

# WELCOME TO THE NEWSPAPER!

A GUIDE FOR STUDENTS INTERESTED IN REPORTING, DESIGNING OR PHOTOGRAPHING FOR THE COLLEGE VOICE AT MCCC.

6th Edition

## Meetings

FALL 2023 Thursdays 12-1

## Contacts

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#### **NEWS ROOM ORGANIZATION CHART**

#### **Faculty Advisers**

Faculty advisers help every step of the way with training, support, design, answering questions and giving feedback, but at the end of the day, The VOICE is the students' paper. VOICE editors set the goals and have the final say in all decisions.

#### **Editor in Chief (EIC)**

The EIC sets the tone and direction of the paper, maintains close contact with staff and with advisers and keeps everything moving toward the ultimate goal of creating a newspaper every three weeks.

#### Managing Editor (ME)

The ME is the EICs right hand person, picking up any tasks that need attention, mentoring staff, commenting on and editing work and offering support as needed.

#### **Section Editors**

(Sports, News, Arts, Reviews, Ops etc.)

Section editors find and cover stories in their area and are in close connection with the EIC and ME to ensure their content area is covered.

#### **Social Media Editor**

The Social Media
Editor updates The
VOICE's Twitter, FB
and Insta and focuses
on creating videos
and other multimedia
content to accompany
articles.

#### **Design/Photo Editors**

Often The VOICE doesn't have these editors but when a student is interested and experienced in these areas they may be elected to oversee them.

#### Newsroom Director

The Newsroom
Director is in charge
of welcoming
new reporters,
maintaining supplies
in the newsroom and
reminding people of
deadlines.

#### **Senior Staff**

Reporters, photographers, or designers with one or more full semesters of VOICE experience.

#### Junior Staff

Reporters, photographers, or designers in their first semester with the VOICE

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### Frequently Asked Questions:

#### WHO CAN PARTICIPATE?

Students in any Communication, Photography,
Advertising, or Digital Media track and all Honors
Students regardless of major are eligible to participate
in The VOICE. Other interested students can make
an application to participate based on experience.
All students in Journalism classes are automatically
considered part of the VOICE staff.

#### DO I NEED ANY PREVIOUS EXPERIENCE TO WORK FOR THE VOICE?

No! You do not need any previous experience to participate. We will mentor you and we have faculty advisers that do trainings in every aspect of reporting.

#### **HOW MUCH DO I HAVE TO DO TO PARTICIPATE?**

For those participating on the staff who are not in journalism classes, you can do as much or as little as you feel ready for. You may want to just watch and learn for an issue or two, or you may want to jump right in. You may want to write one article per semester, you may want to write five. It's up to you. Students in journalism classes follow the syllabus and class assignments.

#### DO I HAVE TO COME TO EVERY MEETING?

Training meetings are held once a week. Students in journalism classes are not required to come to any additional meetings or training sessions, but are welcome to do so. Students who are not in journalism

classes are encouraged to come to as many meetings as possible if they are hoping to get work published. Editors' meetings are separate from training meetings and are scheduled according to the editors' schedules.

## EVERYONE ALREADY SEEMS TO KNOW WHAT THEY ARE DOING. DO I BELONG HERE?

#### All eligible students belong here!

Every staffer felt confused at the start. Editors and advisers are there to help you get oriented, whether you want to write or contribute photos or other content. Staffers are always willing to offer advice and encouragement. The VOICE comes out on a regular basis, so every student's contribution is important. Everyone is encouraged



to jump in and do *SOMETHING*. Whatever you can do is valuable.

#### IS THE VOICE A GOOD PAPER?

The VOICE is one of the top ranked two year college newspapers in the nation. The VOICE is the most award winning community college newspaper in New Jersey and routinely wins state and national awards. Students who have participated have gone on to work for The New York Times, The Boston Globe, Sports Illustrated and many other publications. Even if your goal isn't a job at a newspaper, you can get lots of professional experience from participating in a student media outlet.

