

# REPORTER

The Shorthorn has two classifications for reporters: Contributor and Staff Writer.

The Contributor classification is intended to be the entry-level reporting position; all reporters begin as Contributor. They are required to report and write **at least two stories a week**. Staff Writers report and write **at least three stories a week**.

A Contributor becomes a Staff Writer on the recommendation of his or her section editor, usually after writing at least three stories a week for four consecutive weeks and demonstrating potential as a reporter (covering your beat, coming up with story ideas, producing articles that are well-reported, well-written and free of errors, etc.).

## Job expectations

Articles written by a reporter may be assigned by the editor or enterprised by the reporter. If an assigned story doesn't pan out, the reporter is expected to find another timely story to replace it for that issue of The Shorthorn. (That's the importance of having several ideas at any one time.) Your Section Editor must approve the new story.

If you want to report and write a story from your own idea list, be sure your editor has approved the idea.

Other responsibilities of all reporters — staff writers and correspondents:

- Cover a beat or beats as assigned by your editor (usually the News Editor). This includes “walking your beat(s)” at least once a week. Get to know as many people as possible on your beat(s): Not all good story ideas come from people in high positions.
- Remain in the office and work with editors until editing and revision process for your stories has been completed. In other words, stay until the story is ready to be published.
- Keep editors apprised of progress on stories.
- Coordinate photo and graphics coverage to go with your stories. Coordinate with your editor, then fill out the Photo Request or other appropriate form to have photos taken or a graphic assigned.
- Find story ideas. You will need three (or more) story ideas each week. These ideas should be specific, focused and timely. Most should come from your beat(s). At least one idea each week should be a feature. Editors use these ideas when making story assignments, so put your ideas in writing, including possible story angle.
- Meet deadlines.
- Follow all Shorthorn processes, procedures and schedules.
- Attend all meetings appropriate to your position: Shorthorn staff meetings, writers meetings, training sessions and other meetings as needed.
- Participate in all available opportunities to improve your skills (coaching sessions, etc.)
- Keep a portfolio of your work.
- Submit stories for consideration for contests, critiques and other competitions.
- Conduct yourself professionally both in the Newsroom and outside of the Newsroom when representing The Shorthorn.
- Adhere to all Shorthorn, Student Publications and UTA rules and regulations.
- Perform other tasks as assigned or needed for production of The Shorthorn.

**Additional Qualifications**

- good people skills and interviewing ability;
- strong spelling, grammar, word-usage and journalistic writing skills;
- ability to report accurately, fairly, completely ... and under pressure of deadline;
- curiosity;
- previous newspaper experience and basic journalistic coursework preferred.
- Must be currently enrolled at UTA.

**Compensation base rate**

Contributors who write at least two stories a week receive \$1.50 per edited inch for each story in The Shorthorn. If editors enter into any arrangement with a reporter to write less than two stories a week, the base rate would be \$1 per inch. Staff Writers receive a base rate starting at \$2.00 per edited inch for each story. The rate goes up 10 cents for each semester worked at The Shorthorn.

Compensation may be reduced or withheld for stories with errors or other problems.