

STUDENT MEDIA

# PHOTOJOURNALIST'S CONTRACT

**Photojournalists should want to get their images published. They should want people to see the quality work they produce. They should want to be a part of the writer, editor, designer team.**

## COMPLETION OF AN ASSIGNMENT

Once a photojournalist accepts an assignment, there exists a commitment by that photojournalist to complete the assignment. Completion goes beyond just taking the pictures. It also includes gathering complete caption information, writing that caption and typing it into the File Info fields for each electronic file. It also includes making sure the digital images are filed in the appropriate location(s) including on the photo server. Failure to complete the assignment will result in the photojournalist not being paid for the assignment. An "assignment" also includes

- Actively taking a written assignment from an editor, writer, reporter or other staff member for the Student Media;
- Verbally (or otherwise) agreeing to take a photo for the Student Media;
- Finding good action shots to take without being "told" to take them specifically for the Student Media; or
- Taking pictures while representing Student Media by using Student Media equipment, obtaining a press credential using the name of a Student Media or otherwise identifying yourself as a member of the Student Media.

## EDITING AN ASSIGNMENT

Editing an assignment is a team effort. Photojournalists, like writers, need editors and need to learn from their experiences. To that end, editing an assignment includes eight steps: initially cutting, culling with a partner, editing, captioning, copying to the photo server, backing up raw images if desired, deleting images from the local computer and reformatting the card. Following these steps, particularly critiquing each other's work, will result in everyone improving the quality of their photography.

## STUDENT MEDIA EQUIPMENT

Student Media equipment is state property. Student Media equipment may NOT be used for personal assignments or assignments for other entities. The pool equipment has to be shared by all of the staff photographers. You are responsible for it when you are using it, including, potentially, the costs of any damages beyond any normal wear and tear. In general, gear may be checked out for a maximum of 24 hours. It then needs to be returned.

## OWNERSHIP OF IMAGES

In accordance with Student Media policy and the work-for-hire clauses of the United State Copyright Law, Student Media owns all images taken on assignment for the Student Media. This does NOT prevent a student photographer from taking pictures on their own, using their own equipment, for profit. It does NOT prevent a student photographer from publishing photos they have taken on their own Web site for portfolio or contest purposes or otherwise displaying them for portfolio or contest purposes. It DOES prevent a photographer from releasing any photos taken while on assignment from Student Media – as indicated above – before they are published (or refused publication) in the Student Media. The Student Media retains exclusive rights to publish in any form photographs taken while on assignment or published in a student media for a period of 18 months. After that, the photographer and Student Media share copyright and both may publish as desired.

*I agree to abide by Student Media accepted policy and practice in regards to photography, including taking of assignments, filing of pictures and checking out equipment. I understand that violation of accepted practice, as indicated on this form, or violation of policy may result in not being paid for the assignment or other disciplinary action up to and including termination. I also understand that I will not get paid for any photo assignment until that assignment is completed as defined in the attached literature. Finally, I have read the content of the Photography Manual and understand its contents.*

**PRINTED NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**PHOTO EDITOR'S INITIALS** \_\_\_\_\_ **DATE** \_\_\_\_\_