

# Apprentice Packet

1. **Complete your apprentice checklist**
2. **Sign the Job Description**
3. **Turn completed packet in to your student editor/manager** (or your Student Media advisor)

## Apprentice Checklist: Enterprise Reporter

(Note: You must have completed the MultiMedia Journalist Training BEFORE starting this training track)

Student Name (print): \_\_\_\_\_

Training	Student Mgr/Staff Name (print)	Student Mgr/Staff Signature	Notes
Reporting for Narrative workshop			
Projects and Investigative Reporting workshop			
Public records workshop			
Investigative interviewing workshop			
Computer assisted reporting workshop			
Submit a formal proposal for an enterprise news story			

# Enterprise Reporter Job Description

## Overview:

The Enterprise reporter tackles the hardest, most sensitive and often most powerful stories in a newsroom. This person might embed in a community to obtain keen insight into a specific scene or character as part of feature or explanatory story. This person might obtain, clean and analyze data to expose graft and corruption. The reporter might interview inmates for long conversations and follow leads across states. The reporter might travel overseas to connect a local occurrence with an international trend.

To obtain this position, a student must have obtained the position of Reporter.

## Responsibilities:

- Identifies, pitches, develops and manages complex and explanatory stories, investigations and projects
- Meets deadlines on self-originated projects as well as those assigned by the Editor
- Works collaboratively with a team of reporters
- Develop and cultivate human and document sources on relevant issues
- Files public records requests and follows up to assure records are obtained in accordance with state and federal law
- Uses research tools such as Nexis, Pacer, OJIN and Edgar.
- Familiarity with computer-assisted reporting is helpful but not required.

I have read and acknowledged the responsibilities of this position. I understand that accepting this position is dependent on meeting the criteria above. Implicit in this agreement is compliance with all University standards and guidelines.

Signature:\_\_\_\_\_

Date:\_\_\_\_\_