

November 6, 2009

Dear Applicant,

Thank you for your interest in becoming a member of the Spring 2010 Review staff. By joining staff, you will gain firsthand experience in journalism while learning the ins and outs of a newsroom. Please carefully read the enclosed informational inserts and application. Before selecting the positions for which you would like to apply, please thoroughly look over the job descriptions and note that a position may be filled by more than one person. Be as concise as possible when filling out the application and place it, along with three clips of your best work (classwork is fine if necessary), in the envelope provided. Return it to the box in the front of the newsroom marked "Review Applications Drop-off" no later than 5 p.m. Monday, November 16.

A few reminders for both current and prospective staff members:

1. Whatever positions you are applying for, make sure you talk to the person who currently has that job so you can get a feel for the time commitment and responsibility that goes along with it. If you are not sure who currently holds a particular position or if you have any other questions or concerns, feel free to ask.

2. **Everyone who fills out an application, regardless of current position, must schedule an interview to be held between Tuesday, November 10 and Wednesday, November 18.** A sign-up sheet will be posted on the board on the left wall as you walk into the office. If you cannot make one of the available time slots, contact Josh Shannon at [jshannon@udel.edu](mailto:jshannon@udel.edu) or (302)563-0501 as soon as possible to make alternate arrangements. We will do our best to accommodate everyone.

3. The Spring 2010 Review staff list will be posted on the office doors of The Review at the top of the stairs Thursday, November 19 at 11 p.m. Shadow deadline (new staff training) will be the following weekend (November 21-22).

Thank you once again for expressing an interest in The Review and we look forward to meeting with you.

Sincerely,

Josh Shannon  
Editor in Chief  
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(302)563-0501

Maddie Thomas  
Executive Editor  
[mtthomas@udel.edu](mailto:mtthomas@udel.edu)  
(410)236-5633

## **Job Descriptions for Spring 2010 Review Staff**

*Please note that these descriptions are NOT set in stone. It is the nature of journalism that things happen on the fly and thus the lines of responsibilities are often blurred. We are all working toward a common goal — publishing the most accurate and fair product possible.*

**\*\*\*All positions require attendance at Wednesday and Sunday budget meetings.\*\*\***

**Managing News Editor:** Responsible for final editing on Sundays and Mondays. Must attend all managing, budget, pre-budget and pitching meetings for the news section. Duties include proofreading pages, writing headlines and outlines and assisting with corrections and fact boxes. Position requires extensive knowledge of local, national and even international news. Also responsible for editing online updates as they come in.

*Time commitment: Most of the day Sunday and Monday, Wednesday afternoon, plus more as news breaks*

**Managing Mosaic Editor:** Responsible for overseeing and guiding the Mosaic section. This includes managing the Entertainment and Features desks, as well as planning and running weekly pitching meetings. Duties also consist of helping layout editor design page layouts for the Mosaic section, final editing of stories on Sundays and Mondays and proofing and correcting pages to prepare for publication.

*Time commitment: Saturday afternoon, Sunday afternoon/evening, most of the day Monday, Wednesday afternoon*

**Managing Sports Editor:** Oversees all sports coverage and plans and runs regular pitching meetings for the Sports section. Duties include helping layout editor design Sports layouts, final editing on Sundays and Mondays, and proofing and correcting layout to prepare the section for publication. Also responsible for overseeing regular updates of scores and related information on the Web site. Must be able to coordinate a demanding Sports schedule.

*Time commitment: Most of the day Sunday and Monday, Wednesday afternoon, plus more as news breaks*

**Copy Desk Chief:** Responsible for scheduling and overseeing several copy editors as well as conducting weekly copy editing meetings. Duties include proofreading all sections' pages on Sundays and Mondays and rereading pages Monday nights. Must also update staff at Budget meetings on common copy errors and maintain The Review Stylebook. Should have a true enthusiasm for proper grammar, spelling and fact checking.

