

Oak Park Journalism

2011-2012 Staff Application

In order to be considered for a staff position, you must complete the application process.

Staff members and positions will be announced this semester in a Handing Down Ceremony - seminar, Tuesday, March 29:

Checklist:

- Successfully completed at least one pre-requisite class: Journalism I, photography-journalism or video technology
 - OR** turned in a portfolio of writing, photography or videos with at least five examples
 - OR** turned in examples of the type of work (web design, graphic design, business management) that you are applying to do on staff
 - Staff application - filled out this form and returned it in person to Mrs. G at least **2** days before my interview
 - Signed up for interview - signed up on the interview schedule near the door for E133/134
 - Showed up for interview - met and talked with Mrs. G for a few minutes
-

Application for: (check one OR rank)

- The Northmen's Log, newspaper
- Cambia, ___ yearbook or ___ DVD
- Blue in Review, daily newscast

* everyone will contribute work toward www.northmennews.com, online newspaper

Name: _____

Current grade level: (circle one) 9 10 11

Most recent letter grades in the classes I have completed, or plan to complete this year:

- Journalism I photography-journalism journalism-newspaper
- journalism-yearbook video technology video production
- journalism lab
- I have not taken a publications class, but would like to apply to a staff using the other options.

Cell phone: _____

School e-mail: _____

Home e-mail: _____

Month and day of birthday: _____

Parents' names, phone, and e-mail: _____

List three positive qualities that will make you an asset to the staff:

- 1.
- 2.
- 3.

Please answer the following questions, as they apply to you and the job you are applying for, as completely as you can. Your answers will not prevent acceptance to a publications staff; they only let us know how much responsibility you can handle and the amount of time you can dedicate to the work. If space is too small, you may attach another sheet or type your responses and attach them to this application.

Are you willing and able to make the publications staff one of your top priorities next year? Explain.

Do you feel comfortable meeting new people and interviewing them? Explain.

Do you feel comfortable having your work edited or critiqued by others? Explain.

Do you feel comfortable going places you might not normally go to take pictures or talk to people? Explain.

Tell me something you have done in your life that demonstrates your commitment, dedication, ability to work hard, meet deadlines and do a good job. (all great qualities we look for in staff members)

Even if you are very experienced, everyone has something to learn. Please tell me the areas which you feel you need or want further training in to adequately do your job.

Are you willing and able to work after school in order to meet deadlines when needed? Explain.

Are you willing/wanting to accept a leadership role involving additional responsibility and commitment? Explain.

Do you have to work at a job during the school year? If so, does your employer work well with your academic schedule when school activities need your priority attention? Explain.

List all other activities you plan to be involved with next year. Include sports and clubs.

If you are applying for a position that requires you to take pictures or shoot video, please tell me about the make and model of your camera or video camera. You are NOT required to have a camera, but it would be beneficial. We have cameras for staff members to borrow.

Make: _____ Model: _____

Summer Camps/ Work Sessions

1. Each staff, will have a three-day camp in the summer. It is not required for a grade, but we will be doing many, many activities that you will not want to miss -- details will be available soon. Which of these dates would work best for you? (rank them)

___ Aug. 1-3 ___ Aug. 3-5 ___ Aug. 8-10 ___ Aug. 10-12 ___ suggestion: _____

Position for which you are applying: (rank if more than one is chosen)

The Northmen's Log

___ Editor-in-Chief - Usually available to returning staff only. Duties include leading and managing entire staff, managing front page and news content, etc.. Application process includes campaign speech given to returning staff.

___ Copy Editor- Duties include reading stories and captions for AP Style and helping adviser coach writers.

___ Photo Editor- Duties include assigning all photos, selecting images for publication, manage/ design photo essay content, and helping adviser coach photogs.

___ Social Manager- Duties include planning weekly and monthly team-building activities, public relations, staff celebrations, etc.

