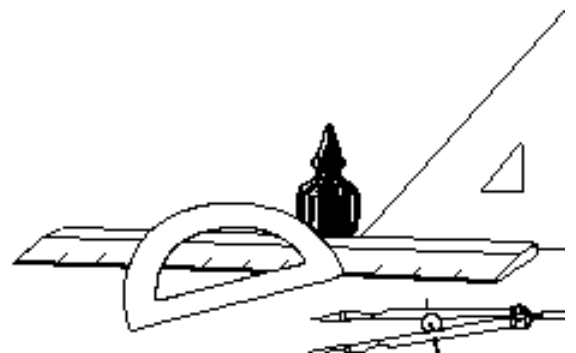


# Making the Grade

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# Point Possibilities

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## Business

- 1** per every \$1.00 worth of ads sold by September 1, 2005 (\$800 minimum = 800 points).
- 10** per each invoice you prepare and mail. (Business manager only)
- 1** per every ledger entry. (Business manager only)
- 100** for counting money on collection day. Business Manager only.

## Design

- 100** points per completed **Double Page Spread**. You must include a RUBRIC for the spread in order for the spread to earn points. This form will be evaluated by photo editor (photography), assistant editor (writing), editor-in-chief (design). All pictures must be cropped and placed, and the layout (including writing) **must be error free**. Points will be deducted for typos, poor photo selections, and design problems. Any pages that miss the deadline will automatically receive a deduction of 10 points per school day late.
- 50** points designing a DPS template
- 25** points for designing a style sheet.
- 25** sidebar used on a DPS.
- 25** submission of camera ready artwork you have created for yearbook.

## Editing

(editor, assistant editor)

- 25** points per page for finaling pages prepared on CD for shipment (8 1/2 x 11.) (E-I-C and PE only)
- 25** points per page for editing proofs (editor-in-chief only)

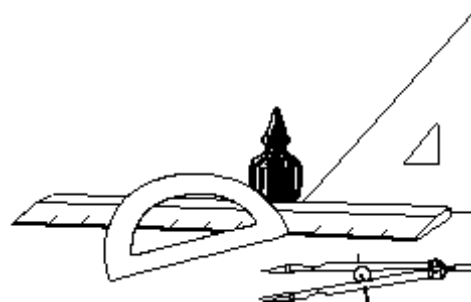
## Photography

- 5** for every digital image used in a layout. Must be saved at correct resolution and image size in Photoshop.
- 1** point for shooting a digital image and submitting it to the photo editor who will give you a point verification sheet you must attach to your weekly point sheet.
- 25** points per period working with professional photographers as assigned by the photo editor.
- 10** points per every scanned photo or art.

## Writing

**Must be packaged together with Story Points Sheet - Give as a composite score and not individual points.**

- 10** for preapproved interview questions

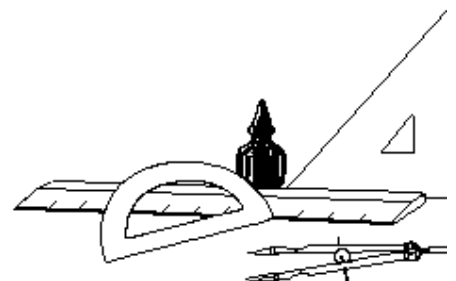


- 15 Completed interview planning sheet
- 10 Brainstorming
- 10 Rough draft ready for presentation on Story Editing Day
- 5 Quotes (5 points per quote)
- 15 Revised draft
- 20 Edited draft
- 25 ERROR FREE final draft

## Miscellaneous

- 10 Making photocopies X each master. That means if you make 100 copies from the same master, you get 10 points, but if you make 5 copies from five different masters you get 50 point. (Office Manager only.)
- 50 Completed CHRONOLOG - REQUIRED. All sections must be filled in **completely** each class day. for completing assignment at least one day before deadline.
- 25 Graphic Idea - REQUIRED (4 per quarter minimum and 8 maximum and must be attached to WEEKLYPOINT SHEET)
- 25 Beat Sheet - REQUIRED (1 per week minimum and 2 maximum and must be attached to WEEKLY POINT SHEET) BECAUSE THIS IS A REQUIRED ITEM, FAILURE TO SUBMIT MEANS A 2% POINT DEDUCTION.
- 25 Participating in a planning session. A copy of the planning session agenda with your name on it must be obtained from E-I-C and attached to point sheet.
- 25 Peekly point folder submitted by Wednesday of each week. REQUIRED.
- 50 Publication activity outside of Publications Seminar Class (**prior approval required**).
- 50 Assisting at the book sales assembly.
- 75 Working on the fall slide show (editor-in-chief and photo editor only).
- 15 Phone calls made from school that directly relate to publication (e.g. - Calling the photographer to schedule a shoot, confirming an ad, etc.)
- 100 Portfolio submission - once per quarter. Includes interview with the teacher.
- 10 Points for writing a PA announcement.
- 10 Random acts of kindness noticed by the adviser and recognized on **BONUS POINTS** form.
- 100 Participating in a state or national convention.
- 100 Earning a first place award at a state or national convention.
- 50 Earning a second place award at a state or national convention.
- 25 Earning a third place award at a state or national convention.

