

The John S. Knight Fellowships — U.S. APPLICATION

For Professional Journalists at Stanford University
Academic Year 2008-2009



Guidelines

DEADLINE: Applications must be postmarked by February 1, 2008.

Information supplied by the applicant will be used only to evaluate the application, and will be kept confidential. Please submit 4 complete sets of application materials, including CDs, photos, etc.

Instructions:

Please fill out pages 1, 2 and 3 on the web page itself, then print all 3 pages. Then sign page 1 at the bottom and mail the 3 pages along with your application materials.

FELLOWSHIP APPLICATION

| | | | | |
|---|---|-------------|---------------|---|
| Name | Last (Family name) First (Given name) Middle | | | Male <input type="checkbox"/> Female <input type="checkbox"/> |
| Professional Name (if different) | | | | |
| News Organization | | | | |
| Position | | | | |
| Business Address | Street and Number | | | |
| Home Address | City | State | Country | Mail Code |
| Preferred Mail Address | Street and Number | | City | State Country Mail Code |
| Preferred e-mail | <input type="checkbox"/> Business <input type="checkbox"/> Home | | Fax Number | |
| Telephone | | | | |
| Birth Information | Work Number | Home Number | Mobile Number | |
| Citizenship | Birthdate (day/month/year) | Birth City | Country | |
| | Citizenship (list Country) | | | |

| | | | |
|---|--|--|---|
| How did you hear about us? (choose one) | <input type="checkbox"/> Journalism magazine ad | <input type="checkbox"/> Journalism convention program | <input type="checkbox"/> Former Knight Fellow |
| | <input type="checkbox"/> Knight Fellowships web site | <input type="checkbox"/> Listserv (name) _____ | <input type="checkbox"/> Your news organization |
| | <input type="checkbox"/> Other journalism web site _____ | | |
| | <input type="checkbox"/> Other (explain) _____ | | |

I understand that Knight Fellows agree to spend the academic terms in residence at Stanford, to participate in the forums and activities of the fellowships program, to do no professional work during their fellowship year, and to return to their news organization at the end of the fellowship.

Applicant's Signature _____

Date _____

| | | |
|-----------|------------|----------------|
| Last name | First name | Middle Initial |
|-----------|------------|----------------|

Instructions for submitting your application:

- Applications will be judged on content only, not packaging. Please do not use scrapbooks, presentation folders or other materials. **Do not staple.**
 - Please submit 4 complete sets of application materials.
 - Please fill out **items #1 and #2** using this form. If the space provided here is not sufficient, you may list additional items on a separate sheet of paper.
 - For **items #3 – #12**, please provide information on 8-1/2" x 11" sheet size paper.
 - All clippings or printouts of stories must fit on 8-1/2" x 11" sheets of paper.
 - All materials, including letters of recommendation, must be typed and submitted in English.
 - Applications are not considered complete until all letters of recommendation are received. After submission, if you would like to make sure all your letters have been received, or if you have other questions, please e-mail us at **knight-apps@stanford.edu**
- **# 1 Employment:** List all positions held since completing formal education. Include the employer, location, dates worked, positions held and immediate supervisors.

Current Employer _____

Location _____

Date Started _____
(Month/Year)

Supervisor _____
Name Title

E-Mail address _____

Phone Number _____

Previous Employer _____

Location _____

Length of Employment _____
Date started: (Month/Year) Date ended: (Month/Year)

Supervisor _____
Name Title

E-Mail address _____

Phone Number _____

Previous Employer _____

Location _____

Length of Employment _____
Date started: (Month/Year) Date ended: (Month/Year)

Supervisor _____
Name Title

E-Mail address _____

Phone Number _____

| | | |
|-----------|------------|----------------|
| Last name | First name | Middle Initial |
|-----------|------------|----------------|

- **#2 Education:** List all colleges or universities attended. Include the name of the university, location, your major, dates attended and degree(s) earned.

Name of College/University _____

Year Started _____ Year Ended _____

City and State/Province/Country _____

Major _____ Diploma / Degree _____

Name of College/University _____

Year Started _____ Year Ended _____

City and State/Province/Country _____

Major _____ Diploma / Degree _____

Name of College/University _____

Year Started _____ Year Ended _____

City and State/Province/Country _____

Major _____ Diploma / Degree _____

- **#3 Awards/Fellowships:** List any journalism awards and fellowships you have received, and the dates awarded.
- **#4 Journalistic Autobiography:** Tell us how you became a journalist, what keeps you motivated and what you'd like to accomplish before you're through. Tell us about the intellectual and social values that shape journalism. Tell us how what you've experienced in life contributes to your journalism. Tell us what you are proudest of in your career — so far. *(1,000 words or less, double-spaced.)*
- **#5 Study and research plan:** If you are awarded a fellowship, how will you spend your year? What areas of knowledge would you concentrate on, and why? Do you have a project or specific research question you would like to answer? How do you propose to focus your studies, and what will the impact of your fellowship be on your own journalism and that of others? We are looking for areas of study rather than a list of courses, but if there is something at Stanford that has particular relevance to what you want to accomplish, tell us about it. *(1,000 words or less, double-spaced.)*
- **#6 Study and research plan summary:** Please summarize your study and research plan in no more than 15 words. *(For examples of study plan topics, please see the listing of current fellows and their study topics on the Knight Fellowships website.)*

