)

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

On what day of the coming academic year must you return to school? Month _____ Date _____ Year _____
(mm) (dd) (yyyy)

Academic Information

List your undergraduate college major. _____

Office Use Only			
<input type="checkbox"/> Résumé	<input type="checkbox"/> Essay	<input type="checkbox"/> Grades	<input type="checkbox"/> Test
Initial Screening		1.	_____
Grades		2.	_____
Essay		3.	_____
Test		4.	_____
			TOTAL _____

If you listed journalism/mass communications, indicate your emphasis or sequence.

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

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

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

List your graduate major: _____

If you listed journalism/mass communications as your graduate major, indicate your emphasis or sequence.

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?

- | | |
|---|--|
| <input type="checkbox"/> Reporting (beginning) | <input type="checkbox"/> Web Page Design |
| <input type="checkbox"/> Reporting (advanced) | <input type="checkbox"/> Computer-Assisted Reporting |
| <input type="checkbox"/> Feature Writing/Magazine Writing/Opinion Writing | <input type="checkbox"/> News Design |
| <input type="checkbox"/> Copy Editing | <input type="checkbox"/> Multi-media, online editing |
| <input type="checkbox"/> Economics | |

Practical Journalistic Experience

Have you ever worked as an intern for a professional newspaper, news service or online service? (An internship is considered between eight and 10 full-time work weeks.) Yes No Name publication(s) _____

Check duties performed: copy editing reporting design and layout HTML coding news clerk

Have you ever worked/do you now work on a college newspaper or online publication? Yes No

If yes, the paper/online service is published: daily semiweekly weekly semimonthly monthly

Check all positions you hold/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

How many hours a week do you work on the college paper or online publication during the school year?

up to 5 6-10 11-15 16-20 more than 20

Are you now a "stringer" or campus correspondent for a professional newspaper/magazine/online publication?

Yes No If yes, name publication(s) _____

How many of your stories are published in a month? up to 5 6-10 more than 10

How many hours a week do you work in a part-time job for a professional newspaper during the school year?

up to 5 6-10 11-15 16-20 more than 20

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

- | | |
|---|--|
| <input type="checkbox"/> Proficient in hypertext markup language | <input type="checkbox"/> Proficient with computer page layout, graphics and design |
| <input type="checkbox"/> Proficient with page layout, graphics and design | <input type="checkbox"/> Other (please describe) _____ |
| <input type="checkbox"/> Proficient in computer-generated charts and graphs | |

Indicate in which of the following areas you have an interest in working this summer:

- | | | | | |
|--|---|--|--|--|
| <input type="checkbox"/> General news | <input type="checkbox"/> Sports | <input type="checkbox"/> Layout/design | <input type="checkbox"/> Business news | <input type="checkbox"/> Features/lifestyles |
| <input type="checkbox"/> National news | <input type="checkbox"/> International news | <input type="checkbox"/> Online | | |

Additional 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 copy editor or reporter? Yes No

If yes, please elaborate: _____

(The committee will use this information to place interns at newspapers or news services with appropriate facilities.)

If given a choice, which type of news organization would you prefer to work for next summer?

RANK PREFERENCES FOR THE PROGRAMS WITH "1" AS FIRST CHOICE AND "4" AS LAST CHOICE:

___ Large newspaper ___Medium newspaper ___Small newspaper ___News service

If selected as an intern, will you be able to bring an automobile to the internship? Yes No

(A car is NOT required for editing internships but is essential to commute in most areas of the country.)

References

List the name, title, address, e-mail address, office and home phone numbers of two people (professors, professional newspaper journalists) who know about your writing and editing 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 so please be sure they are aware you have listed them as references. Do not list other student journalists as references.

1. Name _____ Title _____

Company/University _____

Address _____ City _____ State _____ ZIP _____

Home Phone (____) _____ Office Phone (____) _____ FAX (____) _____

E-mail _____

2. Name _____ Title _____

Company/University _____

Address _____ City _____ State _____ ZIP _____

Home Phone (____) _____ Office Phone (____) _____ FAX (____) _____

E-mail _____

The Dow Jones Newspaper Fund publishes the names of students who rank among the top prospects of all applicants in an attempt to help the students locate summer jobs. If you are **NOT** selected as a Newspaper Fund intern but rank among the Top Editing Prospects, does the Fund have your permission to publish your name, address and phone number as a likely internship candidate? Yes No

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. I agree that if I am expelled or withdraw from the residency, I will reimburse the Newspaper Fund for the cost of my training and travel. All of the information I have given in this application and the attached materials is true. I also agree, if I am selected, that the Newspaper Fund can use my statements and likeness in its promotional literature.

