

Writer responsibilities/evaluation

Mastery of Skills	
	Writing Headlines for stories when submitting stories to designers (at least 3 possible headlines for each story)
	Brainstorm story ideas for issue and work with other "beat" reporters in order to submit story ideas in a timely manner
	Writing captions/Assist photographers identifying students and also checking correct spelling of names
	Stories written reflect your mastery of your story type, including lead and story structure (i.e., Features, Editorials, Reviews, News, News Features, Satire, Sports, Sports Editorial)
	Progression of story quality improves with each proof; 1st rough copy to copy editors, 2nd rough to editors, FINAL version tagged and in correct format/folder
	Writing online story version for website
	Polls/Surveys
	Taking notes during interviews
	keeping handouts and using them
	Reviewing other magazines, news sources and bringing ideas/story, photo or design and adding it to the idea wall
	interview skills; make source contacts within beat and schedule interviews prior to source check deadline
	Researched other publications for relevant story Ideas and submitted to editors by deadline. (Contacting sources within beat)
	Quality of Writing - accuracy and credibility researched and determined to narrow the focus or extend the investigation
	Copy Editing (AP Style and grammar); Checking students' correct spelling of names; proper identification - PROOF READ OTHERS STORIES
	Self-Editing - use appropriate organization and techniques of journalistic writing (editorials, features, news features) PROOF READ YOUR STORIES
	Work with photographer and designer for photo ideas
	(+) Last-minute assignment bonus
	Highlight names of all students and staff in the directory who have been written about or photographed for your story.
Leadership and Initiative	
	Attendance at board meetings, movies to review, sports contests.
	Major story rewrite for another writer
	Morning Announcements
	Leading brainstorming for ISS List and Patriot Perspectives