#### **HOW DO I GET STARTED?**

You can start writing (or photographing, or designing) right away. If you have a story idea, pitch it to the editors. If it's newsworthy, they will encourage you to work on it. If you don't



have any ideas yet, the editors always have a list of topics that need to be covered. Ask to have access to the list and then pick something that looks interesting.

#### ONCE I HAVE A TOPIC, THEN WHAT?

The editors and advisers are here to help you learn the actual process of reporting, writing, and creating media content. The first thing to do after you have your topic is to get some background information about it by asking the editors and looking online. Then you need to figure out what information you want to get and who to get it from. Make contact with sources, set up a time to meet, write down your questions and then go interview them. Write down and record what they say so you can quote them in your article. Once you have gathered the information you can start writing. It helps to do this in the Newsroom at first so you can get instant feedback from other reporters. Once you have a draft, the faculty advisers can also look it over, let you know if you need to gather more information, and give you tips on how to organize your thoughts. Draft and improve. Then the editors will polish it up for you, and, if it's done on time, it will be published.

## CAN I WRITE AN ARTICLE ABOUT SOMETHING I'M INVOLVED IN?

write about activities they are participating in because it can give the appearance that they are biased. Sometimes students come to a VOICE meeting and want to write about a club they are in, a sports team they are on, or a restaurant where a family member



works. We call this a "conflict of interest." Even though you can't report on something you are connected to, you can always ask a different reporter if they want to cover your interesting story.

### IF I WRITE AN ARTICLE WILL IT APPEAR EXACTLY THE SAME IN PRINT AS WHAT I SUBMITTED?

Sometimes. Most articles need help with organization, flow of ideas and so on. Editors help you during the drafting stage but once the deadline approaches they make the final edits. They will polish the article and it will be published. Not every article is complete and the editors may choose not to run it but will encourage students to rewrite it for the next issue. Sometimes an article is on a very good topic and the editors don't want to leave it out even though it has some larger problems. In that case they may reach out to you and help make significant changes to your work. If they make many changes, they will typically add their name to the credits which are known as the "byline."

#### DO YOU CENSOR TOPICS AT THE VOICE?

We never censor students at
The VOICE. The faculty advisers
will advise students about how
to pick good topics but they
will only step in and ask for an
article to be delayed if they think
there is a very serious chance
that the article contains content
that is legally dangerous (like
something encouraging violence
or presenting inaccurate and
damaging information about
someone aka "libel."). The VOICE



is not a PR (public relations) source for the college. The college has its own PR department with its own publications. The VOICE encourages students to write on all types of topics including serious ones that involve investigative reporting. The advisers have a lot of experience guiding students in this area.

#### IS THE VOICE A REAL PUBLICATION?

Yes. If you get your work published in The VOICE, you are a published journalist/writer/photographer. You can get a real press pass and you are just as much a reporter as any other journalist who shows up to report on a story. The VOICE is a legit publication. You can put it on your resume.



IS THE VOICE STAFF DIVERSE?

Yes. The VOICE staff is just like the college, very diverse. The staff and advisers work to recruit students of every age, race, religion, gender identity, sexual orientation, socio-economic status, and so on. Of our Editors in Chief since 2016, half have been female, one was black, one was mixed race, two were Latina, one was an international student, one was a student athlete, one was a veteran, two were LGBT, one was living on food stamps. We have students taking pre-med classes working along side students with intellectual disabilities. We have students with different political perspectives, students who have been home schooled, students who are in high school jump start programs, students returning to college after raising a family or changing careers. The VOICE is the paper of the college and the aim is to represent as many voices of the community as we can from among the eligible students.







#### WILL MY WORK APPEAR BOTH IN PRINT AND ONLINE?

The VOICE is a digital first publication, so articles appear online first. At the end of the semester the best pieces are selected for the print digest, so your work may also be printed there. Part of the reason the editorial process at The VOICE is so intense is because it is a teaching and learning paper. To ensure that work that appears both in print and online reflects the best our students have to offer requires collaboration. Articles posted online can be corrected if needed, but are not removed.

