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This is an example of one approach to grading: combining participation points (quantity) and quality of work along with assessment of the student's ability to analyze his or her own contribution and the published product.

### Spokesman Grading Sheet

Issue Date:

Due Date:

General Directions: This report of your activities, Self-Analysis, and Issue Critique/Analysis are due on the date indicated above. Penalty for a late report is 10 points per day deducted from the total and a lower class grade. Bonus for an early report is 10 points per day and a possibly higher class grade. Circle the check mark for each area in which you wish to receive credit. Fill in the appropriate blanks. Numbers in parenthesis indicate point value for the activity. Points may be split for those working together. Where applicable, work must be initialed for points to be given. This sheet must reflect any contribution for which you wish to receive credit.

- **REPORTING** (story late or not transferred on time=lose 1/2 points)
  - ✓ Completed stories (2/col. in.)
  - ✓ Early story bonus (5); Early and publishable without corrections bonus (10)
  - ✓ Events (10); P/G (2 each); P/O quote (2 each); Top 10 (2 each); Sports Stats (10/sport)
  - ✓ Last-minute assignment bonus = 1 day to do story (10)

• **REPORTING TOTAL**
  
- **PRODUCTION** (based on initials on copy cover sheets)
  - ✓ Designing page (20)
  - ✓ Pasting page (10)
  - ✓ Final Editing of Story (3)
  - ✓ Stories or Sport in Stats Quarked (3)
  - ✓ Headlines Written (4)
  - ✓ Headlines or PO Comments Quarked (2)
  - ✓ Cutlines/Blurbs Quarked (3)
  - ✓ Final Check of Page (5)
  - ✓ After-school Layout (5 per hour)
  - ✓ After-school Pasteup (5 per hour)

• **PRODUCTION TOTAL**
  
- **PHOTOGRAPHY/ART/SPECIAL GRAPHICS**
  - ✓ Events/people photographed for this issue (5-10); PO or column photo (5 each)
  - ✓ Rolls of film developed (2)
  - ✓ Photos proportioned or selected at layout (2)
  - ✓ Finished prints made in darkroom (5)
  - ✓ Prints cropped/photos or graphics imported into page (2)
  - ✓ Cutlines Written (4)
  - ✓ Blurbs Written (4)
  - ✓ Original Artwork (5-10); Special Graphics (5-10)
  - ✓ Sidebar (5-10)

• **PHOTO/ART/GRAPHICS TOTAL**
  
- **ADVERTISING**
  - ✓ Size of ads sold (2/col. in.)
  - ✓ New ad designs (4)
  - ✓ New ad pasteups (4)
  - ✓ Trips to advertiser (4)
  - ✓ Billing all advertisers for issue (10)
  - ✓ Phone Calls/Ledger Entries this issue (1 per)
  - ✓ Planned ads on pages (10)

• **ADVERTISING TOTAL**

- GENERAL CONTRIBUTIONS (Fill in information where necessary.)
  - ✓ Major story rewrite for another writer (5) What story?
  - ✓ Typing for others (1/224 ch) How many chars?
  - ✓ Copyediting (2) How many stories?
  - ✓ Stuffing (10)
  - ✓ Subscriber Circulation (10)
  - ✓ In-District Circulation (5)/Counting for In-School Circulation (5)
  - ✓ Collecting/Sorting Extra Papers (5)
  - ✓ Folding for Bulk Mail (5)/ Sticky O's for Bulk Mail (5)
  - ✓ Labels for Bulk Mail (10)
  - ✓ Delivery of papers to be mailed to mail room (5)
  - ✓ Major cleaning of workroom/classroom (10) When?
  - ✓ Minor cleaning of workroom/classroom (5) When?
  - ✓ Displaying/Filing Exchange Papers (1 per) How many papers?
  - ✓ Extra periods in 135 or Darkroom for Spokesman (5/period) How many periods?
  - ✓ Compiling/Updating Master Story List (5)
  - ✓ Story Ideas Submitted for Issue (1 per) How many ideas?
  - ✓ Exchange Newspaper Report Submitted for Extra Credit (5-10)
  - ✓ Hours at Board meetings, movies to review, sports contests (5/hour) How many hours? at what?
  - ✓ Unexcused tardy to class after attendance (-5)
  - ✓ Late Reporting Sheet (-10/day)
  - ✓ Early Reporting Sheet (+5/day)
- GENERAL CONTRIBUTIONS TOTAL
- TOTAL POINTS FOR THIS ISSUE

#### GRADES FOR THIS ISSUE:

Class (includes goals progress, reporting sheet, critique, bests, appropriate behavior in class and as journalist)  
 Layout and/or Effectiveness of Final Headlines on your page  
 Quarking and/or Pasteup of your page/Solving all problems on your page before leaving pasteup  
 Photos/Artwork/Special Graphics  
 Story Grade(s) including on-time aspect at all checkpoints, appropriate sources, providing photo  
 Points Grade

Directions: Complete the Self-Analysis and Issue Critique following instructions below. Submit these along with this point sheet and your story packet to receive full credit for your work on this issue.

Self-Analysis: Assign one letter grade to yourself that combines your contribution, effort, and achievement for this issue. The grade may contain a + or -, but settle on one specific grade. Justify the grade you give by an honest and specific discussion of the strengths and weaknesses you demonstrated during the issue. How do you plan to improve weaknesses or continue strengths for next issue? What specific progress are you making toward goals you set for this semester?

Issue Critique: Thoroughly mark a copy of this issue, noting strengths and weaknesses of each page. Do more than just indicate good stories or pictures or a mistake or two. The thoroughness of this critique is reflected in your class grade. Make comments about all area of the newspaper and its production: reporting, design, photos, neatness, proofreading, choice of content, story angles, and so on.

Complete the lavender Bests Sheet: Choose and justify the following bests from the issue: Best Page, Best Lead, Best Opinion Story, Best Non-Opinion Story, Best Photo, Best Artwork or Graphic, Best Ad, Best Headline, Best Sidebar. Be sure to tell why you chose each one. Do not choose a tie. Make a decision. Next, discuss what you think are the biggest problems with the issue and suggestions for solving these problems in the future. How can you be part of the solution? In addition, discuss the best strength of this issue or the best part of production from your viewpoint and why. Finally, report results of your conversations about the issue with students and faculty outside the Spokesman staff.