*Other points are negotiable with verifiable evidence that you have completed a task.*



## YOU CAN LOSE POINTS FOR

- 10** Tardy to class. (After four tardies in a semester you will be assigned detention.)
- 10** Leaving disk in computer or an unattended place
- 10** Leaving work materials in COMPUTER LAB after class or work session
- 10** Using the PUB to store your coat, gym bag, book bag, lunch, books for other classes, etc.
- 10** Leaving COMPUTER LAB without written permission. Also failure to sign out when given written permission.
- 10** Failing to clean out mail box on a weekly basis.
- 10** Using the internet or checking your e-mail during class.

**This may also apply to issues not listed here for problems where a staffers has been warned. Points are doubled from the previous PENALTY POINTS SHEET for repeat offenders. (ie. First PENALTY POINT SHEET = -10, second PENALTY POINT SHEET = -20, third PENALTY POINT SHEET = detention)**

### HALL PRIVILEGES

This class is run like a news room, so everyone will be doing a different job every single day.

You are required to be **IN** the **COMPUTER LAB** at **ALL** times unless you are a Editor-in-Chief, Production Editor, photo editor, or Office Manager. You will be issued two hall passes for the quarter. When they have been used, you have no more options to leave the class. So use them wisely. You may redeem them for 10 points each at the end of the quarter.

### ATTENDANCE

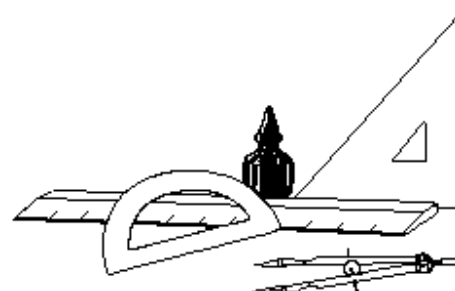
Your attendance is **ABSOLUTELY NECESSARY** every scheduled class day. Please make every effort to schedule appointments on those days you are not scheduled for this class as you will have to make up the 90 minutes you missed as outside lab hours.

We will meet in the publications office at 11:50 to take attendance, get materials, and discuss any general business. If you are tardy, you will lose points for the first two times per quarter and you will receive detention for any tardies beyond two. We will shut down computers at 1:15 PM daily - **NO SOONER**.

Since this is run like a news

### GRIEVANCES

room, the editor-in-chief has the final word. If you should disagree with an editorial decision, you must discuss it with the adviser. The editor-in-chief will be present at the discussion, because the editor is responsible for the overall end product. If the problem is not solved, the adviser will attempt to resolve the issue.



**DIRECTIONS:** Fill in the information requested below as completely as possible. If you leave things out, you will not get credit for them. **WORK COMPLETED WILL NOT RECEIVE ANY CREDIT IF IT IS RECORDED ON A POINT SHEET MORE THAN 10 DAYS AFTER THE WORK WAS ACTUALLY COMPLETED.**

Points will be totaled on this sheet by Dr. Blystone. All materials for the week need to be clipped together on this sheet and placed in your POINT FOLDER in the Publications Office by the end of the day **EVERY WEDNESDAY**. Failure to do so will result in ineligible status for extracurricular activities for the following week. This is your responsibility. You will not be reminded to do so. Dr. Blystone will return all scored point sheets in your staff mail box. Place all materials in your notebook so that you will have them available when you prepare your monthly portfolio. Documentation of what you have done is a major requirement for your portfolio grade.

