



Student Publications Staff Application: EDITORIAL

Appointments to editorial staff positions at The Daily Cougar are for one semester only. Appointments may be renewed based on satisfactory performance reviews. Staff members are expected to work between semesters and over the summer.

DISCLAIMER

"State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect."

POSITIONS AVAILABLE (Please read the attached job descriptions and check the position(s) for which you're applying.)

- | | | |
|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Staff writer | <input type="checkbox"/> Photographer | <input type="checkbox"/> Copy editor |
| <input type="checkbox"/> Cartoonist | <input type="checkbox"/> Section editor | <input type="checkbox"/> Other |

AREAS OF INTEREST (Circle as many as you like. **Note: Writers may not write both opinion and news in the same semester.**)

- | | | |
|--------------------------------------|---|----------------------------------|
| <input type="checkbox"/> Life & Arts | <input type="checkbox"/> Features | <input type="checkbox"/> Opinion |
| <input type="checkbox"/> Business | <input type="checkbox"/> Government/Legal affairs | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Campus news | <input type="checkbox"/> Human interest | <input type="checkbox"/> Other |

TELL US ABOUT YOURSELF

Name _____

Local mailing address

Permanent mailing address (if different)

Local phone

Permanent phone

Mobile phone

E-mail address

Are you enrolled as a UH student? yes no

Are you in good academic standing? yes no

What is your major?

What is your anticipated graduation date (month/year)?

Why do you want to work for The Daily Cougar?

PLEASE ANSWER THE FOLLOWING QUESTIONS

Describe your previous media experience. Include work from high school, college, media internships or other related experience.

Describe your other extracurricular activities in high school and college.

Describe any journalism and related courses you have completed or in which you are enrolled.

Briefly outline any ideas for coverage and/or improvement of the area(s) to which you're applying. Attach additional sheets if needed.

What experience do you have with computer software that would be beneficial in the area(s) to which you're applying? Include any experience with layout and graphics applications.

Please attach a writing or graphic sample related to the area(s) to which you're applying. (Writing samples must be at least 300 words.)

Job description: STAFF WRITER

GENERAL DESCRIPTION

To write in a timely manner those stories which have been assigned by a corresponding section editor.

QUALIFICATIONS

- Currently enrolled as a student at UH
- Must have a working knowledge of English grammar and be willing to learn Associated Press and Daily Cougar style
- Self-motivated and able to work with little supervision
- Must be able to meet regular deadlines (in general, 4 p.m. the day prior to publication)
- May not be a member of the Student Government Association or any other student organization assigned as a beat

RESPONSIBILITIES

- Must represent The Daily Cougar in a professional and accurate manner to anyone not on staff. Will also defend The Daily Cougar to anyone not on staff, while being free to approach an editor with a complaint.
 - Must learn and adhere to policies as outlined by the editor in chief, managing editor and individual section editors.
 - Must recognize the responsibility that comes with being a writer for a newspaper.
 - Must learn a generally accepted code of ethics as adopted by The Daily Cougar.
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Job description: CARTOONIST

GENERAL DESCRIPTION

To draw any illustrations in a timely manner that will run as individual comic strips, editorial cartoons, or that will accompany stories.

QUALIFICATIONS

- Currently enrolled as a student at UH
- Must be able to draw funny or critical pieces
- Must have reliable transportation
- Must be able to meet regular deadlines (in general, 4 p.m. the day prior to publication)
- May not be a member of the Student Government Association or any other student organization assigned as a beat

RESPONSIBILITIES

- Must represent The Daily Cougar in a professional and accurate manner to anyone not on staff. Will also defend The Daily Cougar to anyone not on staff, while being free to approach an editor with a complaint.
- Must learn and adhere to policies as outlined by the editor in chief, managing editor and individual section editors.
- Must recognize the responsibility that comes with being a writer for a newspaper.
- Must learn a generally accepted code of ethics as adopted by The Daily Cougar and learn that even cartoonists can be sued for libel.

Job description: PHOTOGRAPHER

GENERAL DESCRIPTION

To take and process photos in a timely manner as assigned by the photo editor.

QUALIFICATIONS

- Currently enrolled as a student at UH
- Must have a working knowledge of cameras, film, equipment and how to take a good photo, or be willing to learn
- Self-motivated and able to work with little supervision
- Must be able to meet regular deadlines and be willing to take assignments for breaking stories
- May not be a member of the Student Government Association or any other student organization assigned as a beat

RESPONSIBILITIES

- Must represent The Daily Cougar in a professional and accurate manner to anyone not on staff. Will also defend The Daily Cougar to anyone not on staff, while being free to approach an editor with a complaint.
 - Must learn and adhere to policies as outlined by the editor in chief, managing editor and individual section editors.
 - Must recognize the responsibility that comes with being a writer for a newspaper.
 - Must learn a generally accepted code of ethics as adopted by The Daily Cougar.
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Job description: COPY EDITOR

GENERAL DESCRIPTION

Is responsible for making certain that The Daily Cougar not only reads well, but also looks the way it was designed.

QUALIFICATIONS

- Currently enrolled as a student at UH
- Must pass a Daily Cougar copy editing test
- Must have reliable transportation and be willing to work nights (12:30 a.m. or later on occasion)
- Must have some knowledge of Associated Press style and be willing to learn Daily Cougar style

RESPONSIBILITIES

- Must read over articles for style, grammar, spelling errors, incomplete sentences, etc.
- Must verify names and titles, including programs, people, buildings, streets, cities, movies, businesses, etc.
- Must make certain that a story is free of libel or defamation of character. This applies to opinion columns as well.
- Must be able to do the job twice: once on the computer and again on paper proofs.
- Must work with the copy chief, managing editor and editor in chief.

Job description: SECTION EDITOR

GENERAL DESCRIPTION

Hired by the editor in chief, a section editor fills his or her section with timely stories pertaining to the University and surrounding community and any other worthwhile events he or she feels are pertinent to the University community.

QUALIFICATIONS

- Currently enrolled as a student at UH
- Must have some knowledge of Associated Press and Daily Cougar style
- Must have some familiarity with layout or be willing to learn quickly
- Must be able to meet daily deadlines for an entire section of a newspaper
- May not be a member of the Student Government Association or any other student organization that will receive regular coverage in his or her section

RESPONSIBILITIES

- Will assign and edit stories to run in a corresponding section, checking for factual, grammatical and style errors.
- Will design his or her pages on dummy sheets, according to a story's length, headline and accompanying photo(s). Must learn The Daily Cougar's layout guidelines.
- Must stay in contact with the photo editor to make certain that art scheduled to accompany a story has been assigned and covered.
- Must hire a capable staff and assign specific beats when necessary, making certain every writer or photographer knows Daily Cougar style, ethics and policy. He or she may dismiss a writer or photographer, provided that the editor in chief is made aware of any pending action.
- Must represent The Daily Cougar in a professional and accurate manner. Must also learn to adhere to policies as outlined by the editor in chief. Must maintain proper communication with the editor in chief and managing editor.