

METCALF INSTITUTE FOR MARINE AND ENVIRONMENTAL REPORTING

Metcalf Institute Diversity Fellowships in Environmental Reporting Program Information and Fellowship Agreement

The Metcalf Institute Diversity Fellowships in Environmental Reporting is a 10-month fellowship program for traditionally under-represented minority journalists. Each year for three years, Metcalf Institute provides six minority Fellows with a one-month Independent Study in marine and environmental sciences at the University of Rhode Island (URI) and a nine-month environmental Reporting Assignment. The three fellowship placement years, which run from September to June, are 2006-2007, 2007-2008, and 2008-2009.

Metcalf Institute awards the six annual fellowships following a competitive selection process and arranges appropriate placements for Fellows with specific news media outlets for the reporting portion of the fellowship. Eligible journalists must have no less than one year of journalism experience, must be a U.S. citizen, must self-identify as a traditionally under-represented minority, and must have a demonstrated interest in improving their environmental and science reporting skills. More information about the program, the Fellows and application can be found at www.metcalfinstitute.org/fellowships/diversity.htm.

The Diversity Fellowships in Environmental Reporting is funded by a grant from the Geosciences Division of the National Science Foundation. A news release about the grant award can be found at www.metcalfinstitute.org/news/091205_news.htm.

2007-2008 Program Schedule

September 4-28, 2007

Independent Study with academic mentorship at the University of Rhode Island Graduate School of Oceanography. Includes orientation, Environmental Justice Workshop, and a wrap-up meeting at the end of the study period. Fellows' schedules are primarily open during this time, with some planned activities, in order to meet individual interests and goals.

October 2, 2007-June 27, 2008

Reporting Assignments. Nine-month environmental reporting assignments for the Fellows at six designated news media outlets with reporting mentorship. Metcalf Institute Fellowship Advisor maintains monthly contact with Fellows and Mentors throughout the reporting assignment.

December 2007: Site visits by Metcalf Institute staff to media outlets

February 2008: Reporting Mentors meeting/conference call

March 2008: Fellows meeting/conference call

June 2008: Final Fellowship meeting

Metcalf Fellows

The Metcalf Diversity Fellows are expected to work fulltime throughout the fellowship to fulfill the expectations of their mentors at URI, their news media outlets, and Metcalf Institute.

During the Independent Study, the Fellows will pursue topics of interest, interview scientists, participate in research, visit labs, attend lectures and meetings, and set up contacts for use throughout the fellowship. Story ideas may result from these studies.

During the Reporting Assignment, fellows will work primarily on environment-based stories, producing a body of work that meets the standards set for the fellows at the news media outlets and by the reporting mentors and the Fellows themselves.

Fellows are expected to complete the 10-month program. Fellows will respond to monthly inquiries as to their progress and respond to three formal fellowship surveys: one in August, one at the end of September, and one in late June. Fellows must sign and date the Fellowship Agreement, accepting the terms of the program, and return it to the Metcalf Institute to confirm their participation.

Mentors

Metcalf Institute will identify scientific mentors at the University of Rhode Island who will meet with the Fellows, generally by appointment, during the 4-week Independent Study and assist the Fellows in their studies.

Participating news media outlets agree to identify a reporting mentor with whom the Metcalf Fellow will work throughout the Reporting Assignment. The reporting mentor will facilitate any initial technical training necessary, provide guidance on story development, help identify and resolve problems, and communicate with the Metcalf Fellowship Advisor each month. Reporting supervisors or mentors must sign and date the Fellowship Agreement, accepting the terms of the program, and return it to the Metcalf Institute to confirm their participation.

Metcalf Institute

Metcalf Institute will be responsible for paying the stipends to the fellows and will oversee the Fellows' academic and reporting experiences, including monthly consultations with the Fellowship Advisor, site visits, other regular communications, and program evaluation.

The Fellowship Advisor will communicate monthly, or more as needed, with all the fellows by telephone, email and in person, over the course of the reporting assignment, and will collect surveys at the beginning and end of the fellowship.

Metcalf will provide a full orientation, an Environmental Justice Workshop, a database of science contacts, and work space and access to telephone and computer resources during the Independent Study. Metcalf will organize the Reporting Assignment placements and ensure that a reporting mentor is functioning throughout the program, as agreed by the media outlet.

Metcalf Institute will provide general administrative support, such as addressing logistical and program-related concerns and conflicts, to the extent that it is able, and sign and date the Fellowship Agreements.

Fellowship Stipends

A stipend in the amount of \$2,800 will be provided to each of the Metcalf Fellows each month of the fellowship program. The first payment to each Fellow will be made in the amount of \$1,400 upon arrival in Rhode Island and the second payment in the amount of \$1,400 at the end of the Independent Study period, in late September 2007. The remaining stipends will be paid at the end of each month, from October 2007 to June 2008.

2007-2008 Diversity Fellowships Program Information

Metcalf Institute will accommodate a news media outlet that requires direct payroll payment to a fellow, providing reimbursement from Metcalf Institute (maximum \$25,200 or nine stipends) to the news media outlet. The Metcalf program provides for Fellows to take five paid vacation days during their 9-month reporting assignment, in addition to major national holidays, to be arranged with media outlet mentors and with notification to Metcalf.

Travel, Housing, and Other Expenses

The Metcalf Institute will reimburse up to \$400 per Fellow for initial travel costs to Rhode Island. Fellows are required to provide complete estimates of their travel expenses one month in advance of travel and to present original reimbursable receipts in order to collect the travel support.

All cost-of-living expenses, including additional travel, housing, income tax withholding, and health insurance, are the responsibility of the Fellow for the entire 10-month fellowship period. Neither Metcalf Institute nor the designated news media outlets are obligated to provide coverage for these costs, outside of the travel stipend referred to above.

Fellows are responsible for making their own arrangements for housing for the entire fellowship, including both the Independent Study and Reporting Assignment. Metcalf Institute will provide contact information for realtors local to the URI Kingston and Narragansett Bay Campuses, where the Independent Study will be conducted.

Contact Information

Once all fellowships are awarded and confirmed, a list of all 2007-2008 Fellows with contact information will be provided to each of the Fellows. Metcalf will also distribute press releases announcing individual awards upon request.

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2007-2008 Diversity Fellowships Program Information

2007-2008 Diversity Fellowships Calendar

Fellowship placements finalized	June 2007
Fellowship Agreements due to Metcalf office	July 25, 2007
Fellows travel to Rhode Island	September 1 - 3, 2007
Fellowship begins	September 4, 2007
Independent Study	September 4 - 28, 2007
Mentor reception(s)	Second or third week of September
Environmental Justice Workshop	September 14, 2007
Fellows travel to host locations	September 29 - October 1, 2007
Reporting Assignments	October 2, 2007 - June 26, 2008
First Trimester Site Visits	December 3-7, 2007
Mentors meeting/conference call	February 15, 2008
Fellows meeting/conference call	March 14, 2008
Final Fellowship Meeting, Diversity Fellowship concludes	June 27, 2008