



AI-generated illustrative photo; not actual participants.

EYE ON OTTAWA

Student Voices Initiative

**Your phone. Your perspective.
Your opportunity to grow.**

A welcoming invitation to students at uOttawa, Carleton, Algonquin and other Ottawa institutions to contribute original stories, interviews, photographs and community perspectives.

Voluntary and unpaid. No payment is available. Participation is flexible, with no compulsory hours or article quotas.

01 / OUR PURPOSE

Your campus. Our shared city.

A student-led perspective, supported by an independent local publication.

The idea

Students notice stories others may overlook. This initiative gives you an opportunity to share useful information, ask thoughtful questions and connect campus life with the wider Ottawa community. A dedicated Student Voices section is planned as a home for accepted contributions.

Our mission

Make room for student voices through original contributions, constructive editorial guidance and meaningful opportunities to practise communication.

Our vision

A more connected Ottawa, where students are readers, observers and contributors to the community conversation.

Who is welcome?

This pilot welcomes students aged 18 or older from any field of study. Journalism experience is not required. Curiosity, care with facts and openness to feedback are a strong beginning. No date of birth or ID is requested.

What participation means

Choose whether to submit a pitch, accept an idea or contribute occasionally. Pause for exams or leave without penalty. Applying and submitting do not guarantee publication.

Independent and transparent

Eye on Ottawa organizes the initiative independently. No university partnership, endorsement, academic credit or formal placement is claimed. Institutions decide whether any activity qualifies for recognition.

02 / START WITH WHAT YOU HAVE

Your phone can be a starting point.

Practise storytelling with the camera and microphone you already have.



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Small tools. Meaningful practice.

You do not need an expensive camera or a studio to begin. A phone camera, its built-in microphone and a thoughtful question can help you practise interviewing, photography, video and clear storytelling.

Those skills can support many fields: communications, journalism, business, technology, arts, research and community work. A carefully made contribution gives you something concrete to discuss in a portfolio or future interview.

A possible story idea: Explore one student-life challenge through a consent-based interview. Send a short pitch first; no test article or recording is required to apply. Publication requires editorial approval and agreed permissions.

Growth is possible, not guaranteed. You are never required to buy equipment, show your face on camera or share personal accounts.

03 / CHOOSE YOUR SUBJECT

What story would you tell?

Start with a topic you understand or genuinely want to explore.



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Student life	Commuting, affordable activities, campus experiences and settling in Ottawa.
Events and sports	Public lectures, cultural events, campus games and athlete interviews.
Technology and research	Student projects, new ideas, campus research and useful digital tools.
Business and opportunities	Student founders, community businesses, local jobs and practical opportunities.
City and community	Housing, transit, public services and decisions affecting students.

Recurring feature idea: Ottawa Student Week - five useful things to know. Suggest an event, an opportunity, a deadline, a transport update or a campus story.

04 / WHAT YOU CAN GAIN

Build skills. Share your voice.

Contribution is an opportunity to practise, not a promise of a job.

01 / Publish under your own name

Participating students can contribute to Eye on Ottawa as writers or content creators. Accepted work will be published under your agreed name and highlighted in Student Voices and the relevant topic section, following editorial review.

02 / A dedicated home for your work

The planned Student Voices page will introduce the initiative and showcase student writing. Stories will also appear in relevant topic sections: for example, a student sports story under Sports and Student Voices.

03 / Feedback and skills you can explain

Receive constructive editing while developing research, interviewing, writing, fact-checking and visual storytelling skills through real contributions.

04 / A connection with your community

Discover local people, ideas and experiences. Ask questions respectfully and help others understand what matters.

05 / Recognition for completed work

A factual reference or contribution letter may be provided based on work actually completed. Academic recognition requires separate institutional approval.

You retain copyright in your original work. Agree a written, non-exclusive licence before publication: website publication, editing, credited excerpts and article promotion. No copyright transfer or moral-rights waiver is requested. Other uses need separate agreement.

05 / THE PROCESS

From one idea to a byline.

A supportive process with editorial review at every publication decision.

1. Pitch

Send a few sentences: your idea, why students care, what is new and who or what can verify it. An existing sample is welcome but optional.

2. Agree the scope

Discuss the angle, format, length, sources, any costs, permissions and a realistic flexible deadline. Decline or renegotiate if needed.

3. Gather information

Read original sources, conduct consent-based interviews where useful and retain notes. Check names, dates, quotations and links.

4. Create and edit

Submit your own draft, photos or video. The editor checks accuracy, fairness, clarity and rights. Discuss substantial edits before publication.

5. Publish under your name

Writers and content creators can submit work for publication under their agreed names. Accepted contributions are highlighted in the planned Student Voices section and relevant topic sections. Editors approve publication; account access, if provided, uses limited contributor permissions.

Flexible formats: A short brief, event preview, interview, photo story or feature may fit. Editorial standards apply to all work. Eye on Ottawa may decline, correct, update or remove content for accuracy, rights, privacy or safety reasons. There is no automatic publication access.

