

# Collegian Candidate Program (Fall 1997)

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For the remainder of the semester, you will be a "candidate" for The Daily Collegian. This training period, when you are not officially a staff member, is a time when you show us that you want to work for the newspaper.

My office is in Room 216. You are welcome to stop in to discuss any aspect of the Collegian or the candidate program any time I am there, except when someone else is talking with me. My office hours are 11 a.m. to 7 p.m. If necessary, you can call me at home at 867-9659.

## Requirements

You earn points for meeting the requirements of the candidate program. **There are 79 points possible. You must earn 75 or more points to be accepted onto the Collegian staff.** If you fail to earn 75 or more points, you will not be accepted onto staff and will be required to go through the candidate program again if you still wish to be a Collegian staff member.

Requirement	Description	Points
<b>Class attendance</b>	You must attend weekly classes (see schedule on back side). If you cannot attend class, you must talk to me <b>prior to class</b> .	<b>2 points each (18 points total)</b>
<b>At least four published byline stories</b>	You must write <b>at least</b> four byline stories and have them published in the Collegian on or before <b>Friday, Dec. 12</b> , the last issue for the Fall Semester. The first two stories must be published by <b>Monday, Nov. 10</b> . No more than two of the four stories can be double-byline stories. (You may write as many double-byline stories as you wish, but only two will count toward the four-story requirement.) Reviews do not count. Columns, first-person articles and stories where your name appears at the end as a tagline or as a contributing writer (instead of a full byline) do not count, except in special cases with the approval of your editors and myself. You will not get credit for any story containing an error that requires running a correction.	<b>5 points per story (20 points total)</b>
<b>First story review</b>	After your first story has been published, you are required to make an appointment with me to review that story.	<b>5 points</b>
<b>Three quizzes</b>	Spelling/style quizzes will be given at the beginning of three randomly chosen classes. If you come late and miss one of these quizzes, you will not get a chance to make it up.	<b>1 point each (3 points total)</b>
<b>Day desk duty</b>	You are required to work one hour per week at the Collegian doing office work. You will report at the same time each week. If you miss day desk duty, you will not be able to reschedule it or make it up.	<b>2 points per week (18 points total)</b>
<b>An evening with the night desk</b>	One night this semester, you will sit with the Collegian's night desk editors and on-line editors to observe their roles in the production of the paper.	<b>5 points</b>
<b>Internet exercise</b>	You are required to complete an exercise designed to familiarize you with the Internet and how it can be used at the Collegian to enhance your research and reporting.	<b>5 points</b>
<b>Final test</b>	You must score 75 percent or better on the final test. If you score below 75 percent, you will get one chance to retake the test.	<b>5 points</b>
<b>Reading the Collegian</b>	Although not a formal requirement, it is expected that you will read the Collegian regularly to keep up with the news, including stories written by other staffs.	

# Schedule

*All classes are held in the Collegian classroom (Room 223) unless otherwise noted. Note: Candidate classes will begin promptly at 6 p.m.*

Date	Time	Subject
Wed., Sept. 17	6-7:30 p.m.	<b>Orientation to the Collegian.</b> Receive schedule of classes, meet the beat editors, get a tour of the Collegian office.
Fri., Sept. 19 <i>Collegian newsroom</i>	11-11:45 a.m., 1-1:45 p.m., 2:30-3:15 p.m. or 5-5:45 p.m.	<b>Computer sessions.</b> Choose one of these four times to attend a session on how to use the personal computers in the newsroom. <b>The sessions will be held in the newsroom.</b>
Tues., Sept. 23 or Thurs., Sept. 25	6-7 p.m.	<b>Review the Code of Ethics with Editor in Chief Rachel Hogan.</b> (Photo and graphics candidates included.) <b>Sign up for day desk duty.</b>
Tues., Sept. 30 or Thurs., Oct. 2	6-7 p.m.	<b>Choosing and interviewing sources</b>
Tues., Oct. 7 or Thurs., Oct. 9	6-7 p.m.	<b>Meet reporters, photographers, graphic artists and editors, who will tell you what life in really like at the Collegian.</b> (Photo and graphics candidates included.)
Thurs., Oct. 16	6-7 p.m.	<b>Writing</b>
Tues., Oct. 21 or Thurs., Oct. 23	6-7 p.m.	<b>Feature writing</b>
Tues., Oct. 28 or Thurs., Oct. 30	6-7 p.m.	<b>Writing (continued)</b>
Tues., Nov. 4 or Thurs., Nov. 6	6-7 p.m.	<b>State College and Penn State: An overview. Also, Collegian Inc.'s sexual harassment policy</b>
Tues., Nov. 11 or Thurs., Nov. 13	6-7 p.m.	<b>Libel law and invasion of privacy</b> (Photo and graphics candidates included)
Tues., Nov. 18 or Thurs., Nov. 20	6-7 p.m.	<b>Ethics and sensitivity</b> (Photo and graphics candidates included)
Week of Dec. 1-5	To be announced	<b>Final test.</b> You may bring a dictionary, your Collegian stylebook and any notes you took or received in class. If you score below 75 percent, you must take a retake test. If you score below 75 percent on the retake, you will not be accepted onto the staff.
Fri., Dec. 12	2 p.m.	The list of candidates asked to join the Collegian will be posted on the first-floor bulletin board.