- **#7 Examples of your work:** Work examples should include recent work. While there is no strict rule on this point, at least some of the examples submitted should have been published or broadcast in the 12 months before the application deadline. If not in English, work samples must be accompanied by an English translation.
 - A— **Print journalists:** Applicants in writing positions should submit no more than five stories. Applicants in photographic or graphics positions should submit up to 20 examples of their work. Samples must be dated and, if photocopies are used, legible and not reduced in size.
 - **Stories and articles:** Applications will be judged on content only, not packaging. Please do not use scrapbooks, presentation folders or other materials. All clippings or printouts of stories must fit on 8-¹/₂" x 11" sheets before photocopying (so that they can fit in an ordinary, letter-size file folder). Applicants may submit tear sheets in addition to the cut and mounted copies. Printouts of archived stories are acceptable if they include publication name, date and page.
 - **Photographs:** Applicants may submit either regular prints of their work or photocopies, labeled with the applicant's name. They should fit in a letter-size file folder. Applicants may also submit tear sheets to show photo layouts.
 - **Graphics, drawings and cartoons:** Applicants may submit either originals or photocopies of their work.
 - B— **Broadcast journalists:** Applicants should submit a CD, or DVD with total viewing or listening time not exceeding one hour, and should include a brief, typed list of the contents in order.
 - C— **Online journalists:** Applicants should submit a list of no more than five URLs (web addresses) accompanied by a short description of the applicant's contribution to the site or individual story. Please describe in detail any features unique to the medium (databases, language, design, audience interaction, multimedia, links, etc.) and include screen shots, page printouts, or CDs/DVDs.
 - D— **Journalists in managerial, editing or producing positions:** Describe your job responsibilities and how you carry them out. Please provide specifics about your impact on the journalism generated under your supervision, and describe for us your approach to your work, and what motivates you. You may include work samples that demonstrate situations mentioned in your essay. (*500 words or less, double-spaced.*)
- **#8 Optional:** No more than three examples of work done outside your organization.
- **#9 Leave of Absence letter:** A letter from your employer supporting the application and granting a leave of absence for the appropriate time should be sent directly to the Knight Fellowships office no later than the application deadline. (You are expected to return to your base of employment upon completion of the fellowship.) The letter should clearly state that your employer "grants a 10-month leave of absence for the 2008-2009 academic year." If you are a freelance journalist, you do not need to provide a Leave of Absence letter.
- **#10 Three letters of recommendation:**
 - Please provide a list of the names, addresses, e-mail and phone numbers of the persons who will be writing letters of recommendation. Specify on the list the person who will be granting the leave of absence.
 - All letters should be confidential appraisals of the applicant's qualifications, his or her potential for professional growth, and the impact a fellowship might have on the applicant's career.
 - One of these letters should be from the applicant's immediate supervisor.
 - All letters should be sent by their writers directly to the Knight Fellowships, postmarked no later than Feb. 1st.
 - Applicants are responsible for confirming with their recommenders that letters have been sent. Applications are not considered complete until all letters are received. If you would like to make sure all your letters have been received, please email us at knight-apps@stanford.edu
- **#11 Three additional references:** Please provide address, e-mail and phone number for each of the three additional references we can contact if we need more information. At least two of the three should be from outside the applicant's work organization.
- **#12 Required:** Please submit 4 complete sets of application materials.

Application submission:

- Applications must be sent by midnight February 1, 2008.
- We recommend that you send your application packet by express delivery service to ensure that it arrives in time.
- Questions: Please send an email to Knight Fellowships staff at **knight-apps@stanford.edu**, or check “FREQUENTLY ASKED QUESTIONS” on our web site at **<http://knight.stanford.edu/application/>**.

Application checklist:

- Completed and signed application form
- Employment history
- Education history
- Journalism awards and fellowships
- Examples of your work (see instructions)
- Leave of absence letter (sent directly to us by your employer)
- Three letters of recommendation (sent directly to us by recommenders with complete contact information)
- A list of who will be writing your recommendation letters with complete contact information
- List of three additional references with complete contact information
- Managers/editors only:* Statement of work philosophy

Send applications to: JOHN S. KNIGHT FELLOWSHIPS
Department of Communications
Stanford University
Building 120, Room 422
450 Serra Mall
Stanford, CA 94305-2050

Contact information: Phone: (650) 723-4937
Fax: (650) 725-6154
E-mail: knight-apps@stanford.edu
Web site: <http://knight.stanford.edu>