___ Photographer- Duties include shooting all assignments and writing captions.

___ Writer- Duties include writing all assignments.

___ Sports Editor- Manage/ design sports page.

___ Editorial Editor - Manage/ design editorial/opinion content.

___ Feature Editor - Manage/ design features/in-depth content.

___ Entertainment Editor- Manage/ design entertainment content.

___ Lifestyles Editor- Manage/ design lifestyles content.

___ Infographics Editor- Manage art staff. Create all infographics for paper and Web.

___ Cartoonist/ Art Staff- Draw editorial cartoons and other art as needed.

___ *Business Manager- See new position below.*

Cambia

___ Editor-in-Chief - Usually available to returning staff only. Duties include leading and managing staff, managing content, etc.. Application process includes campaign speech given to returning staff during class.

___ Copy Editor- Duties include reading stories and captions for AP Style and helping adviser coach writers.

___ Section Editor-- Design a section.

___ Student Life Section

___ Academic Section

___ Sports Section

___ People Section

___ Clubs/Activities Section

___ Group Shot/Index Section- manage/ design group shots, index the book, etc.

___ Senior Ad Section

___ *Business Manager- See new position below.*

___ Photo Editor- Duties include assigning all photos, selecting images for publication and helping adviser coach photogs.

___ Student Life & People Sections

___ Academic Section

___ Sports Section

___ Clubs/Activities Section

___ Social Manager- Duties include planning weekly and monthly team-building activities, public relations, staff celebrations, etc

___ Photographer- Duties include shooting all assignments and writing captions.

___ Writer- Duties include writing all assignments.

___ DVD Editor - Manage DVD, assign all DVD content, manage DVD staff.

___ DVD Staff- Complete all DVD assignments including shooting, editing and producing video feature stories.

Blue In Review

___ Producer - Usually available to returning staff only. Duties include leading and managing staff, managing content with Traffic's assistance, etc. Application process includes campaign speech given to returning staff during class.

___ Traffic - Usually available to returning staff only. Duties include assisting in leading and managing staff, assisting producer in managing content, managing staff in meeting daily deadlines, managing segment managers, etc.

___ Segment manager - schedule topics

___ Weather

___ Pledge of Allegiance

___ Entertainment Weekly

___ People to Know this Week interviews

___ Blue on Blue Pep Talk

___ other: _____

All show positions are on a rotating basis; however, we'd like to start the year with everyone working in their strongest capacity, so please rank these in order from your strongest to your least strongest skills:

___ Teleprompter - run script during show

___ Graphics - create end credits

___ Technical Director - control video switch

___ Camera Technical Director - control v. switch

___ Sound - run mic checks, control audio switch

___ Playback - play intros and videos, tape show

___ Camera Operator

___ News Anchor

___ Sports Anchor

___ Weather Anchor

___ Online- load taped show to Web site

When creating video stories, these positions are usually available; however, we'd like to start the year with everyone working in their strongest capacity, so please rank these in order from your strongest to your least strongest skills:

___ Reporter

___ Anchor

___ Sound

___ Camera Operator

___ Editor

___ Script Writer

www.northmennews.com

**These may be in addition to job duties on one of the other staffs.*

___ Web Editor - Manage Web site, assign all web content, manage web staff, update all social media.

X Everyone = Web Staff- Complete all Web assignments including adding/creating Web content with the other staffs' help.

Promotions

___ Marketing Director - promote the journalism department; promote all four publications; help Web Editor maintain social media; work as business manager for Log including managing ad sales and contacts, invoicing, subscriptions, etc.; for Cambia, track who purchased books, senior ads, waiting lists, old book sales, etc.; help BIR create advertisements; promote Scholastic Journalism Week in February; promote during 8th grade enrollment night; and any other marketing/promotions.

For your top choice:

What skills qualify you for your No. 1 choice position?

What can you bring to this position that no one else can?

Staff Member - Guardian - Adviser Contract

To create the best working relationship and learning experience, all parties must agree on the expectations involved in the production of the yearbook, newspaper and/or daily newscast.

Participation on publication staff affords students with more freedom than most other classes. It also requires them to take responsibility and exhibit a high degree of maturity and good judgment. As members of a group producing a product distributed to students, faculty and community members, those students named to staff can expect to be held to accepted journalistic standards and ethical practices. As individuals, they are recognized by many as representatives of the Oak Park journalism department, whether on assignment or not.

Please read and consider the following expectations. Initial those to which you agree, sign and return. The adviser is happy to talk with you if there is any concern regarding specific items.