06 / PHONE REPORTING BASICS

Clear sound. Good light. Consent.

A simple starting checklist for responsible mobile storytelling.

Prepare before recording

Write one clear question and a few follow-ups. Charge your phone, check storage and clean the lens. Test a short recording before starting.

Find light and reduce noise

Face a window or use soft outdoor light. Choose a quiet location, avoid wind and keep a comfortable distance for clear sound. A built-in microphone is enough to start.

Keep the picture steady

Use both hands or a stable support. Agree the format with the editor; landscape can suit website video and interviews. Avoid filming people who have not agreed to participate.

Ask permission clearly

Explain who you are, where the story may appear and whether you are recording audio or video. Seek informed agreement before recording and publication; never use hidden recording for this initiative.

Protect people and information

Avoid visible private documents, phone numbers or student IDs. Avoid reporting involving minors or vulnerable people without prior editorial approval and appropriate permissions. Do not enter restricted areas, confront suspects or cover emergencies on your own.

Submit files responsibly

Send files through an editor-agreed method. Do not upload interview recordings or personal information to AI tools without permission. Never fabricate quotes or scenes. Do not promise source anonymity or confidentiality without prior editorial agreement.

No police, City of Ottawa or government logos, badges or seals in published visuals. Any AI-generated editorial visual must be labeled Illustrative image.

07 / TAKING PART

A flexible pilot. A respectful space.

Small enough to support you well, with room to grow together.

An optional eight-week introduction

Explore occasional submissions from up to six interested adult students across Ottawa institutions. No staffing position, production obligation or institutional partnership is offered.

An optional introduction

Meet the editor, discuss story ideas and learn about sources, interview consent, bylines, permissions, corrections and the publication's topic scope. Ask questions before accepting any story.

Your time remains yours

No required shifts, hours, output or regular publishing duties. Submit only if you wish; decline ideas or pause without penalty. The label unpaid does not override employment rights. Any structured work arrangement requires a separate review before it begins.

Original work and fair attribution

Do not plagiarize, invent quotes or use images without permission. Disclose relevant club, campaign or business interests and any AI assistance to the editor. AI-written work will not be presented as your original reporting.

Keep participation accessible

Participation starts remotely. Request accessible formats or support privately if needed; do not disclose a diagnosis. No fee or equipment purchase is required. Do not incur expenses on our behalf without written approval of who pays.

Share if you wish

Promotion is optional. Do not promise advertising, coverage or sponsorship on our behalf. Do not claim press credentials or university endorsement. Disclose gifts and conflicts; advertising and sponsored material must remain clearly separate from editorial coverage.

08 / QUESTIONS AND CLEAR TERMS

Know what to expect.

Honest information helps you decide whether this opportunity fits you.

Is this paid?

No payment is currently offered for optional submissions. This does not waive any legal entitlement to wages. If the actual arrangement creates employment obligations, it cannot proceed as unpaid work. No application fee applies.

Do I need experience or special equipment?

No. A short idea can be enough to introduce yourself. A phone can be useful, but you do not have to buy equipment or appear on camera.

Does this count as an internship or course credit?

Not automatically. This is not a guaranteed internship, placement, co-op role or academic credit. Only the relevant institution can approve recognition.

Can I write in French?

English and French pitches are welcome, subject to editing capacity. Other languages can be discussed. Accuracy and appropriate editing come first.

Who owns my contribution?

You retain your rights in original work. A separate written licence sets agreed publication, editing and promotion uses. Obtain permission for third-party images, music and footage; credit alone is not permission.

Can I stop or decline a topic?

Yes. You can pause, decline or leave without penalty. Let the editor know about an unfinished agreed story where possible. Publication is not guaranteed.

Will the initiative guarantee career success?

No. It offers practice, feedback and potential portfolio pieces. It does not guarantee employment, admission, credentials, professional access or income.

Application privacy: Eye on Ottawa uses your answers only to assess your interest and contact you. Access is limited to those handling submissions. Unsuccessful applications are deleted within 90 days unless you agree to longer retention. Ask info@eyeonottawa.ca for access, correction or deletion, subject to legal requirements. Public bios, photos and newsletter sign-up require separate consent.

09 / EXPRESS YOUR INTEREST

Your next step starts here.

Type into the fields below, save your completed PDF and email it to us.

1. Your name and preferred byline

2. Institution, program and writing language(s)

3. Topics or formats you would enjoy contributing

4. One story you would like Ottawa students to hear

5. A skill you would like to develop

6. Your contact email (no availability schedule needed)

Please read the application privacy notice on page 9. Send only non-sensitive answers; email is not a confidential reporting channel. Optional: attach an existing sample. Save before emailing; the form does not submit automatically. Publishing and marketing consent are separate.

Start with one idea.

info@eyeonottawa.ca

Subject: Student Voices Initiative - [your name]

Your phone may capture the moment. Your questions can reveal the story.

Your perspective can help others see Ottawa differently.