



The Bridge Staff Application

Please fill out this application legibly and return to Bridge office CW 1315/1311 or the Bridge Advisor Louise Jett at ljett@lc.edu

Applications that are not complete or easily readable will not be considered.

Please include 3 samples of work for any position that you are applying for. Each writing sample must be a minimum of 1 page, no poetry please.

Name:

Date:

Email Address:

Phone Number:

Put an X next to any/all of the positions that interest you.

Writing Staff

**Pay is minimum wage, up to two hours per assignment.*

General news Sports Features Lifestyles
 Entertainment

Photography Staff

**Pay is minimum wage, up to two hours per assignment.*

General news Sports Features/Entertainment

Art/Multimedia Staff

**Pay is minimum wage, up to two hours per assignment. (Page designers are hourly.)*

Comic artist Graphic Design Page Designer

Editorial Staff

**Editors/managers work 10-20 hours per week at minimum wage and must hold some office hours.*

Editor in Chief Associate Editor Copy Editor
 Layout Editor Business Manager

Writing Staff (attach additional sheets if needed)

1. How much writing experience do you have? Please explain.
2. Why do you want to write for The Bridge?
3. What newspapers/magazines/news sites do you read/follow regularly?
4. How are you with meeting deadlines?
5. What experience/skills/interests do you have that would be an asset in one of our editorial positions?
6. How familiar are you with AP Style?
7. How comfortable are you editing other students' work, and coaching them in their craft?
8. Do you have any other commitments (job, clubs, family, etc.) that might limit the time you have to work on The Bridge, and if so, what are they?

Photography/Graphics/Art Staff

1. Do you own a camera (not including cell phones)? If so, what is it?
2. Why do you want to be a photographer/graphic designer/art staffer at The Bridge?

3. What software programs are you familiar with and how well do you know them? (Be honest.)
4. Are you comfortable editing photos?
5. Are you comfortable approaching people to ask for their information for a photo you've taken?

Webmaster

1. How tech savvy are you?
2. Do you know anything about web design/HTML?
3. Are you available to post events on our Facebook page around campus?
4. How familiar are you with Wordpress?

The Bridge is not “just” the student paper. We are a business, a place where students can gain experience, improve their skills and be creative. You are expected to behave as you would in any job.

The Bridge Staff Policies

Deadlines

The news business (whether it's online, print or broadcast) lives and dies by deadlines. As a member of the staff, you will be expected to meet them. However, we know emergencies come up. If you know you'll miss a deadline, we expect you to let the editor and/or adviser know ASAP! If you miss a deadline and don't let us know a problem has come up for you, the obligation is on other writers and the editors to fill the "news hole" you created by your lack of communication.

If you miss a deadline, you'll receive a verbal warning. If you miss a second deadline, you'll receive a written warning. **If you miss a third deadline, don't plan to come back to work.**

Quality of Work

We welcome budding photographers, writers and graphic artists. The Bridge is a place to improve your skills, gain experience and be creative. However, we also expect you to submit your best work to the editors, not something that's written or drawn an hour before deadline.

Writers especially need to learn and adhere to basic AP Style and check any and all facts before turning in work. The editors don't have time to rewrite your articles. Consistently turning in poor quality work (articles that are too short or articles and photos that needs extensive editing) will be cause for dismissal.

Plagiarism

Copying work that does not belong to you, otherwise known as plagiarism, will not be tolerated and is against the Student Conduct Code of Lewis and Clark Community College. See <http://catalog.lc.edu> for more information.

I have read and understand the Bridge policies and will adhere to them, or risk losing employment with the paper.

Signature

Date

Payment

In addition to experience (that looks great on a resume), the pay rate for student workers at Lewis and Clark is minimum wage (\$8.25/hour as of 2013). Pay is up to 2 hours per assignment, unless instructed otherwise by the adviser. You are expected to:

1. Be honest in how many hours you are actually working (don't round up!)

2. Submit your time sheets, even if you don't care if you get paid or not. The adviser will typically send out reminders before time sheets are due, but it is your responsibility to fill them out in a timely manner.

Turning in Your Time Sheet

(Time sheets are due by the 1st and 15th of each month!)

1. From www.lc.edu, click on My L&C Portal
2. Log in with your L&C username and password.
3. In the BlazerNet box, at the bottom of the right hand column, click Students.
4. Click on Payroll Related link
5. Click on Time Entry line and input your time.

Some things to remember about filling in your time sheets:

- You need to log in actual times such as 1-3 p.m. or 11:15-5:15 p.m. on a weekday (don't work weekends or holidays!)
- In the comments box, tell me what story you worked on, photos you took, etc. or your time sheet might not be approved.
- Again, do NOT put hours in on a weekend or a holiday unless you've cleared it with me first. Don't give me a time sheet with 20 hours for one story.
- You cannot have more than four hours entered without taking a 30 min. break.
- To turn in your time sheet for me to approve, you **MUST** click the "Electronic Signature" box. If you don't, you won't get paid and then I have to track you down to get it straightened out.
- **Please** monitor your emails for a couple days after you submit your time sheet. Sometimes HR has a question for me and I may have to contact you for clarification. Or, you may have made a mistake and didn't realize it. We'll work to get it fixed in time for you to get paid that pay period but we need to be able to reach you.

Questions on time sheets? Call Marcia Logan @ 468-3740 (NOT the adviser)

Where to pick up your check

There is no direct deposit so you have to pick up your check at the Bursar's Office, Baldwin 2450 (same office as Financial Aid).

Hours: M/TH/F - 8:4:30 T/W - 8-7:30

Questions? Call 468-3313/ 3314

*Paychecks are mailed out after 1 month if they aren't picked up. If you must have your paycheck mailed, go to their office and fill out/sign form.