*Time commitment: Sunday afternoon/evening, Monday night, Wednesday budget*

**Editorial Editor:** Oversees all aspects of the Opinion and Editorial pages. Duties include leading The Review's Editorial Board meeting every Sunday and writing two staff editorials

each issue. Responsible for soliciting and editing staff and guest columns, assigning and approving editorial cartoons, creating page layouts, selecting and editing letters to the editor and recruiting educated columnists. Must have creative writing style.

*Time commitment: Sunday and Monday afternoons, Wednesday budget*

**Photography Editor:** Oversees and guides entire photography staff. Responsibilities include distributing assignment to photographers in a timely manner and coordinating with members of all sections to devise photo ideas. Must attend pitching meetings. Duties include formatting photos in Photoshop in a timely manner, preparing them for publication for print and on the Web site. Will be expected to format pictures for online photo galleries.

*Time commitment: Sunday afternoon, Monday afternoon and night, Wednesday budget, plus more as news breaks*

**Photographer:** Responsible for taking photographs assigned by the Photography Editor. Will be expected to accompany reporters on assignments when possible and think of creative photographs on-the-spot. Some assignment will include taking enough photos for an online photo gallery. Expected to find and shoot creative stand-alone photos for Page 2 and Photo of the Week.

*Time commitment: Sunday and Wednesday budgets and more as assignments require*

**Multimedia Editor:** Oversees and guides entire multimedia staff. Will also be called on to shoot and edit multimedia projects in a timely manner to post to the Web. Must be proficient in iMovie, Garageband and Soundslides.

*Time commitment: Sunday and Wednesday budget, Monday afternoon/evening, and more as assignments require*

**Layout Editor:** Works closely with managing editors to design layout of all print pages. Must have flexible schedule on Sundays and Mondays and knowledge of Quark XPress.

*Time commitment: Sunday afternoon/evening, Wednesday budget, on call on Monday*

**Graphic Editor:** Designs and produces graphics, graphs and charts to be run in the print and possibly online editions. Should have experience with Microsoft Excel and/or other graphing software. Works closely with layout editor to design creative and artistic graphics to run alongside articles. Must have flexible schedule on Mondays.

*Time commitment: Sunday and Wednesday budget, on call on Monday, plus more as assignments require*

**News Editors (all desks):** Responsible for initiating, assigning and editing five stories each print edition. Assigns photographs and graphics for each story, participates in all news meetings, assists reporters, keeps in contact with sources and aggressively seeks story ideas. Must be

available on Sundays for deadline and Wednesdays for mid-week check-in. Must be able to think creatively and explore multiple angles of a story. With a new emphasis on improving online breaking news coverage, News Editors should be flexible with staying on top of breaking news. Journalism is about accurate immediacy.

*Time commitment: Sunday mornings and afternoons, Wednesday afternoons, any meetings assigned (see below descriptions. Must also be available throughout the week to help reporters if they need it. May be called on to assist in covering breaking news.*

- **Administrative News Editor:** Covers all faculty, administrators and university employees. Beats include but are not limited Faculty Senate events, all college deans and department heads. Must be able to think creatively when assigning stories and try to capture numerous aspects of life at the university. Responsible for compiling University Police reports and for covering monthly Faculty Senate meetings.
- **City News Editor:** Covers Newark affairs and maintains regular contact with the university, Newark, state and county political officials and police. Beats include but are not limited to Town and Gown Committee, city council meetings and community organizations and businesses. Must be able to think creatively and have a good understanding of local affairs and politics. Responsible for compiling Newark Police reports on Mondays and covering biweekly city council meetings.
- **News Features:** Covers the human interest angle of life at the university, within the state and nationally. Incorporates feature writing into stories and helps reporters throughout every step of the process. Must keep in constant contact with news and features editors to coordinate stories and be able to think outside of the box when assigning stories.
- **Student Affairs News Editor:** Covers SGA, IFC/Pan-Hellenic/NPHC, RSA, minority affairs, judicial board, Greek affairs, RSOs and the Student Activities office. Must be acquainted with the university community and encourage communication among its many parts. Responsible for compiling a student events calendar each week and attending biweekly SGA meetings.
- **Assistant News Editor:** Responsible for pitching smaller stories (400-600 words) that can encompass all news desks. The stories would be ones that are important to have in the paper but not worthy of a full article. Also personally responsible for writing 3-4 news briefs (1-2 paragraphs) each week.
- **Online Update Editor:** Responsible for assigning/producing enough content to keep the Web site fresh, with a goal of adding new content each day. On Sunday, editor will pitch

stories he/she anticipates will require an online update, but much of the job will require staying aware of developing news and either assigning a reporter to it or covering it himself/herself. Must have a flexible schedule and an eye for breaking news, as well as be able to edit on the fly. Not responsible for physically updating the Web site.

