



Center for Editing Excellence Intern Residency GUIDELINES FOR GRANT PROPOSALS

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Purpose

In order to attract college students to copy editing, the Dow Jones Newspaper Fund sponsors two intern programs: Newspaper Editing Intern Program and Online Editing Intern Program.

These programs are open to college juniors, seniors and graduate students. A key element is the pre-internship training all interns receive before beginning work. This training assures newspapers and online publications that the interns will be able to begin work soon after they arrive with minimal additional training.

DJNF will provide grants to colleges and universities that want to operate an editing residency and will accept proposals based on the following guidelines.

Overview and Proposal Deadline

A written proposal containing all plans concerning the residency—operating dates, budget, list of participating newspapers or online publications—must be in the Dow Jones Newspaper Fund's office by October 1. Length of a residency will be two weeks for newspaper interns and one week for online interns. Budgets should be based on a minimum of 12 participants to be placed at the publications identified by the school making the proposal. Adjustments to costs for room, meals and other operating expenses for the residency may change after interns are selected in December.

Once the interns are selected, further arrangements with them will be the responsibility of the Center's director. Directors are also expected to contact each intern at least once during the summer either by phone or e-mail.

All proposals are subject to revisions by the Newspaper Fund.

Points to Include in Existing and New Residency Proposals

1. Final report on any currently sponsored Newspaper Fund residency.
2. Itemized budget. It is important to use the format on page 3 so DJNF can compare budgets from all proposals on an equal basis as well as make changes in the amount of the grant should more than 12 interns be selected for the residency.
3. List of news organizations that have agreed to hire a minimum of 12 interns trained at the proposed residency. Newspapers and online publications may also send their own intern or beginning editor they have hired to the residency. Newspapers are required to pay an \$1,800 training grant and online publications \$1,000 to the Dow Jones Newspaper Fund for each intern attending the residency. The grants are required to cover part of the cost of training. All news organizations must complete an Intern Request Form before they are considered to be in the program. (Please make copies of the attached forms as needed.)

Requirements for New Residencies

1. Syllabus for the residency, including day-by-day program activities, faculty and lectures for each class, and evening/weekend activities.
2. One page résumé for the director and all proposed assistants, with special emphasis on professional newspaper experience and past affiliation with the Newspaper Fund.
3. Plan for housing and feeding trainees during the residency.
4. Description of school facilities (editing labs, particularly) students will use during the residency. How computer equipment will be used to teach editing.
5. Plan for newsroom or "simulated

newsroom mini-internship" during the residency.

6. Detailed description of plans to implement the basic operating procedures that follow.

Basic Operating Procedures for Centers for Editing Excellence Selection of Interns

The directors of the Centers for Editing Excellence and members of the Fund's staff meet in mid-December at its office in Princeton, N.J., to select interns and assign them to news organizations that agree before Nov. 1 to participate in the program.

Travel, lodging and meal expenses in Princeton will be provided by the Newspaper Fund. These costs should not be included in the residency budget.

Selection of Other Trainees to Attend the Editing Residency

Newspapers that choose their own interns or beginning copy editors to attend the residency must indicate their commitment on the Intern Request Form by Nov. 1. Trainees recruited by newspapers and online publications must take the Controlled Editing Exercise required of all applicants and must earn above the median score to be admitted to a residency.

Correspondence with Trainees Before the Residency Begins

During phone interviews in December, interns are asked to make a commitment to the program. The week following the selection process, DJNF sends each intern a letter and an "acceptance form" that the intern must sign and return by Jan. 15.

Once written confirmations of acceptance are received, DJNF sends all interns a second letter with the name of

Correspondence with Trainees, continued
the person they should contact at the newspaper or online publication where they have been assigned.

After this mid-January letter, it is the responsibility of the residency director to keep in touch with the interns. To promote good communication with students, it is suggested that the residency director plan three written correspondences (letter or e-mail) with the trainees before the residency, and call them at least once during the spring. That applies to students selected by the Newspaper Fund in December and those selected by newspapers. Suggested times for correspondence are late-January, early March and late April. The late April correspondence should restate the attendance rules and other requirements of the residency. Directors should make a phone check about two weeks before the residency begins. Additional phone checks through the spring may be necessary as travel arrangements are made. Trainees should be encouraged from the start to respond to every mailing.

Correspondence With Participating Publications

In mid-January when DJNF sends interns the names of the news organization contacts, it also writes to the newspapers and online contacts telling them who their interns will be. After this letter, the residency directors handle correspondence to the news organizations.

In January, directors should order complimentary subscriptions of the newspapers to be mailed directly to the interns at their schools. Subscription addresses need to be changed in early May so the papers can be mailed to the residency for daily evaluation by the interns and as an instructional tool during the residency.

Interns of online publications should be instructed to visit the online sites on a regular basis and become familiar with the publications' formats.

