

Name: _____

Edition Publish Date: _____

NEWSPAPER Activity Summary Report

This form is created to help you assess your effort in the newspaper class. I expect every member of the class to be on time, produce quality work and be involved in all aspects of newspaper production. This form should be used to convince me that you deserve a good grade **based on your efforts**. BE COMPLETE!

1. TIMELINESS: (this section is worth 50 points)

Did you get to class on time? _____

Were your first drafts on time? _____

Were your second drafts on time? _____

Were your finals on time? _____

Were your photos on time? _____

Was your binder submitted on time? _____

Were all other assignments completed on time? _____

DOES THE BINDER CONTAIN ALL REQUIRED DOCS? _____

I feel I deserve _____ points (out of 50) for this section and here's why: _____

2. QUALITY: (this section is worth 50 points)

Did you thoroughly research your stories? _____

Did you properly interview people and ask the right questions? _____

Did you carefully construct your stories? _____

Did you pay special attention to your openings and closings? _____

Did you make all improvements suggested by editors? _____

Did you consider the 6 traits of good writing in your articles? _____

Did you use appropriate and correct conventions (punctuation, etc.)? _____

I feel I deserve _____ points (out of 50) for this section and here's why: _____

3. ATTITUDE: (this section is worth 25 points)

- Did you get to class on time? _____
- Did you sit quietly during roll? _____
- Did you respectfully listen as the teacher and other students spoke? _____
- Did you go into the brainstorming with valuable ideas? _____
- Did you fully participate and stay focused during the brainstorming? _____
- Did you willingly accept all assignments for this edition? _____
- Were you considerate to others during this edition? _____

I feel I deserve _____ points (out of 25) for this section and here's why: _____

4. PHOTOGRAPHY: (this section is worth 25 points)

- Did you take pictures for your stories and/or assignments? _____
- Did you submit them on time? _____
- Were the pictures good enough (quality-wise) to use in the paper? _____
- Did you return the camera on time and in good repair? _____
- Did you take good care of the equipment? _____

I feel I deserve _____ points (out of 25) for this section and here's why: _____

5. BUSINESS: (this section is worth 25 points)

Did you try to sell ads for this edition? _____

Were you successful? _____

Did you treat potential advertisers properly? _____

Did you submit the ad/insert on time? _____

Did you follow-up and collect payment? _____

I feel I deserve _____ points (out of 25) for this section and here's why: _____

6. OTHER: (this section is worth 25 points)

Did you review professional newspapers to improve your writing? _____

Did you take on any special assignments? _____

Did you spend time formatting? _____

Did you spend time learning the Quark software? _____

Did you help the editors or other staffers in any way? _____

Do you deserve points for anything that has not been mentioned? _____

I feel I deserve _____ points (out of 25) for this section and here's why: _____

Overall, I feel that I deserve a total of _____ points (out of 200).

Teacher Comments: _____

Final Grade: _____