**Senior News Reporter:** Responsible for taking the biggest news stories. Must be creative and willing to take on many stories. Should also be able to pitch stories to desk editors. Will be called on to write breaking news.

*Time commitment: Sunday and Wednesday budget/pitching, plus more as assignments require*

**Features Editor:** Responsible for initiating, assigning and editing three stories and one media darling each print edition and one story each online edition. Assigns photographs and graphics for each story, assists reporters, keeps in contact with sources and aggressively seeks story ideas. Should have a creative journalistic sense when assigning stories.

*Time commitment: Saturday and Sunday afternoons, Wednesday budget. Must also be available throughout the week to help reporters if they need it.*

**Entertainment Editor:** Leads Entertainment desk. Responsible for initiating, assigning and editing stories, as well as movie and CD reviews each week.

*Time commitment: Saturday and Sunday afternoons, Wednesday budget. Must also be available throughout the week to help reporters if they need it.*

**Senior Mosaic Reporter:** Responsible for taking the biggest Mosaic stories. Be creative and willing to take on many stories. Should be able to pitch stories to desk editors.

*Time commitment: Sunday and Wednesday budget/pitching, plus more as assignments require*

**Delaware UNdressed Columnist:** Must come up with interesting column ideas and have a witty and creative writing style. Must be able to relate sexual and relationship issues to the campus. Responsible for one column per week. Please submit at least one sample column (approximately 650 words or one single-spaced page) with application. This is an unpaid position.

*Time commitment: Sunday and Wednesday budget/pitching, plus more as assignments require*

**Fashion Forward Columnist:** Should have an extensive knowledge of fashion and trends while being able to relate topics to our campus and readership. This is NOT a celebrity-based column (e.g. what so-and-so star was wearing) but rather a space for creative thinking based around fashion. Responsible for one column per week. Please submit at least one sample column.

(approximately 650 words or one single-spaced page) with application. This is an unpaid position.

*Time commitment: Sunday and Wednesday budget/pitching, plus more as assignments require*

**Sports Editor:** Responsible for writing, initiating, assigning and editing all Sports stories, including game stories, commentary, and features. If need be, can cover game stories if a reporter is not available.

*Time commitment: Sunday mornings and afternoons, Wednesday afternoons, plus more as editing assignments require*

**Assistant Sports Editor:** Responsible for assisting in delegated task assigned by sports editors, including regular updates of The Review's sports blog, Chicken Scratch, and covering one game per week.

*Time commitment: Sunday mornings and afternoons, Wednesday budgets, on call Monday afternoons, plus more as assignments require*

**Copy Editor:** Responsible for copy editing News, Mosaic and Sports stories. Editing involves name and fact checking and is an integral part of the editing process. Copy editors should demonstrate concise knowledge of AP and The Review styles and be able to quickly spot mistakes in stories. Again, with an added emphasis on the Web site, Copy editors will, at times, have to edit stories as they break.

*Time commitment: Saturday OR Sunday afternoons/evening, Sunday and Wednesday budgets, rotating schedule with other copy editors to be on call Mondays*

## **Shadow Deadline Information**

Individuals hired for the Spring 2010 Review Staff are required to participate in Shadow Deadline during the weekend of Nov. 21.

Shadow Deadline is intended to help acquaint all editors with their new positions and provide a smooth transition for all staff members. Applicants must be able and prepared to begin shadowing their predecessors Saturday, Nov. 21 for Mosaic and Sunday, Nov. 22 for all others.

