

John S. Knight Journalism Fellowships at Stanford

Academic Year 2015-2016

To be considered for a JSK Fellowship, please submit your application, work samples and letters of recommendation by the deadline. Late applications will **not** be considered.

Deadline For All Applicants

- 11:59 P.M., December 1, 2014, Pacific Standard Time

Starting Your Application

To begin the online application process, create an Application Account. To do this, enter your name, email, birthdate, zip code and create a password. You will then be emailed a PIN (personal identification number). Use this PIN and your password to log onto the application.

There are 8 sections to the application:

1. Applicant Information
2. Résumé
3. Journalism Challenge
4. Journalistic Autobiography
5. Biographical Sketch
6. Work Samples
7. Awards, Fellowships and Certificates
8. Letters of Recommendation

1. Applicant Information

- Please select whether you are applying as a U.S. or International applicant. If you are unsure, please contact us at info@kf.stanford.edu and we will review your individual situation.
- Provide your contact information (work, home, cell) and your current employer, your title and start date. If self-employed or a freelancer, please list that as your employer.
- Tell us how you heard about the program.
- Agree to the Fellowship terms: "I understand that JSK Fellows agree to devote their energy during the year to the fellowship itself rather than to regular professional work, to spend the academic terms in residence at Stanford and to participate fully in fellowship seminars and activities. Further, JSK Fellows who commit to return to their news organizations agree to honor that commitment."
- There will be space for remarks, should you need to add or clarify any information.
- For any questions that are not applicable to you, please respond NA.

2. Résumé

Please upload your résumé as a PDF or Word doc only. List all relevant professional work experience and educational experience, including start/end dates. No college degree is required.

3. Journalism Challenge

JSK Fellows spend a substantial portion of their time exploring and testing ideas for responding to challenges facing journalism. These next questions are intended to help us understand what challenge you would plan to pursue as a JSK Fellow. You do not need to have identified the answer or solution to the challenge--we expect our fellows to begin their work with questions, not answers. We do expect your exploration and work to lead to something that other journalists can learn from, can serve as a model or that they could use.

We are open to a wide variety of journalism challenge explorations that will contribute to journalism innovation, entrepreneurship and leadership. Some fellows have pursued ideas that led to very specific outcomes, others yielded more general results. Some fellows' work on their journalism challenge positioned them for new opportunities leading innovation in existing organizations; for others it meant the start of a new path.

We are not a digital program focused on creating products, companies or organizations, though some fellows have done so. We hope that fellows identify potential solutions that they will continue to work on beyond their time at Stanford. There is no single formula for identifying a journalism challenge that will assure you are selected for a JSK Fellowship. The best advice we can give you is this: Identify a challenge that you are passionate about pursuing and that is important to helping journalism.

- What is the journalism challenge you would pursue as a JSK Fellow? What problem would you be working to solve?
- How would solving this problem help journalism?
- Who is tackling a similar problem and how is your approach different?
- What are the first steps you would want to take in exploring your challenge?
- Why do you want to do this at Stanford? What resources or people would you plan to seek out?

Journalism Challenge Summary

You will also be asked to summarize your journalism challenge in no more than 15 words. For examples of previous challenges, please see the listing of current fellows on the JSK Fellowships website: knight.stanford.edu/fellows

4. Journalistic Autobiography

In 1,250 words or fewer, tell us how you became a journalist, what keeps you motivated and what you'd like to accomplish before you're through. What intellectual and social values shape your journalism? What life experiences have contributed to your journalism? Tell us what you are proudest of in your career - so far. Give an example of a time when you've shown leadership and an example of your ability to work well with others. This essay should not duplicate your journalism challenge.

5. Biographical Sketch

Please upload a 250-word biographical sketch to let us know who you are.

6. Work Samples

- Provide work samples demonstrating your craft. At least some of the examples submitted should have been published or broadcast in the 12 months before the application deadline.
- All published samples must include a date. It is your responsibility to ensure that any URLs that you provide work properly.
- Samples will not be returned.
- If not in English, work samples must be accompanied by an English translation or summary.
- Please upload your work samples with your online application.

You May Submit Either:

- Up to 5 articles you have written.
- Up to 10 photographs, graphics, drawings or other visual journalistic work.
- Up to 1 hour total of journalistic broadcast work, with a link to a video or audio service or server where the work can be accessed.
- Up to 5 URLs, listed on a Word doc or PDF, of online journalistic work, accompanied by a short description of your contribution to the site, story or package. Describe any features that make it unique.

IMPORTANT: You may choose to submit a combination of any of the above. If you do, be selective. More is not necessarily better.

If you have work samples that cannot be uploaded to your online application or submitted via a URL, (i.e., a CD or DVD or an oversized print magazine project), please mail us 4 complete sets of those work samples, for arrival by the application deadline. We need 4 sets so that 4 different judges can review your work simultaneously.