It is important to contact each news

organization no later than April 1 to be sure all arrangements for the arrival of each intern the Monday following the residency are in order. At some point during the residency, each intern should make one phone check with the newspapers to complete arrangements for his or her arrival (time, place, etc.).

It is important that the internship begin immediately after training so interns arrive with the training fresh in their minds.

Intern Travel Arrangements

All interns who attend residencies are given financial assistance to get to the residency and from the residency to their internship assignments. Residency directors are responsible for making travel arrangements that will assure the interns will arrive on the first day of the training. DJNF sends a Travel Plans Questionnaire to all interns with the mid-January letter. Students will return the completed questionnaires to the residency directors. The questionnaires will let the directors know how the intern plans to travel to the residency. Students who drive can be reimbursed for the cost of their gasoline and tolls plus up to \$90 per day for room and meals. Receipts (gasoline, hotel, food, tolls) are required for reimbursement.

The residency director will arrange the most economical and practical public transportation for students who do not drive. In most cases, the earlier arrangements are made the cheaper fares are likely to be. Tickets can be held until close to the travel date before sending them to the interns. A bill itemizing all intern travel expenses should be sent to the Newspaper Fund.

Intern travel to the residency should not be included in the residency budget and will be paid separately to the residency by DJNF.

All students pay their own transportation costs at the end of the summer.

Residency Course of Study

The essentials of copy editing, headline writing, press law and ethics are the bedrock of a strong program.

Newspaper editors who respond to our surveys say over and over that headline writing is the most difficult skill for interns to master. In addition, they say speed is essential. Thus, the Centers should emphasize "real" newsroom experiences, making the interns aware of deadlines. It is expected that the Centers will invite working journalists from area newspapers to meet with students.

Actual working experience at local newspapers also is encouraged.

Professionalism should be emphasized at all times

It is suggested that the residency director talk to the editors participating in their program to learn what the newspaper expects of the intern. The more the residency director knows about the participating newspapers and online publications, the better prepared the interns will be.

Follow-up Travel Plans

Residency directors are expected to keep in touch with interns during the summer to assure the students are receiving feedback on their work and to give editors an easy way to critique the intern's work and the program in general.

Should a problem arise during the summer, residency directors can make an onsite visit to talk with the intern and editor.

When talking to the editors during the summer, it is a good time to discuss what their plans are for the following summer. It is also important for the director to build and maintain solid contacts with editors who supervise the interns. Those contacts not only assure a quality internship for the current year's interns, but they provide a smooth transition from year to year.

Final Report Content

The final report on the program is due October 1, and will consist of a financial report; a student-by-student evaluation; evaluation of the newspapers and online sites and how they handled the interns; a summary of activities during the residency, and suggestions on how the program could be improved the following year.

The annual postmark deadline for proposals is October 1. Faxed proposals will not be considered. Consultation with DJNF is encouraged. Send inquiries and proposals to:

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Format for Proposals and Budget to Operate an Editing Intern Residency

Residency Proposal Overview

A. Purpose of proposed residency

1. Name of host school
2. Brief statement of the residency goals and purposes
3. Workshop starting and ending dates

B. Program outline

1. Syllabus and day-by-day outline of student activities. Include description of computer equipment that will be used.
2. Names of director and all instructors and other

staff members. Please send a one page résumé of each instructor and staff member. Provide the years of professional newspaper experience for each.

C. Proposed program budget

Follow the budget format below. Should a residency have more than 12 interns, DJNF's grant will be adjusted based on the costs given in the budget. For this reason, it is important to adhere to this format. *After determining your total budget, calculate and list the per-intern cost of the residency.*

Sample Residency Budget

(Every "\$" must be followed by an amount(This is to serve as a guide and not be used to submit a budget.)

Income

Balance on hand following last residency (if applicable)	\$
Receipts (newspaper training fee \$1,800 per intern; online fee \$1,000 per intern)*	\$
Amount of grant requested from DJNF	\$
Total anticipated receipts for residency	\$ _____

Expenses

Outstanding bills from previous year (if applicable)	\$
Estimated instructoinal expense for residency:	
Instructional costs: (Please provide an individual breakdown for the following)	
Program director(s) [list name(s) and amount(s) to be paid]	\$
Visiting lecturers ((list each person and amount each will be paid)	\$
Estimated cost of room, meals, materials, etc. directly related to each intern	
Room (\$____ x 12 interns)	\$
Meals (\$____ x 12 interns)	\$
Books and training materials (\$_____ x 12 interns)	\$
Miscellaneous entertainment expenses; please itemize (\$_____ x 12 interns)	\$
Miscellaneous residency operating expenses (telephone, university fees, etc.)	\$
 Total estimated expenses (based on 12 interns)**	 \$ _____
Estimated per intern training costs	\$ _____

*Training fees are paid directly to DJNF and are then included in the grant to the training center.

**Grants will be adjusted to accommodate additional interns based on the figures given.