Signature _____ Date _____

CHECKLIST

Please complete this checklist: Supporting materials **MUST NOT** be e-mailed as attachments. Please mail these items *postmarked by November 1*, clearly marked with your name and address to: Dow Jones Newspaper Fund, Inc., P.O. Box 300, Princeton, NJ 08543-0300

- 1. This **application form**
- 2. A **typed résumé listing** all colleges you have attended, 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 instead; students selected as interns will be required to send official transcripts.)
- 4. The **500-word essay** (This two-page statement must be typed on separate sheets of paper. See application jacket for topic.)
- 5. **The Controlled Editing Exercise.** All applicants must take the Controlled Editing Exercise to be considered for an internship. This exercise must be sent to the Newspaper Fund by the test monitor and postmarked by November 1. Exams will not be FAXed to monitors.
When did you take the exam? _____
Monitor's name _____
Monitor's e-mail address _____

Please make duplicates of all hard copies you mail.

**This Application Form And Supporting Materials Must Be Postmarked
By November 1, 2003**

**Postal Mailing Address:
Dow Jones Newspaper Fund, Inc.
P.O. Box 300
Princeton, NJ 08543-0300**

**Courier Service Address:
Dow Jones Newspaper Fund, Inc.
4300 Route 1 North
South Brunswick, NJ 08852**

Questions may be directed to (609) 452-2820

Unless requested by the Fund, FAXed applications will NOT be accepted.

The Intern Selection Process

INTERN SELECTION

committees, made up of newspaper editors and college professors, meet at the Fund's offices to select students for each program.

The process is divided into preliminary and final stages. The applications are first evaluated by Fund staff, which recommends semi-finalists for consideration by each committee.

Selection of finalists is based on these criteria:

◆ **Student's Journalistic Background and Academic Performance.** This rating illustrates the commitment to journalism. It consists of a look at the courses you have taken, the grades you've earned and your experiences writing for publications.

◆ **The Controlled Editing Exercise.** This is a 60-minute test covering: spelling, grammar and punctuation; editing news stories; writing headlines; and general knowledge and current events questions.

These exams are mailed directly to professors who serve as monitors. Tests will not be FAXed. Each applicant will receive a sheet of specific instructions to read before the start of the timed exercise. You will be allowed to keep these instructions with you as you take the exercise. **It is recommended students use a hard lead pencil rather than a pen when taking the test.**

No aids are allowed during the exercise. Students are expected to use *Associated Press* style.

Check with the journalism department office, campus

Your Essay . . . An Important Part Of the Fund's Decision

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 which students to invite into the programs. Therefore, it is important to write a well-organized, straightforward piece.

YOU ARE THE TOPIC!

Write an autobiographical sketch describing your editing skills and journalistic interests that could be forwarded to a media recruiter who is having a difficult time finding the perfect editing intern.

Be sure to type your full name at the top of each page of your essay.

placement office or the monitors' list on the Fund's Web site at <http://DJNewspaperFund.dowjones.com> to find out if someone on your campus will administer the editing exercise. Let that professor know you would like to take the test.

If your college is not listed as a test site, you should ask a professor, campus newspaper adviser or professional newspaper editor to administer the exercise. (Students *cannot* be monitors.) Before October 24, send e-mail with "editing exam" in the subject line to the Fund's e-mail address, newsfund@wsj.dowjones.com, with the name, address, university, department, city, state, zip code, e-

mail address and phone numbers of the professor who has agreed to be your monitor. *Also, please include your full name, mailing address, school, telephone number and e-mail address.* Any e-mail request received after October 24 will not be honored because it will not permit enough time for the Fund to mail the exam to a monitor. Tests will be not FAXed! To be sure to meet the November 1 deadline, all applicants should be tested by October 31. ***The monitor must give the test and mail it back to the Newspaper Fund postmarked no later than November 1, 2003.***

◆ **The Essay.** The essay of each finalist is read, graded and averaged by selection committee members. It usually receives special attention in the final evaluation.

After all criteria are considered, the selection committees determine which finalists to interview by phone. That decision is made by reevaluating all parts of each finalist's application and includes phone calls to professors and others listed as references on the application form.

What Is the Dow Jones Newspaper Fund?

The Newspaper Fund is a nonprofit foundation whose sole purpose is to encourage students to consider careers in journalism. Scholarship funds and program grants are provided to the Dow Jones Newspaper Fund by the Dow Jones Foundation and news organizations that hire interns. The Fund has operated intern programs for college students since 1962.