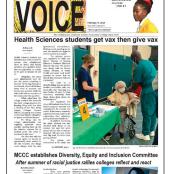
#### WHAT ARE THE BENEFITS OF WORKING AT THE VOICE?

Glad you asked! Working at The VOICE is extremely beneficial. Students make friends and build a community of peers on campus, spending time in the newsroom working on a project together. Students hone their communication skills, and even with the extra work of creating a newspaper they often see their GPAs go up as their writing improves. Students build a portfolio of work that is helpful for getting internships in numerous fields. Students who stick with The VOICE have a near 100% on time graduation rate and get into top transfer schools with significant scholarships. Another benefit for those who contribute consistently is the chance to go to the College Media Association conference in NYC each March. More than 1,200 student journalists, advisers. faculty and industry professionals attend. There are panels, workshops, and lectures each of the three days. Your registration, hotel room at a Times Square hotel, and transportation are all paid for by MCCC.















Issue Highlights President Wang will retire from MCCC at end of year

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#### The College VOICE - A history of Success 2008-2020

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VOICE staffers between 2008 and 2022 who graduated on time or left to enter the full-time work force.	<b>100%</b> (98% transfer, 2% workforce)
Percent of VOICE staffers who worked 20+ hours per week while attending MCCC full time between 2008 and 2022	83% (this number has not dipped below 75% since 2008)
VOICE staffers receiving need-based financial aid to attend MCCC as of fall 2022	90% (this number has remained at or near 100% since 2008)
Percent of VOICE staffers between 2008 and 2020 who, upon transfer, have received substantial (more than 30%) scholarships from their transfer institutions	85% (12% received full scholarships)
Number of state, regional and national journalism awards won by VOICE staffers between 2008 and 2022	180 2008-2009 = 6 2009-2010 = 15 2010-2011 = 24 2012-2013 = 23 2013-2014 = 19 2014-2015 = paper on hiatus 2015-2016 = did not submit 2016-2017 = 10 2017-2018 = 23 2018-2019 = 23 2019-2020 = 24 2020-2021 = 21  * New Jersey Press Association #1 for General Excellence 2011, 2012, 2014, 2017, 2018, 2019, 2020  * Received more award than any other two-year college in New Jersey since 2008.  * Ranked 2nd place in the nation for 2-year colleges 2010  * Ranked 4th place nationally for 2013.  * 45% of the awards received were in national competitions.  * Received top national awards in photography, reporting, and feature writing.
Percent of VOICE staffers who received at least one state, regional or national award for their work on the paper between 2008 and 2022.	95%

VOICE staffers between 2008 and 2022 who graduated on time or left to enter the full-time work force.	100% (98% transfer, 2% workforce)
Colleges and Universities VOICE editors transferred to between 2008 and 2022:	Columbia University (2) Stanford University (1) University of Michigan (1) Savannah College of Art and Design (1) University of Connecticut (1) University of Texas Austin (1) Drexel University (1) Emerson College (1) University of San Diego (1) Hampshire College (1) Hofstra (1) Baruch College - CUNY (1) Temple University (1) Rutgers (23) TCNJ (6) University of the Arts (5) Indiana University of Pennsylvania (1) Rider University (5) Rowan University (6) Smith College (1) Kean University (1) Montclair University (8) The New School (1) William Paterson (8) Ramapo College of New Jersey (5)
Places where former VOICE staffers have received employment or paid internship in new media fields between 2008 and 2022:	The New York Times USA Today United Nations News Service NBC News 10 - Philadelphia NBC News - San Diego Mashable.com PopBreak.com Princeton Packet Indiana Gazette
Percent of VOICE students who wrote for a college newspaper after transferring to a four year college.	33%