

STOP! Make a copy of this template. (File>Make a copy)

Next, rename the copy (File > Rename).

Name your log as last name-log#_dates (Sawyer-Log# 8/30-9/3).

Organize your log into your share-w-sawyer folder before you begin.

Change the dates highlighted below “Week of . . .” and type your name where the blank is located above the dates.

Change the daily dates on your log as you complete the log.

Delete all of this text highlighted in colors from here to the top of the page. Now you’re ready to proceed.

Logs will NOT be graded if these notes are on the top or if the margins still have notes.

Yearbook- Weekly Activity Logs

for _____

Log#1_ 1/20-26

Over the course of a week there are FOUR assignments associated with this log. The first part is the ACTIVITY LOG where you are to keep up with what you do in class each day. Not only should you use this log to keep up with what you do in class each day, but you should use it to create reminders about what you need to do the next day on your log as you wrap up your work daily.

You are also to keep an ongoing list of your assignments and the status of these assignments on this log as well. List all of your assignments by spread #, topics, sidebars, etc. Update the status of the assignments on **Thursday** to reflect where you are with this assignment when you finish your log. **Keep ALL of your assignments on this document - even the ones that have been submitted. Update status with things like “on yellow” or “on green” or “on pink” or “shipped” or “on proofs” etc. as the year goes by.**

Assignment #1: list first, then status as of Thursday?

Assignment #2: list first, then status as of Thursday?

Assignment #3: list first, then status as of Thursday?

What did you do this week?

Friday 9/2

What did you do today?

OT? (What time did you arrive? What time did you leave? What did you do?)

Monday 9/5 Labor Day

What did you do today?

OT? (What time did you arrive? What time did you leave? What did you do?)

Tuesday 9/6

What did you do today?

OT? (What time did you arrive? What time did you leave? What did you do?)

Wednesday 9/7

What did you do today?

OT? (What time did you arrive? What time did you leave? What did you do?)

Thursday 9/8

What did you do today?

OT? (What time did you arrive? What time did you leave? What did you do?)

Yearbook- Weekly Reading Log

- Visit news sites in search of stories that are relevant to FFHS readers, looking for story ideas that we can use in OUR publication. As you come across articles on topics that we might want to pursue, copy the headline and paste it on your log, **making sure the link remains with the headline.**
 - We do NOT need headlines about the Kardashians, etc. unless that story is really well done or worth imitating. Stories here should have news value or value to us as future stories or value to us as examples of great writing.
- You are also to read stories that are really well written --- Remember, to be a good writer, you must first read good writing. (Below are links you can use to find really well written stories.) Again, as you come across articles that are really good, copy the headline and paste it on your log.

For good writing, check out these news sites:

<http://online.wsj.com/home-page>
<http://www.nytimes.com/>
<http://www.washingtonpost.com/>
<http://www.tampabay.com/>

Also, here are some suggested student newspaper websites that you might want to check out from time to time:

<http://www.thefeather.com/>
<http://smeharbinger.net/>
<http://www.theblackandwhite.net/>
<http://fhntoday.com/>
<http://palyvoice.com/>
<http://www.thea-blast.org/>
<http://www.granitebaytoday.org/>

And more are here: <http://www.studentpress.org/nsipa/winners/opm13.html>

- Even if you are absent during the week or not here because of a ball game or we miss class because of weather, you should have FOUR headlines on your log.
- If you are absent, you should note that on this log in the section for “what did you do today.”
- Finally, I am challenging you this year to read at least ONE article every week that will help you become a better journalist / yearbook staff member. You will post

the link to the article on the Haiku discussion board, making sure the link works, along with comments about what you learned from the article. Sites you may use for this component include:

- <http://www.poynter.org/>
- <http://studentpress.org/nsipa/wheel.html>
- <http://www.hsj.org/index.cfm>
- <http://jea.org/>
- <http://www.journalism.org/resources>
- <http://www.americanpressinstitute.org/en/Resources/Student-Journalism.aspx>
- <http://www.nytimes.com/learning/general/specials/weblines/411.html>
- <http://www.isonn.com/resources/online-journalism/>
- <https://docs.google.com/a/daretolearn.org/document/d/1Ukz-SgqliIQPRwgGUU09IFrihOPDxW1EB6LZtloYKY/edit?usp=sharing>
- <http://www.walsworthyearbooks.com/>

Headline 1 (a really good story):

Comments on why you chose this headline (Why was this a really good story? What made it so good?):

Headline 2 (a really good story):

Comments on why you chose this headline (Why was this a really good story? What made it so good?):

Headline 3 (a story idea):

Comments on why you chose this headline (Why is this a story we should do? What exactly should we do with this story?):

Headline 4 (a story idea):

Comments on why you chose this headline (Why is this a story we should do? What exactly should we do with this story?):

Professional Development Reading: (Post this to Haiku Discussion Board)

Link: (paste here)

Summary of the article you read:

What are three things you learned from this article:

How will you use what you learned from this article:

Grades are based on completion of required elements (including dates and naming document correctly), quality of entries - NO GENERIC COMMENTS.

You MUST organize your document in your share-w-sawyer folder BEFORE Friday afternoon each week and you must submit your professional article to Haiku each Friday.

(Please note: You are not being asked to upload this document to Haiku each week. You only have to submit your professional development article to the discussion board.) Haiku submissions count 10 points. NO LATE submissions without written (via email) explanation on your part and teacher approval.

Again, delete everything on this log EXCEPT what I am to grade. I will not grade your log unless all of the notes that I put here are GONE, including the margin notes; these notes must be trashed not just closed.