Along with your mailed materials, please include a brief list of the contents, and in the case of broadcast work, the running time for each, name(s) of the segments, etc. Any mailed work samples must be clearly labeled with your full name and a list of the contents.

Please mail any materials that you are unable to upload to:

John S. Knight Journalism Fellowships
Attn: Application materials
450 Serra Mall
Building 120, Room 422
Stanford, CA 94305-2050

Journalism entrepreneurs and journalists in managerial, consulting or other such positions

- If you are a journalism entrepreneur or journalist in a managerial, consulting or other such position, please upload a document (Word or PDF only) of 500 words or fewer describing your job responsibilities and how you carry them out. Please provide specifics about your impact on the journalism generated under your supervision, and what motivates you.
- If you would like to include work samples that demonstrate situations mentioned in your essay, you will be able to upload them (Word or PDF documents only).

7. Awards, Fellowships and Certificates

You will be able to upload a list of any awards, fellowships or certificates you have received.

8. Letters of Recommendation

Three letters of recommendation are required for your application to be considered complete. It is your responsibility to ensure that your recommenders submit their letters by the application deadline.

What Should be Included in the Letters

Your recommenders should explain their relationship to you and your potential for professional growth through a fellowship. **They should also speak to the contribution you can make to journalism through your journalism challenge.**

Employed by an Organization

- One of your 3 recommenders should be your direct supervisor.
- Applicants who are employed and are applying with the support of their organization should have a leave of absence statement included in 1 of their 3 letters of recommendation (or if this is not possible, a 4th letter can be submitted on your behalf with the statement). That statement should make it clear that if you are selected as a JSK Fellow, you will be granted a 10-month leave of absence.
- If you are not requesting a leave from your employer in advance, then state in the Remarks section of your application, under Job Information, "I will request a leave of absence if I am selected as a JSK Fellow. And in the event I am not granted the leave, I am prepared to leave my position."

Freelance or Self-Employed

- Freelance and self-employed applicants do not have to submit a leave statement.
- If you do not have a supervisor, then 1 of your 3 letters should be from someone for whom you have produced journalistic work.

Recommendation Process

- You will be asked to enter the name and contact information of 3 people who will be providing confidential letters of recommendation on your behalf.
- Once you submit and save the contact information for your recommenders, the application system will automatically email them an access code and instructions on how to proceed with their online recommendation. (Note: You will have an opportunity to personalize a part of the email that is sent to them. You will also be able to send them electronic reminders to complete the letter.)
- Once the recommender submits his/her confidential letter electronically, it will become a part of your application file.
- If your recommenders do not have an email address, or access to a computer, then you will need to download a PDF recommendation form, print it, and mail it to them. You can find these forms in the "Downloadable Forms" section of the application.
- **International Applicants:** You will be asked to designate 1 of your references as someone who can speak to your ability to succeed in an unfamiliar environment and your fluency in English.

How to Check the Status of the Letters

- You will be able to log into your application at any time to check whether we have received the letters. You will be able to do this regardless of whether the letters were electronically submitted or mailed to our office.
- Your letters of recommendation will automatically be matched to your application file.

System Requirements & Tips

- Supported browsers include Internet Explorer, Firefox, Chrome and Safari. We suggest using the most current version.
- While the majority of features will work with other browsers, we can only guarantee full compatibility and offer support for the browsers mentioned above.
- If you are using Compatibility View with Internet Explorer, some pages may not look as intended. We recommend removing applyyourself.com from your list of sites that have Compatibility View enabled.
- If you forget your PIN and/or password, you will be able to retrieve them. Just click on the "Forgot Your PIN or Password" link on the login page. You'll then be asked to enter your email address. Your PIN, along with instructions for creating a new password, will be emailed to you within a few minutes.

Editing and Checking Your Application

- You do not have to complete the application in one sitting or from one computer.
- Please note: You can only submit your application once a year; therefore, please review your application carefully before completing the submission process.
- Click on "Check Your Application" at any time, to verify the completeness of your application.
- Protect your answers by saving your work often. A "save" button is located at the top and bottom of each application section.
- To help ensure the security of your application, you must logout of the online application each time you use it. It is also highly recommended that you close your browser after logging out.

Submitting Your Application

- After you check your application for completeness, you will be able to begin the submission process by clicking the "Submit" button at the top of any page.
- You will then be asked to confirm your decision to submit the application and to digitally sign your application.
- During this process, you will also be given the opportunity to print a PDF version of your application.
- Once processed, you will receive a confirmation message to verify a successful submission.

Questions?

- You can email us at info@kf.stanford.edu at any time during the application process.
- If you have technical questions about the online application system, click on the "Technical Support" link.