



Friends of San Quentin News Journalism Fellowship

Fellowship Application Guide

Summary

The Friends of San Quentin News (FoSQN) seeks up to six (6) fellows for its journalism fellowships. These six-month fellowships will provide fellows with professional journalism development opportunities through journalism workshops consisting of best and informed journalism practices and mentorship with journalism professionals. Hands-on journalism opportunities will be offered to all fellows and they will be directly involved with the production of the San Quentin News (SQN), an award-winning monthly newspaper produced by the incarcerated news staff at San Quentin State Prison.

Applications must be submitted online by September 30, 2020 (11:59 p.m. PST) at: www.friendsofsanquentinnews.org/fellowship

General

The Friends of San Quentin News journalism fellowships support journalists who were previously staff members or contributing writers for the San Quentin News at San Quentin State Prison, or who made significant contributions to another recognized prison media program within the CDCR, and who are no longer incarcerated.

These fellowships are six months in duration, and fellows are expected to attend required workshops, engage directly with an FoSQN assigned journalism mentor, and contribute to SQN products. Specific hands-on experience may include writing, editing, layout, interviewing assigned subjects, photography, videography, SQN website maintenance, working with a public relations team, and/or SQN news media promotion via social media. The experiential aspects of the fellowships will be designed uniquely based on each fellow's level of journalism experience, interests, and need.

There are two fellowship tracks: Track 1 (Journalism Reporting) is geared towards writing and basic journalism activities and carries a lower time commitment; and Track 2 (Journalism Production) is geared towards editing, layout, digital journalism, and media production and requires a significant time commitment. All activities are supported by FoSQN administrative management, professional mentorship, and professional skills development through courses and workshops. The stipend award for Journalism Track 1 is \$300.00 per month over six months (\$1,800 total). The stipend award for Journalism Track 2 is \$2,500.00 per month over six months (\$15,000 total).

Fellows may apply for a subsequent six-month fellowship period at the end of the initial period, depending on fellowship openings available at that time, but there is no guarantee of fellowship renewal.

1. Guidelines

1.1 Fellowship Focus

All fellowship activities will focus on professional skills development through mentorship, learning new skillsets through training, and experiential involvement with the production of the San Quentin News and other SQN products. Within this context, we are looking for Fellows who want to contribute to this overall endeavor and who will benefit from a creative and interactional approach that will add value to their professional journalism development.

1.2 Fellowship Types and Stipend Awards

Individuals can apply for one of two fellowship awards, depending on the applicant's level of experience and professional development needs (Track 1 or Track 2). Each fellowship track includes a stipend award of either: \$300/month for six months for Track 1; or \$2,500/month for six months for Track 2, which are differentiated based on the difference in expected time commitment. These award amounts are all-inclusive. No employment relationship is being established with fellows or implicitly promised in the future, we do not provide additional employment-type benefits, and fellows will not be eligible for unemployment based on the fellowship period expiring or early termination. We do provide funding or reimbursement for approved fellowship-related expenses (we also cover any costs associated with attending fellowship-related conferences, gatherings, or meetings organized as part of the fellowship program).

1.3 Eligibility

1.3.1 Experience

Ideal applicants are experienced in basic journalism, have been on the staff of San Quentin News and/or have been contributing writers for the San Quentin News, or have made significant contributions to another prison media program related to rehabilitation, reentry, or criminal or social justice. All Applicants must possess a proficient level of writing skills (demonstrated by published media produced by the applicant). All applicants should also have familiarity with criminal and social justice research.

1.3.2 Education

All applicants must have at least a high school diploma or equivalent.

1.3.3 Time Commitment

Fellowships are 6 months in duration. Applicants must be able to meet expected time commitments (depending on the Fellowship Track) if awarded a fellowship, estimated at 10 to 20 hours per week for Track 1 and approximately 40 hours per week for Track 2.

1.4 Policy and Requirements on Safety Related to COVID-19

Selected fellows will be expected to carry out their fellowship activities in a socially distanced manner adhering to all applicable laws and guidance of local, state and national government and health agencies. Meetings, workshops, and mentoring opportunities will be carried out using video conferencing. Fellows will be issued laptops and software required to perform and participate in all fellowship activities remotely. Fellows are expected to provide their own means of reliable internet access without reimbursement under the fellowship, and distributed computing equipment must be returned at the end of the fellowship period.

1.5 At-Will Award and Early Termination

Fellows may choose to voluntarily terminate their participation in the fellowship program at any time for any reason. In that case, no repayment of previous stipend award disbursements will be required, but remaining disbursements in the fellowship period will be forfeited. The Friends of San Quentin News may terminate a fellowship at any time with cause, such as for misconduct or chronic unexplained absence from fellowship activities.

2 Application and Selection

2.1 Deadline

Completed application submission deadline: **September 30, 2020 (11:59 p.m. PST)**.

2.2 Submission

Applications must be submitted via our online Fellowship Application Form at:
www.friendsofsanquentinnews.org/fellowship

2.3 Application Content Requirements:

- Completed Fellowship Application Form found on our website at:
www.friendsofsanquentinnews.org/fellowship
- Professional resume or curriculum vitae, including at minimum: current and former employers; professional affiliations; journalism awards; any previous journalism fellowships; and a list of at least two of your most relevant published journalism works. Include the story titles, publications or outlets where the pieces appeared, and the dates of publication. The resume must be uploaded as a MS Word, PDF or text (.txt) file as part of the Fellowship Application Form.
- Names of two (2) professional references — ideally, current/former supervisors, mentors, or close colleagues — who are familiar with and could recommend your work. If not already affiliated with the San Quentin News, please provide affiliation and contact info. This information should be documented on the Fellowship Application Form. We DO NOT require Letters of Recommendation to be submitted with the application.

2.4 Selection Timeline

Selected Fellows Notified No Later Than: **October 7, 2020** (all applicants will be notified via email whether they have been selected as a finalist).

2.5 Questions or Application Assistance

If you have any questions about the guidelines and policies specified in this document, or if you have any issues submitting the online application form, please send an email to: apply@friendsofsanquentinnews.org

3 About the Friends of San Quentin News

Friends of San Quentin News (FoSQN) is the affiliated non-profit fundraising organization for San Quentin News (SQN). FoSQN is fiscally sponsored by Social Good Fund, a 501(c)(3), EIN: 46-1323531. For more information about the San Quentin News, FoSQN, or Social Good Fund, please visit our websites:

www.sanquentinnews.com

www.friendsofsanquentinnews.org

www.socialgoodfund.org