



FOR THE STUDENTS, BY THE STUDENTS

Publication Staff Application



** Davidson * Bradley * Darby**



So you want to be on a 2009-2010 publication staff?

Here's what you need to do:

- **Read** through the attached application, including the short answer questions. The questions are geared to give you an understanding of some of the requirements. **Read all of it.**
- Please **consider** carefully whether or not a publication will fit into your **schedule and time commitments** next year. You may want to ask current publication staff members about their experiences to help you in your decision.
- If you're still interested, **complete the attached application**. Be thorough, specific and impressive in your short answers.
- **Don't assume**. If you have a question or a concern, see the adviser before the due date!
- Choose **two teachers** who know you well. ****One must be your current English teacher.**** Give each a copy of the teacher recommendation sheet (attached). Ask him/her to return it to the guidance office.
- **Double check with your evaluating teachers** to make sure that they have turned in the evaluation on time. It is your responsibility, not theirs.
- **Turn in everything to the guidance office**, including the application and portfolio, by **Friday, November 21**. **Applications must be turned in on time to be considered!**



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If you would like to be a publication staff member for the **newspaper** or **yearbook** at any of the **Hilliard high schools**, you must complete this application. You will be notified either way as soon as possible and your name will be submitted to the guidance office so that your schedule will reflect the appropriate course. **Only those applications that are COMPLETED and turned in ON TIME will be considered.**

I. Which high school and publication(s) are you applying to? (circle one high school and at least one publication)

High School: Davidson Darby Bradley

Publication: Newspaper Yearbook

Name: _____

Address (street/city/zip): _____

Phone Number: _____ **Email:** _____

Grade for the 2009-2010 school year: Freshman Sophomore Junior Senior
(note: yearbook only accepts applicants who will be in grades 10-12)

List all classes you plan on taking next year:

- | | | |
|----------|----------|----------|
| 1. _____ | 4. _____ | 7. _____ |
| 2. _____ | 5. _____ | 8. _____ |
| 3. _____ | 6. _____ | 9. _____ |

List all activities you plan on being involved in next year (are you going to be overloaded?):

- | | | |
|----------|----------|----------|
| 1. _____ | 3. _____ | 5. _____ |
| 2. _____ | 4. _____ | 6. _____ |

II. PORTFOLIO: Applying for any publication position requires submitting a portfolio that includes samples of your own work.



YEARBOOK PORTFOLIO

You must include ONE sample of your work with this application by creating a sample yearbook page (cut and paste, design on a computer, etc.). (Think scrapbooking)

Your sample page must include the following:

- at least one photograph taken by you.
- a well written caption describing the photograph.
- a 1-2 paragraph story with a headline that relates to the picture and caption.

We will be looking at your writing skills as well as how you design the page, neatness and attention to detail. You may want to look at last year's book for ideas and suggestions.

You may also want to photocopy these materials, as they may not be returned. Remember, a portfolio should showcase your best work!

NEWSPAPER PORTFOLIO

You must include ONE sample of your work with this application by creating a sample newspaper page (cut and paste, design on a computer, etc.). (Think scrapbooking)

Your sample page must include the following:

- at least one photograph taken by you.
- a feature story (based on the prompt below) with a headline that relates to the picture and caption.

We will be looking at your writing skills as well as how you design the page, neatness and attention to detail. Remember, a portfolio should showcase your best work!

Writing Prompt: Choose a prominent person (living, deceased, or fictional) that you would like to interview and explain.

III. TEACHER EVALUATIONS: Attached are **two** copies of the teacher evaluation form. Please give this to two teachers who know you well. **One must be your current English teacher.**

