

Yearbook Application

Arkansas State University

APPLICATION DEADLINE: Friday, April 25, 2008
Leadership Center, Suite 2067 in the Student Union

What does a Yearbook Staff member do?

As a Yearbook Staff Member, you are responsible for covering various events held on the ASU-J campus. Depending on staff position, you will be asked to do a number of tasks such as:

- Attend events to take pictures or attend events with a photographer to capture the story or individuals names in the photograph
- Layout Design
- Complete entire spread with copy and captions
- Proofread pages
- Assist with Picture Week and Distribution of Yearbooks

What are the minimum qualifications to apply?

To apply for a position, you must:

- Have (1) a minimum 2.5 cumulative GPA as a continuing ASU student, (2) 2.75 GPA from another college as a new transfer student at the time of application, or (3) 2.75 GPA from High School, and you **MUST** maintain a 2.5 or higher GPA throughout your employment through December 2008.
- Be enrolled in at least 12 credits for Fall 2008 as an undergraduate student.
- Yearbook staff members must remain in good academic and judicial standing with the University during their tenure in the position, not violate the Student Code of Conduct, and conduct themselves in an appropriate manner as is reflected by the Student Conduct Code both in person and electronically via the Internet (myspace.com, Facebook, etc).

Mandatory job requirements:

If you are selected to serve as a Yearbook Staff Member, you must commit to the following:

- ❖ Attend weekly scheduled staff meetings throughout the Fall Semester.
- ❖ Complete scheduled office hours/photography assignments agreed upon in contract.
- ❖ All Yearbook staff members will participate in the Jostens Yearbook Camp held at Arkansas State University on Thursday, July 31st and Friday, August 1st.
- ❖ All Yearbook Staff members will assist with picture week, make-up picture day, and Organization pictures in August/September.
- ❖ All Yearbook Staff members will assist with Yearbook Distribution in the Spring Semester.

What is the application process for Current ASU Students?

- 1) Complete and submit the attached application by **5:00 p.m. on Friday, April 25, 2008**. Completed applications should be turned in to the Leadership Center, Suite 2067, in the Student Union.
- 2) Submit one letter of reference by **Friday, April 25, 2008**. Reference letter should be turned in to the Leadership Center, Suite 2067, in the Student Union. Only one letter of reference per candidate will be accepted. References must include:
 - a) Reference must be from an on-campus employee or someone who has supervised you in a work setting.
 - b) Recommendations should be placed in a sealed envelope.
 - c) Submit references with your application.
 - d) References from undergraduate students/peers/RAs/CAs are **NOT** acceptable.
- 3) Completed applications will be reviewed by the Leadership Center Staff. Selected candidates will be invited to participate in an individual interview.
- 4) If you are one of the selected candidates for an interview, you will need to sign up for an interview at the Leadership Center, Suite 2067, in the Student Union. Interviews will be conducted on Wednesday, April 30, 2008.
- 5) After interviews are conducted, the Selection Committee will finalize the qualified applicants for Yearbook Staff. The 2008 – 2009 Yearbook Staff will be announced by Friday, May 2, 2008.

What else should applicants know about the job?

- ❖ A Yearbook staff member must make a **commitment** to the program and completing all assignments.
- ❖ You must maintain high standards of ethical behavior and professionalism regarding any yearbook assignments whether creating a spread for the book or taking pictures at any event.
- ❖ Should staff members fail to maintain the required GPA, miss any weekly staff meetings, or fail to do projects as assigned this may result in either a pay deduction or dismissal decided by the Yearbook Advisor.

Questions?

Should you have further questions about the selection process or about the position, please contact Natalie Eskew, neskew@astate.edu or call the Leadership Center at 972-2055.

Yearbook Staff Application
Arkansas State University
APPLICATION DEADLINE: Friday, April 25, 2008

Name: _____

Local Address: _____

Local Phone: _____

Permanent Address: _____

Permanent Phone Number: _____

Email Address: _____

ASU ID #: _____ Date of Birth: _____

Academic Classification: _____ Major: _____

Hours Completed:* _____ Current GPA: _____

Cumulative GPA: (Must have 2.5 ASU GPA or higher): _____

With the application, please submit the following:

- ❖ One letter of reference (New Applicants Only)
- ❖ A resume that includes your current and previous campus organizations and leadership positions
- ❖ Typed responses to the questions

I understand that, if selected, I, _____, will be required to sign an agreement to serve as a member of the Yearbook Staff for 2008 – 2009 school years. All staff members are required to continue working on the yearbook until completion, including distribution. By completing this application, I understand that I am making a commitment to this staff and will be responsible to learn the academic skills and apply them to the production of the ASU yearbook. If I fail to attend regularly scheduled meetings, or fail to complete assignments, it will effect my position on the staff and my pay. I agree to abide by the policies/procedures of the Yearbook Staff. I also understand that, failure to comply with the above stated agreement, falsifying any part of my application can result in termination of employment. By signing this form I also give the Leadership Center permission to verify my grade point average throughout employment to ensure I meet the minimum 2.5 GPA requirement

Signature of Applicant

Date

RESPOND TO THE FOLLOWING QUESTIONS:

Please type a response to each of the applicable questions below on a separate page(s). Please limit each of your responses to no more than 300 words. Be sure your name appears on all additional pages.

RETURNING APPLICANTS ONLY:

1. Explain why you want to return as a member of the 2008 – 2009 Yearbook staff.
2. Indicate what position you desire:
 Editor Design Editor
 Photographer Sports & Intramurals Editor
 Captions, Copy, & Proof Editor Any
 Volunteer (if only interested in Volunteer please list what you are interested in doing)
3. Give a brief explanation of why you chose the position you chose.

**Please note while your desired position will be taken into consideration the Yearbook Staff works closely with one another throughout the year, and you will be asked to complete a variety of tasks throughout the year in order to complete a high quality book. Also, detailed job descriptions will be discussed during interviews and the yearbook workshop in August.

4. Since Arkansas State University's new mascot is the Red Wolves we will be changing the title of the yearbook from *The Indian*. Provide one new title for the Yearbook.

NEW APPLICANTS ONLY:

1. Please give a brief explanation of your experience with yearbook and how your experience will help you in the coming year if chosen to be on staff.
2. Since Arkansas State University's new mascot is the Red Wolves we will be changing the title of the yearbook from *The Indian*. Provide one new title for the Yearbook.
3. What computer programs/applications are you familiar with? (InDesign, PageMaker, Photoshop, etc)
5. Have you taken classes in photography, journalism, art/design, or relevant others? If yes, please explain.
6. Please choose at least one photograph to accompany your application and write one caption for it. It can be a photograph that you take, or one that you get online.

*** FOR PHOTOGRAPHERS ONLY:** (In addition to the above questions please answer the questions below.)

7. Do you own a camera? If so, please describe.
8. What photography experience do you have?