If You Are Selected

◆ DJNF INTERNSHIP OFFER

We will conduct telephone interviews during the second week of December. At that time, *all applicants should be prepared to accept or reject the Fund's offer of an internship, assignment to a specific training program and assignment to a specific newspaper, perhaps far from home or school.* By then, applicants should have weighed the program's benefits against their plans for summer study, travel abroad, other internships and personal obligations. All applicants will be notified by mail, whether or not they are selected.

◆ HANDLING JOB OFFERS

Students who accept other newspaper or news service job or program offers before the Fund's selections are made should honor those commitments. Likewise, students who accept the Fund's offer will honor commitments to its program.

◆ THE RESIDENCY

Interns must report on time and attend every day of the newspaper editing and sports editing residencies, begin work the Monday following the residency and expect to work for **10 weeks** after the residency is completed. All room and board costs during the residency are paid by grants to the program. The Fund will pay for transportation to the residency, from there to the internship and from the internship back home or to school. Students who report late for the opening of the residency, fail to stay in the dorm or miss sessions without permission of the director will be expelled from the residency, will forfeit the scholarship and the internship. Expelled interns will be required to reimburse the Fund for travel and training costs. Hiring newspapers and the students' universities will be notified.

Pre-Internship Residencies Located at Several Universities

PRE-INTERNSHIP

TRAINING courses are a hallmark of the Newspaper Fund.

The Centers for Editing Excellence in 2003 were at Temple University, Philadelphia, Pa., taught by Dr. Edward Trayes; University of Nebraska, Lincoln, taught by Charlyne Berens; Florida Southern College, Lakeland, taught by Dr. George

Crutchfield and Dr. Rick Kenney; University of Missouri, Columbia, taught by Brian Brooks; San Jose State University, taught by Dr. William Tillinghast; University of North Carolina at Chapel Hill, taught by George W. Cloud, and University of Texas at Austin, taught by S. Griffin Singer. These seminars last two weeks.

News Media That Hire Fund Interns

NEWSPAPERS or news services make the final choice on interns, and offer the jobs and salaries. Some companies require Fund-recommended interns to complete additional interviews and tests before summer jobs are officially offered. Interns begin work the Monday after their residency for at least 10 weeks.

Interns are assigned to print and online publications, newswires and residencies according to each student's special interests, journalistic background and availability following the 2003-2004 school year.

SOME PARTICIPATING NEWS MEDIA IN 2003

Alabama: Huntsville Times; **Arizona:** Arizona Daily Star; **California:** Los Angeles Times; San Francisco Chronicle; San Jose Mercury News; The Tribune, San Luis Obispo; **Colorado:** The Denver Post; The Gazette; **Connecticut:** Hartford Courant; **Delaware:** The News Journal; **District of Columbia:** The Washington Post; The Washington Times; Knight Ridder/Tribune News Service; **Florida:** The Palm Beach Post; St. Petersburg Times; Sun-Sentinel; The Ledger; Tallahassee Democrat; Naples Daily News; **Georgia:** Columbus Ledger-Enquirer; The Augusta Chronicle; The Macon Telegraph; **Illinois:** Belleville

News-Democrat; **Indiana:** The Indianapolis Star; **Kansas:** Wichita Eagle; **Kentucky:** Lexington Herald-Leader; **Massachusetts:** Cape Cod Times; The Standard Times, New Bedford; The Boston Globe; **Michigan:** Detroit Free Press; **Minnesota:** Post-Bulletin, Rochester; Star Tribune, Minneapolis; St. Paul Pioneer-Press; Duluth News Tribune; **Missouri:** The Kansas City Star; Sporting News; **New York:** Buffalo News; Newsday; The Journal News, White Plains; The Wall Street Journal; Gannett Rochester Newspapers; The New York Times; New York Times News Service; **North Carolina:** Winston-Salem Journal; The Charlotte Observer; **North Dakota:** Grand Forks Herald; **Ohio:** Akron Beacon Journal; The Columbus Dispatch; **Pennsylvania:** The Philadelphia Inquirer; Pittsburgh Tribune-Review; Erie Times-News; York Daily Record; **South Carolina:** The Sun News, Myrtle Beach; The State, Columbia; **South Dakota:** Argus Leader, Sioux Falls; **Tennessee:** The Tennessean, Nashville; The Commercial Appeal, Memphis; **Texas:** Corpus Christi Caller-Times; Austin American-Statesman; The Dallas Morning News; Houston Chronicle; San Antonio Express-News; Fort Worth Star-Telegram; **Utah:** Deseret News, Salt Lake City; **Virginia:** Roanoke Times & World-News; Richmond Times-Dispatch; **Washington:** The Olympian; Spokesman-Review, Spokane; **Wisconsin:** Milwaukee Journal-Sentinel.