Subtotal

Total for the week:

Outside  
\_\_\_\_\_ Lab Hours

# CHRONOLOG

INSTRUCTIONS: Fill in your chronolog every day. You must be very specific in each block. **If you use ditto marks or one word entries you will receive no credit.**

DATE	GOALS for today...	WORK I completed today...	PREPARATIONS I need to make before the next class...

## Required Outside Lab Hours

Date	Time In	Time Out	Total Hours	Teacher Signature

You are required to put in one hour of outside lab time for every hour of scheduled class, or 33 hours per quarter. **If you miss a class, you will also be required to make up the 90 minutes of class time due to absence.** You must log all outside time here and you must get teacher signature for credit. In order for you to earn off- campus points for your hours, you must get **prior approval** from the adviser. If you fail to get prior approval hours may be denied.

These points will be added to the front side by the adviser.



Chronolog

\_\_\_\_\_/50 points

TOTAL POINTS  
TO BE ADDED  
TO THE FRONT

Total outside lab hours

\_\_\_\_hrs. this week



# Advertising Point Certificate



Name \_\_\_\_\_ Date \_\_\_\_\_

Attach this certificate to your next point sheet. You have earned \_\_\_\_\_ points for raising \$ \_\_\_\_\_ in advertising for the 2005 yearbook.

Adviser signature \_\_\_\_\_

## BONUS CERTIFICATE

Name \_\_\_\_\_ Date \_\_\_\_\_

Attach this certificate to your next point sheet. You have earned this bonus certificate for going over the top (2700points) last quarter by at least 200 points. You may use it for 100 free points or for 3 outside lab hours. Check your choice below.

☐ 3 outside lab hours                      or                      ☐ 100 extra credit points.

Adviser signature \_\_\_\_\_

### Photo Point Verification Sheet

\_\_\_\_\_ digital images have been shot by

(Staffer) \_\_\_\_\_

on (Date) \_\_\_\_\_

Events/subjects which where photographed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Photo editor name: \_\_\_\_\_

Date: \_\_\_\_\_

## Graphic Idea

Type of entry: ☐ m Headline ☐ m Caption

☐ Story Idea/Infographic

☐ Design ☐ Other

Publication where I found this idea: \_\_\_\_\_

Submitted by \_\_\_\_\_

Date \_\_\_\_\_ Points \_\_\_\_\_

Page #'s \_\_\_\_\_ Spread Topic \_\_\_\_\_ Deadline Date \_\_\_\_\_

Prepared by \_\_\_\_\_ Date Submitted in Final Form \_\_\_\_\_

## Yearbook Spread Rubric

Design Reviewed by \_\_\_\_\_

Spread follows columns or grids	5	4	3	2	1
Folios place appropriately	5	4	3	2	1
Spread has a pleasing blend of all elements	5	4	3	2	1
Spread has an eyeline and/or unifying elements	5	4	3	2	1
Headlines are not labels, written in present tense	5	4	3	2	1
All photographs have captions	5	4	3	2	1

Photography Reviewed by \_\_\_\_\_

Spread uses technically superior photographs	5	4	3	2	1
Subjects in the photos face gutter	5	4	3	2	1
Photos are cropped to reflect the subject	5	4	3	2	1
NO posed photos used	5	4	3	2	1
NO photos are reversed/inappropriately enhanced	5	4	3	2	1

Writing Reviewed by \_\_\_\_\_

Captions/stories are anecdotal in nature	5	4	3	2	1
Captions/stories use correct syntax.	5	4	3	2	1
Captions/stories use strong, interesting quotes.	5	4	3	2	1
Captions/stories use inviting leads.	5	4	3	2	1
Captions/stories close with new, interesting info	5	4	3	2	1
Captions/stories use descriptive nouns	5	4	3	2	1
Captions/stories use action verbs only	5	4	3	2	1
All copy is free of typos and misspellings	5	4	3	2	1

Miscellaneous Reviewed by

Pages indexed in database	5	4	3	2	1
Meets deadline. Original deadline _____	5	4	3	2	1





# Story Points

Writer \_\_\_\_\_

Layout \_\_\_\_\_

Interview Questions \_\_\_\_\_/10

Rough Draft \_\_\_\_\_/10

Quotes 10 x \_\_\_\_ = \_\_\_\_\_

Revised Draft \_\_\_\_\_/10

Edited Draft \_\_\_\_\_/10

Final \_\_\_\_\_/25



TOTAL POINTS \_\_\_\_\_

**All parts must be attached to  
receive final points.**