____ Guardian I understand that my child will need to devote time outside of class to the completion of assigned tasks related to meeting deadlines. Tasks include, but are not limited to, the following: interviewing; writing and editing copy; written and photographic coverage of meetings, programs, sporting events and other activities; downloading raw images, audio files and video files; computer adjustment of images, video, story and design assignments; design and final preparation of pages for printers; and assisting with financial aspects such as advertising, book sales and fund-raising.

____ Guardian I understand that if my child is going to be absent, s/he needs to call the adviser or lead editors ahead of deadline time. I further understand that at deadline times it may be necessary for my child to consider the consequences to other staff members and the publishing companies in regards to absences. I will assist my child in getting needed materials and assignments to the staff at such times, full realizing missed deadlines affect the printing schedules, costs and my child's grades.

____ Guardian I understand that my child will be working with specialized equipment and supplies and will be held responsible for any damage and/or waste due to my child's negligence or blatant carelessness. (A separate agreement will back up this statement at a later date, pending acceptance to staff.)

____ Guardian I understand that my child will be responsible for assisting with financial aspects of the publications including advertising, book sales and fund-raising and that participation in these activities will be a part of the evaluation criteria for the class.

____ Guardian I grant permission for my child to leave campus during the class period or after school on publications-related errands or assignments, relieving the school and the adviser of all responsibility. Any errands or assignments, in which my child may have to leave during the school day, will be cleared with the guardian prior to the event. Students will not transport other students; the school or the student him/herself will provide the transportation should it be needed.

____ Guardian I grant permission for my child to drive off campus during the class period or after school on publications-related errands or assignments, relieving the school and the adviser of all responsibility.

____ Student I agree to produce publishable material for each deadline. This may include stories, headlines, graphics, advertising, copy editing, photos, videos, or other editor-assigned material. I understand that due to limitations of space, the work produced may not necessarily be published in the publication for that deadline, but may be used later or not at all.

____ Student I have been made fully aware that I will be required to devote outside time in order to complete assignments for publication deadlines. I agree to make those times available.

____ Student I understand the importance of being at staff/class meetings and work times. For whatever reason, when I am going to be absent or unable to fulfill my assignment, I will contact my adviser or lead editor to arrange for alternative plans so I can meet my requirements for the publication deadline.

____ Student I will not take advantage of the freedom given staff members to leave class to cover assignments or misuse my press pass. I will not use journalistic duties as an excuse for playing around outside of class, leaving the building without permission, or unnecessarily disturbing other classes.

____ Student I understand that I may be asked to leave campus on publications-related assignments and pledge to behave responsibly, reflecting the best of myself, the staff and the school. I will, if asked to drive off campus, only do so when my guardian approves and will drive responsibly, realizing the consequences of inappropriate behavior.

____ Student I understand a part of my responsibility to the publication involves the financial aspects of the program, and I agree to do my part in the areas of advertising, book sales and fund-raising.

____ Student I agree to abide by standards of good behavior, avoiding rudeness and disrespect to students, faculty and community members. I also agree to abide by standards of good behavior concerning discussions and participation in unsavory activities, ie. drugs, alcohol, etc. I realize the ability of a student press to operate and be respected by its readers may be questioned if individual staff members are observed exhibiting inappropriate manners or behaviors.

____ Student I understand plagiarizing and fabricating will not be tolerated. Plagiarizing, as in stealing another's work and passing it off as my own, and fabricating, as in making up or embellishing facts or quotes, is unethical. I understand that if I am guilty of either, I will be dismissed from the staff.

____ Student I understand that failure to abide by the terms of this contract can lead to my dismissal from staff. In the event I am dismissed, I understand other journalism related work would become my class work for credit and I would give up all staff privileges.

In summary, I understand that a student completing this application must make a commitment to staff and adviser and will be responsible for learning academic skills and applying them to the production of the school publications. Evaluation and grades of the student will reflect not only mastery of the skills, but also his/her application of those skills to the high school publication program. I also know that time outside of class will be required to accomplish the tasks. By signing this application, the student and the guardian agree to devote the time and effort needed to the publication.

Guardian name: _____

Student name: _____

Adviser name: Christina Geabhart, CJE

Guardian signature: _____

Student signature: _____

Adviser signature: _____