

## Photographer responsibilities/evaluation

### Mastery of Skills

#### Skills

**Events/people photographed for this issue; column/mug shot photo**

**Random candid**s of a variety of students

Variety of photos selected for design/layout (Horiz/Vert, closeup, medium shot, etc.)

**Prints cropped/photos or graphics or sized appropriately** (300 dpi with correct size) in Photoshop for designer (if designer asks for photos to be sized)

**Index photos** selected; cropped sized for designer

**Permissions** to use photos; attribution (Online website Photos) - not for the PatriotNews website

**Random Riots or Patriot Perspectives Photos** - Uploading photos and typing up "quotes" for correct issue and stored in appropriate folder

Pull **photos** not used in newsmagazine to **add to website** (with WEB captions) \*\* with permission

#### Writing captions and blurbs

Compose all copy according to accepted **journalistic AP standards** and proper grammar; **check the spelling of all names**

**Self-Editing** - use appropriate organization and techniques of journalistic writing

**Final Check of Page** to ensure that correct images are used with the correct captions

**\*\*Permission slips for online photos/video and filed in online binder (alphabetically)**

### Special Graphics

Polls/Surveys

Original Artwork; Special Graphics; Informational Graphic

Photographic/Graphic Treatment of Sidebar

Scanning of images/Color Correction

- Cameras signed out appropriately; add when you plan on using the cameras on the photography calendar
- Batteries charged for the next photographer
- Names of students highlighted along with issue date we used photo next to name
- CDs burned of photos - not stored in iPhoto and appropriately labeled and stored in Photo Binder
- Photos stored in appropriate page folder and labeled according to placement (also to match caption) = [e.g. if Page 4 has four photos on it, photos should be labeled 4a, 4b, 4c, 4d, starting at the top left and moving to bottom right]