### **Important Dates to Remember (subject to change):**

- **Thursday, Nov. 19:** (Day new staff is posted): New desk editors must contact former desk editors to discuss the shadow deadline process.
- **Saturday, Nov. 21:** (Shadow Mosaic deadline) 11 a.m. until mid-afternoon
- **Sunday, Nov. 22:** Shadowing News:
  - Editing for News — 10 a.m. (News only)
  - Pre-budget — 1:30 p.m. (News only)
  - Budget — 3 p.m. (MANDATORY, ENTIRE STAFF)
  - Editorial Board Meeting — shortly after Budget (all staff)
  - Pitching — 4:30 p.m. (News only)
- **Monday, Nov. 23:** Managing editors only, prepare as long as necessary (could run late into night)
- **Tuesday, Nov. 24:** Issue 13 is published

New desk editors must be prepared to pitch stories (with assistance from old staff) on Sunday, Nov. 22. Stories will be for the Dec. 8 issue. Because of Thanksgiving, The Review will not publish Dec. 1.

The entire staff is required to attend budget meetings at 3:00 p.m. every Sunday and 5:00 p.m. every Wednesday.

If anyone needs clarification on what they are responsible for, do not hesitate to contact Josh Shannon at [jshannon@udel.edu](mailto:jshannon@udel.edu) or (302) 563-0501.

## **Spring 2010 Publication Schedule**

While You Were Gone (mini-issue)	Friday, February 12
Issue 16	Tuesday, February 16
Issue 17	Tuesday, February 23
Issue 18	Tuesday, March 2
Issue 19	Tuesday, March 9
Issue 20	Tuesday, March 16
Issue 21	Tuesday, March 23
Issue 22	Tuesday, April 13
Issue 23	Tuesday, April 20
Issue 24	Tuesday, April 27
Issue 25	Tuesday, May 4
Issue 26	Tuesday, May 11
Issue 27	Tuesday, May 18

NOTE: There will be a mandatory budget meeting every Sunday at 5 p.m. and every Wednesday at 5 p.m.



**Completed applications must be submitted in The Review's office  
no later than 5 p.m. Monday, Nov. 16.**

## Section I — Personal Information

Last Name	First	Middle		
Date of Birth	E-mail address	Local/Cell Phone		
Local Address	City	State	Zip	Phone
Permanent Address	City	State	Zip	Phone
Major(s)	Minor(s)			
GPA (Major)	GPA (Overall)	Year		
Have you ever been employed by the university?	Department	Position		
Name(s) of any relative(s) employed by the university.	Department	Position		
Please list the number of credits you will be taking during Fall Semester				

By signing The Review's Spring 2009 Semester Editorial Staff Application, I attest that all information furnished is accurate and complete. I also agree to submit no more than three samples of my work with the application as well as schedule and participate in an interview with the Editor in Chief and Executive Editor.

<p>_____</p> <p>Sign name</p>	<p>_____</p> <p>Print name</p>
<p>_____</p> <p>Date</p>	

## Section II — Journalism Experience

Please list the journalism courses you have taken, the professors who taught you and the grades you have/will receive(d). While not required, it is advisable that you have some prior journalism experience.

Course	Professor	Grade

Please list previous positions you've held on The Review's staff, internships or relevant work you have done prior to applying.

Position	Publication	Dates

Please list on- and off-campus clubs, activities and other jobs in which you will be involved during the spring. What is the time commitment for each? (Please note if you plan to take any night classes.) The Review is a **major** time commitment.

Job/Activity	Time Commitment	Day(s) Of Week

# Section III — Personal Statement

Please list three staff positions you would like to hold in the spring, in order of preference (see job descriptions insert). YOU MUST LIST THREE. Although you are not guaranteed one of these positions, it helps us determine where to place you.

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Please list one problem you have observed or anticipate with each position for which you have applied and a constructive recommendation for remedying it. If you need more space, feel free to continue your responses on another sheet of paper (typed, double spaced).