Teacher's name: _____ School/Department: _____

Teacher's name: _____ School/Department: _____

IV. Answer the following in short, but specific responses. You may use separate paper, if needed.

1. Do you **DRIVE A CAR**? YES or NO. What reliable means of transportation will you depend upon for work done after school, evenings, and on weekends? (Not being able to get a ride is not considered an excuse for missed work sessions or photo ops.)
2. **PART-TIME JOBS** are not considered excuses for missing mandatory meetings such as after school work sessions and/or incomplete assignments. Do you or will you have a job during the school week next year? Are you willing to adjust your work schedule if necessary in order to make the publication a priority?
3. Much as we'd like to, the publication staffs cannot rely on other people to get pictures for us. Most staff members take their own photographs. What photography skills do you have? Do you have a camera that is available to you for everyday use?
4. Part of producing a publication involves **CHANGE** and **CONSTRUCTIVE CRITICISM**, much like that given to a team by a coach. Can you handle such criticism from the advisor and student editors when it is warranted? Are you willing to revise work multiple times? Explain.
5. **DEADLINES** and **INDIVIDUAL INITIATIVE** are the most important parts of a successful publication and will be major factors in the way you function in this class. Are you able to discipline yourself to work in a non-traditional class setting_by planning ahead so you can meet deadlines and initiate assignments without constantly being reminded? Explain.
6. Being on publication staff is like joining a year-round sport. A lot of time goes into it. Can you honestly say working on a staff will be a priority in your list of commitments for next year, even though it requires extra time? Explain.
7. How well can you deal with stressful, high-intensity situations?
8. Describe your **ATTENDANCE** at school. How many days would you say you miss in a month and why do you miss those days?
9. Describe how you feel about relating and working with other students in a group setting that demands extreme cooperation and team effort. Remember that many decisions about publications are made by the group, not individuals and you may have to work closely and play nicely with people that you do not know.
10. Publication staff members **MUST** often make contact with other adults (strangers sometimes!) in order to get the information needed to proceed with their work. How do you relate to the adults (administrators, teachers, coaches, advisors) with whom you will have to work? Are you willing to go talk to people that you don't know?
11. Fundraising (primarily through business ad sales) is a necessary part of funding publications. Will you be willing and able to spend some time visiting businesses and following through on ad procedures?



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Publication Staff Application



* Davidson * Bradley * Darby *

As a requirement for application to a publication staff, students are asked to secure two evaluations from teachers familiar with their attitudes and abilities. The information you provide on this sheet is confidential.

PLEASE DO NOT share this information with the student. Please complete this form and return it to the guidance office or the adviser's mailbox **NO LATER THAN November 21**, as decisions need to be made in connection with registration for classes.

Any additional comments you wish to make are greatly appreciated. Please remember that I count on you to give a brutally honest evaluation of the student. Thank you for your time!

STUDENT NAME: _____ APPLYING TO: Newspaper Yearbook

TEACHER NAME: _____ SIGNATURE: _____

HOW DO YOU KNOW THIS STUDENT? _____

Scoring is based on a scale of 1-5. A score of "1" means "never" and a score of "5" means "always".

1. Has this student completed all **assignments** in your class **ON TIME**?

1	2	3	4	5
---	---	---	---	---
2. Do you feel this student works to her/his **potential**?

1	2	3	4	5
---	---	---	---	---
3. Does this student relate well with her/his **peers**?

1	2	3	4	5
---	---	---	---	---
4. Does this student relate well with her/his **teachers**?

1	2	3	4	5
---	---	---	---	---
5. Does this student **work well independently** without being constantly prompted?

1	2	3	4	5
---	---	---	---	---
6. Does this student **respect authority** and **display ethical behavior** in your class?

1	2	3	4	5
---	---	---	---	---
7. Would you feel comfortable trusting this student with **money** and/or **computer/photo equipment**?

1	2	3	4	5
---	---	---	---	---
8. Does this student accept **constructive criticism** and implement **your suggestions** to improve her/his work?

1	2	3	4	5
---	---	---	---	---
9. Does this student accept **constructive criticism** and implement suggestions **from other students**?

1	2	3	4	5
---	---	---	---	---
10. Does this student keep papers and class materials well **organized**?

1	2	3	4	5
---	---	---	---	---
11. Do you feel this student would be a **positive addition** to a publication staff?

1	2	3	4	5
---	---	---	---	---

Other comments:



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1 2 3 4 5
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1 2 3 4 5
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1 2 3 4 5
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1 2 3 4 5
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11. Do you feel this student would be a **positive addition** to a publication staff?
1 2 3 4 5

Other comments: