

# ADVISER'S GRADING SHEET

**PIONEER**  
2009

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Staff Member's Name \_\_\_\_\_ Date \_\_\_\_\_

27.5-30=A 24-27.4=B 20-23.4=C 17-19.9=D Below 17=F

1. **QUALITY OF WORK:** Writing, photos, ads, artwork, layouts cover designs, etc. (12 points)
2. **DEADLINES:** Assignments completed on time or ahead of time (6 points)--one deadline missed=4 points, two deadlines missed=2 points, three deadlines missed=0
3. **COVERS BEAT THOROUGHLY:** Is alert to all news possibilities. Gets beat initialed and submits a list of questions for each beat. (2 points)
4. **COMPLETES LISTS:** Turns in lists of anything required. (2)
5. **ATTENDANCE/PARTICIPATION:** Arrives at late night sessions by 3:10 p.m. and stays until all work is done unless instructor gives permission to leave. Signs out and in as required (Note--all students involved in another activity after school will sign out before going to that activity and will make up missed time before school, during contact, during study block, during IP or during lunch). Does not leave room without permission. Quantity of work output is adequate. Utilizes class time and deadline time well. Cooperates with adviser and editors. (3)
6. **READINGS:** Reads journalistic articles as required, and reads at least one magazine for design ideas and story ideas. Turns in design ideas and story ideas to editor. (3)
7. **WORK AREA:** Cleans up work area after use (turns off computer, places copy and layout sheets in proper places, files photographs, treats all equipment with respect. (2)

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**TOTAL**

INSTRUCTOR'S COMMENTS (IF NECESSARY):

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Staff Member's Name \_\_\_\_\_ Date \_\_\_\_\_

Suggested Grade \_\_\_\_\_ Use ✓, ✓- or ✓+ in boxes

1. Checked on purpose and intent of story, caption, photo, artwork, or design before pursuing.
2. Had a positive attitude.
3. Showed sufficient initiative.
4. Went beyond the requirements of the assignment.
5. Turned in work on time.
6. Followed instructions.
7. Provided accurate facts. Checked quotes for accuracy.
8. Kept style errors to a minimum.

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Additional Comments.

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Additional Comments.