1 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Review assumes you are applying for your first-choice position because you have had experience that enhances your qualifications for the job. Please list any experiences or traits that make you the best person for this position.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Review, and journalism in general, requires patience, persistence and a genuine, unwavering enthusiasm for his or her position. Please write a short statement about why you want to be a staff member and what you will bring to The Review. Feel free to continue on another sheet of paper (typed, double spaced).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Section IV — Writing Sample

When submitting the application, please include no more than three clips from your portfolio in the envelope provided. **Clips must be photocopied from published material. Web site submission and/or printouts are also acceptable. Please include what you consider your best work.**

## Section V — Copy Editing Exercise

Please edit the following story for AP and The Review news style, grammatical errors and content. Many errors have been purposely made in this story. On top of editing for errors and style, **fact checking is imperative to a strong newspaper**. Editors with strong copy editing skills can make the difference between a mediocre newspaper and an excellent one. The following clip should be edited for the news/sports section of The Review (not Mosaic).

**BY JOSH SHANNON**  
*Editor-in-Chief*

Students who feel ill or have recently traveled to Spain are being advised to report to clinic at the Carpenter Sports Gym after 4 university students were identified with suspected cases of H1N1.

The clinic will be staffed by officials from the Delaware Office of Public Health, according an email from University spokesman John Brennen. Kids feeling ill may also seek treatment at Student Health Service in Robinson Hall.

According to an e-mail sent Tuesday night by Susan Hall, Chair of the Department of Nursing, to students in those majors, the Carpenter Sports Gym will be closed for a bunch of days, beginning Wed.

University cops and employees of the Delaware Office of Public Health was present at the Carpenter Sports Gym late Tuesday, but would not comment.

J. Linch, spokesman for the Delaware Department of Health Services, says the 4 students sought treatment Monday at Student Health Service for mild flu-like symptoms. Preliminary tests confirmed the suspected cases, but officials are awaiting final conformation by the Center for Disease Control and Prevention. the students were never hospitalized, Linch said.

He said none of the 4 students have recently traveled to Spain, where the out-break of swine flu is thought to have originated. However, one recently traveled to N.J., the site of another possible case of swine flu, Lynch said,

University Officials activated the UD Alert System Tuesday night inform students and parents of the suspected cases.

Linch says privacy laws prohibit the disclosure of information about the four students, including their gender, age and residence.

She said students should take the same precautions they do to prevent against other illnesses. Wearing surgical masks and staying home from class is not necessary, but should be up to the student's discretion he said.

"I think those are individual decisions people need to make based on the information they have and common sense," said Linch.

Most classes will continue normal Wednesday. However, classes at the Carpenter Sports Gym are cancelled Wednesday, according to the e-mail sent by Hall.

Late Tuesday night, employees at the Acme in College Square, which is open 25 hours a day, said since the Health Alert were issued, many customers have purchased hand sanitiser, cleaning-products, mask, gloves and medicine.

A Acme employee who did not wish to be named said she believes approximately ten people bought hygenic air filter masks this evening.

The two spots on the shelf that formerly housed Flants high filtration efficiency Maxy-Mask were empty and the number of filter masks in another part of the store was limited.

## Section VI — Lede Writing Exercise

You are a Review staff reporter and these are your notes for an assignment. Write the **first few paragraphs** of a **hard news lede** (typed on another sheet of paper) for this speech story, taking into consideration AP and The Review style, readability and relevance. Regardless of what position you are applying for, you should be able to write a strong news lead.

### **Info:**

-speaker: Newark Mayor Funk

-location: City Council meeting on Elkton Road, attended by 50 council members and communities

-date: Monday night

### **Speech:**

"Newark needs to be cleaned up. The city has been a mess for far too long. We need the students of the University of

Delaware as well as the Newark residents to join together in this effort. I plan on creating a new commission dedicated entirely to the removal of trash in the streets."

Newark resident Randolph Stiltsken questioned Mayor Funk.

"How do you plan on paying for this commission when the city has a hefty court settlement to pay?"

Funk responded the funding would

come from cutting other programs, such as the Police Department.

"They're not doing a very good job anyways, we might as well cut their funding. Maybe it will give them incentive to work harder. The main issue here is the environment and not safety."