

EARNING YOUR POINTS



A Monthly Score Sheet

NAME _____

POSITION _____

GRADING PERIOD _____ *Enter a grade only in relevant criteria.*

- Grade** _____
- Work Habits**
1. Displays a sense of responsibility
 2. Works well with other staff members
 3. Takes orders well
 4. Shows initiative to learn new skills
 5. Consistently meets deadlines
 6. Devotes time out of class to assignments
 7. Helps others with assignments
 8. Pays attention to details
 9. Uses time wisely; does not waste time
 10. _____
 11. _____
 12. _____

- Grade** _____
- Reporting/Writing Skills**
1. Actively researches story assignments
 2. Obtains good facts and quotes from interviews
 3. Writes accurately and objectively
 4. Uses proper spelling, punctuation and grammar
 5. Varies leads
 6. Writes creatively to capture action and emotion
 7. Proofreads and rewrites as necessary
 8. Submits neat and finished final copy
 9. Requests photos in advance and in detail
 10. _____
 11. _____
 12. _____

- Grade** _____
- Layout and Design Skills**
1. Follows established layout guidelines
 2. Designs rough layouts on time
 3. Is neat and thorough when drawing designs
 4. Uses good judgment when selecting pictures
 5. Crops pictures wisely
 6. Redraws or redesigns layouts as necessary
 7. _____
 8. _____
 9. _____

- Grade** _____
- Financial Duties**
1. Met advertising sales quota
 2. Keeps accurate information on ads
 3. Fills out sales reports for each sales call
 4. Participates in ad spread design
 5. Actively assists with the yearbook sales campaign
 6. Participates in fund-raising campaigns as necessary
 7. Assists in the collection of yearbook funds
 8. _____
 9. _____
 10. _____

- Grade** _____
- Photographic Skills**
1. Shoots technically accurate pictures
 2. Shoots assignments on schedule as requested
 3. Shoots a variety of angles and compositions
 4. Captures spontaneity and unique action
 5. Manages to shoot a wide variety of individuals
 6. Actively works to improve photographic results
 7. Keeps orderly files of digital images and backs up
- 35mm/Darkroom**
8. Does not waste film or shoot too little
 9. Develops and contacts film promptly
 10. Prints technically accurate photographs
 11. Keeps orderly files of negatives, contacts and prints
 12. _____

REMARKS:

STUDENT SIGNATURE _____

ADVISER SIGNATURE _____

