

# Ted Scripps Fellowships in Environmental Journalism

University of Colorado Boulder

**\*Application Deadline: March 1, 2017\***

Apply online at [www.jobsatcu.com](http://www.jobsatcu.com). Before you do, please read the eligibility requirements here:  
<http://www.colorado.edu/cej/scripps-fellowships/applying-program>

This form describes each item to be uploaded for a complete application. Please type or print legibly and be sure to complete all items. **Important:** Page 1 of this document is a part of your application and must be uploaded under "Document 1" at [www.jobsatcu.com](http://www.jobsatcu.com), posting number 07822. Pages 2 and 3 provide specific instructions.

1. Full legal name (as spelled on your social security card):

\_\_\_\_\_

2. Present position/Employer:

\_\_\_\_\_

3. Number of years of professional journalism experience:

\_\_\_\_\_

4. Mailing address:

\_\_\_\_\_

5. Telephone: (cell) \_\_\_\_\_ (home) \_\_\_\_\_ (office) \_\_\_\_\_

6. E-mail: \_\_\_\_\_

7. You must be a US citizen to qualify for the fellowship. Do you meet this requirement? \_\_\_ yes \_\_\_ no

8. Education:

Undergraduate: college or university \_\_\_\_\_

Major \_\_\_\_\_ Dates \_\_\_\_\_ Degree received \_\_\_\_\_

Graduate: college or university \_\_\_\_\_

Major \_\_\_\_\_ Dates \_\_\_\_\_ Degree received \_\_\_\_\_

9. Foreign language proficiency: \_\_\_\_\_

10. How did you learn or read about the Ted Scripps Fellowships in Environmental Journalism? *Please be specific.*

\_\_\_ Magazine advertisement, which one: \_\_\_\_\_

\_\_\_ Brochure, which one: \_\_\_\_\_

\_\_\_ Web page/internet, which one: \_\_\_\_\_

\_\_\_ Friend/Employer, please specify: \_\_\_\_\_

\_\_\_ Other, please be specific: \_\_\_\_\_

11. Under Colorado law, applications must be disclosed unless confidentiality is requested. Do you request that your application be kept confidential? \_\_\_ Yes \_\_\_ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The University of Colorado Boulder is committed to diversity and equality in education and employment; and conducts background checks for all final applicants being considered for employment.

**Instructions for application documents to be uploaded at [www.jobsatcu.com](http://www.jobsatcu.com) for a complete application. Please note you will need to select "Apply Online" under position number 07822 in order to complete the following steps:**

- A. Upload page 1 of the application form under "Document 1."
- B. Write a cover letter and upload that under "Cover Letter."
- C. Upload a résumé. It should include your education, work history as a professional journalist, any journalism prizes and/or awards you've received (with the year awarded). In addition to the dates you held each position, please include your duties (a few words for each job will suffice).
- D. Under "Document 2" upload *both* items described below:
  - **Professional Autobiography:** In 1,250 words or fewer, describe your career as a journalist and the values that have shaped your work. Along the way, answer these questions: What are your most noteworthy achievements, why are you interested in covering environmental issues, and how would a Ted Scripps Fellowship benefit you? In this essay, please do not duplicate your posed study plan & project.  
**Freelancers:** At the end of your professional autobiography, please list the jobs you've completed in the last 12 months, and for whom, along with a few words about what you did. If your clients are not widely known, briefly explain who they are.) Place your professional autobiography under "Document 2, along with the study plan and project described next.
  - **Study Plan & Project:** Tell us what you would like to study while on the fellowship, including the academic areas you propose to concentrate in, and some of the courses you would like to audit. In addition to this study plan, describe a significant journalistic project that you would like to work on to provide focus for the fellowship year. This project could be a finished work, such as a newspaper series or a major magazine article, or it could lay the foundation for an even larger work, such as a book, documentary, or series of radio broadcasts. Upload this with your autobiography under "Document 2."

**NOTE: The Document 2 upload should contain both the autobiography and the study plan together.**

- E. Provide samples of your professional work. There are different ways to do this, depending on the kinds of samples you would like us to consider. **Please note that except for mailed materials, all of the following should be uploaded under the heading of "Writing Samples" on the Jobs@CU site.**

You may send us:

- **Articles:** Upload up to *five stories* in PDF format. Alternatively, upload a document under the "Writing Samples" heading that contains links to the stories as they were published. In each case, the date and publication venue must be clear. (But please note that we prefer PDF versions of your samples.)
- **Photographs/Illustrations/Other Journalistic Visual Material:** Maximum of 10.
  - Upload PDF versions of the stories, web pages, etc., in which the visual work you would like us to consider appeared. Also include one document that includes a brief description (a couple of sentences is sufficient) of each of the images, along with the date of publication and where each one was published.
  - If you have a portfolio site featuring your images, you could upload a document that includes the URL, as well as instructions on what you would like us to look at. Also include in the document a brief description of each image, and where and when it was published. Remember: no more than 10 images.
  - Alternatively, you can mail us CDs with the samples to the address listed below. Please send four copies so each of our judges can get one for review. Also, upload a document with brief descriptions of the images. And again: please stick to the limit of 10 images.

- **Broadcast:** Up to *one hour* of samples.
  - Upload a document with links to the specific broadcast segments you would like us to consider, along with the dates they were broadcast, and a listing of the outlets.
  - Alternatively, send CDs or DVDs with your broadcast samples to the address below. Please send four copies so each of our judges can get one for review. As with other mailed materials, please make sure to upload a document with a brief description of the broadcast samples, including dates and outlets.
- **Online:** Upload a document with links to a maximum of *five online projects* you would like us to consider. Include in the document a short description of your contributions to the site, story, package, etc. As with all types of samples, we need to know when and where the work was published.

Remember: If you have work samples that cannot be uploaded to your online application, or submitted via links listed in an uploaded document, (i.e., a CD or DVD, a magazine project that is best viewed in print), you must mail us four complete sets of those work samples, for arrival by the application deadline.

**Send non-paper work samples to:**  
 Center for Environmental Journalism  
 University of Colorado Boulder  
 1511 University Avenue, 478 UCB  
 Boulder, CO 80309-0478

F. Provide a list of your three professional references. Include names, day phone, email address, and their relationship to you. Upload this list under "List of References." One letter should be from your immediate supervisor or, for freelancers, from an editor who has worked closely with you. Your three references will be contacted by jobsatcu with instructions for uploading their letters to your application file. All letters are confidential.

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**\* Review of required documents for a complete application:**

- Application form – upload under Document 1
- Cover letter – upload under Cover Letter
- Résumé - upload under Resume/Vitae
- Autobiography and Study Plan – upload together under Document 2
- Work samples – upload all together under Writing Samples
- List of references – upload under List of References (also there is a separate place for listing contact information so that JobsAtCU may send instructions to references.)

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