University of the District of Columbia
Trilogy / Yearbook Positions Application Process

I. Application must be accompanied by the completed “Reference Form.”

II. Applicant must have a minimum GPA of 2.5.

III. All applicants must/should have majors related to the position for which they are applying.

IV. Writing skills are required for the Trilogy and Yearbook Editor positions.

V. Each applicant, who submits the required paperwork, will be interviewed.

VI. Applications are to be returned to Associate Vice President of Student Affairs, Bld.38, Room A-10.

VII. Duration of term is limited to one (1) academic year (Fall and Spring). Re-application and selection is required for subsequent terms.

VIII. Based upon published criteria, individual students will be selected for the open positions by the respective advisors in consultation with the Associate Vice President of Student Life and Services.

IX. ALL CANDIDATES are encouraged to submit a resume and samples of their work. Samples which cannot be emailed may be mailed to: The Office of Student Life and Services - Building 38, Room A-10.

Additional Requirements for Applicants:
1. Letter of Recommendation Form
2. One Writing Sample
3. Photo Portfolio (If applicable)

Revised 03/12/14
University of the District of Columbia
Trilogy / Yearbook Positions Application

Name: ___________________________________________________________________________

Address:______________________________________________________________________________

Email Address: ________________________________

Cell Phone Number: ________________________________

Classification: ________________________________ Major: ________________________________

Place an "X" before the position(s) you are seeking:

Trilogy
__Editor-in-Chief __Co-Editor __Opinion Editor __Photographer __Photographer Editor
__Data Editor __Academics Editor __Office Manager __Contributing Writer __Staff Writer

Yearbook
__Editor-in-Chief __Photography Co-Editor __Photographer __Copy/Text Co-Editor __Layout/Design

What is your current GPA? _____

Place an 'X' before each term in which you expect to be a UDC student:
__Fall 20__ __Spring 20__ Anticipated Graduation Term: __________________ 20___

Please identify all of your proposed college courses for the Fall 20__ term:

List other relevant background (high school newspaper or yearbook and/or other journalism-related experience):

Experience with publishing software is an advantage for these positions. Please state your level of proficiency, if any, with these programs:

___ InDesign
___ Photoshop
___ Adobe Illustrator
___ Excel (candidates for data editor must specify experience with Excel and describe experience with data analysis):
Other (Please identify):

Describe any photography experience (mandatory for photo editor candidates):

Describe any other experience you believe would be helpful to you in the role for which you are applying:

Why are you interested in serving in the role for which you are applying?

Please identify your strengths and areas that you would like to improve.

Describe an experience working as a member of a team.
University of the District of Columbia
Trilogy / Yearbook Positions Application Positions
Confidential Recommendation Form

Applicant’s Full Name

Last First Middle Initial

Major Classification

This form is used to partially determine the qualifications and suitability of the applicant to hold the indicated media position. A prompt and thorough response is appreciated. To assess this student fairly, we ask that you complete this recommendation as objectively as possible. Thank you for your help and cooperation.

Please rate the student in the categories listed below using the following key:

4 = Outstanding  3 = Excellent  2 = Average  1 = Below Average  X = Not Observed

___ Academic Performance  ___ Self-Discipline/Responsibility
___ Intellectual Ability  ___ Initiative/Effort
___ Problem Solving Skills  ___ Quality of Written Expression
___ Behavior/Self Control  ___ Works Well With Others
___ Demonstrates Leadership Skill  ___ Dependability
___ Quality of Verbal Expression  ___ Individual/Independent Work
___ Completes Assignments on Time  ___ Work Habits/Time Management
___ Creativity/Resourcefulness

In what capacity and how long have you known the applicant? 

Please describe this student’s skills, abilities, experiences, characteristics and any additional qualities you have observed which would translate into strengths if selected for the Yearbook/Trilogy staff.

________________________________________

________________________________________

Please Return to the Office of Student Life and Services - Building 38, Room A-10.