highlights Staff Application

The student-run publication at Coral Gables Senior High School

Return application to room 9220 by **February 27, 2015** and schedule an interview.

All abouthighlights

highlights is a student run newspaper that has received national recognition. With its reputation for scholastic journalism excellence, highlights is well received both within the school and beyond. Students work together as a team to ensure that their fellow students are up to date on what is happening at their school.

*Tradition*

highlights is a newspaper that is distributed to over 3,000 students. The paper also finds its way outside of school making it one of the most widely distributed school publications in Miami. Coral Gables Senior High itself has widely successful and influential alumni ranging from Janet Reno to Mike Lowell. Students on staff have the pleasure of continuing over 58 years of journalistic excellence.

Requirements

* highlights can be found on your subject selection card as Journalism II. All members must maintain a minimum of a 2.5 GPA and at least a B in English.
* All members must be in good standing with administration and maintain a good attendance/tardy record.
* All members must attend a 2-week summer production session and are responsible for $200 of advertising by the end of the first quarter.
* All members must follow all journalistic and ethical guidelines outlined in our staff handbook.
* As a highlights staff member, you will:

A. Work as a team to produce all issues of highlights.

B. Write informative and interesting articles, which in effect, require you to meet with advisors, administrators, students, and/or coaches to get background information and interviews.

C. Work with your staff, parents, and business leaders to sell business ads in the community while participating in fundraisers.

D. Meet deadlines and if you are an editor, be responsible for completing your pages; designing layouts, proofreading, editing, etc.

E. Come to class on time and prepared to work. Because it is a class, it takes precedence over extracurricular activities.

*Interview availability*

Odd day lunch: \_\_\_\_\_\_\_\_\_\_

Even day lunch: \_\_\_\_\_\_\_\_\_\_

Assessment

*Please answer the following questions completely and truthfully.*

* Why do you want to join the newspaper? What are your goals in highlights?
* What are your best qualities and how do you intend to bring them into our publication?
* Do you have any prior experience in a journalism class or any other publication? If so, what were your duties? List any accomplishments.
* Rate your skills with the following computer programs based on a 1-3 scale.

1 = No familiarity 2 = Some familiarity 3 = Exceptionally Skilled

Microsoft Word

 1 2 3

Microsoft Excel

1 2 3

Microsoft Powerpoint

1 2 3

Adobe Illustrator

1 2 3

Adobe Photoshop

1 2 3

Adobe InDesign

1 2 3

* Photography experience

A. Do you have a digital camera you are able to use every day? What kind is it (model/make)?

C. Have you ever taken a photography class?

* What are the areas of journalism in which you are interested? Please list your top five choices in numerical order.
* Story Writing & Interviewing
* Photography
* Art
* Layout Design
* Business Management / Ad Sales or Design
* Fundraisers
* Web Related Activities (www.cghshighlights.net)
* Investigative Reporting
* Event Coverage (Sporting Events, Performance Events, etc.)
* Journalism Competitions and Conventions (Florida Scholastic Press Association and Columbia Scholastic Press Association Conventions)
* Odd Jobs (Classroom cleanliness, office supply management, etc.)
* Which area(s) of writing are you most interested in? Number by preference (1 being the most interesting).
* News – write about what’s going on around school and the Gables
* Opinion – pick a side about important issues and defend it
* Insight – take an in-depth look at one large topic (social networking, love vs. lust)
* Features – interesting topics and trends
* Sports – report on sporting events, go to games, write opinion/features/news stories
* The Scene – one color page about the cultural events in Miami
* Unsure

Availability

*Please answer the following questions completely and truthfully.*

* Are you in the IB program?
* Do you have a car or after-school transportation?
* The last two weeks of summer are dedicated to training and our first issue. Are you available to attend the mandatory meetings?
* Are you willing to make the newspaper one of your top priorities next school year?
* We stay after school for one week every two months for production. Are you able to stay every day for that week?
* Are you able to work after school and on weekends to meet newspaper deadlines?
* Some of the duties of a staff member include selling ads to businesses, talking to teachers/coaches, and asking questions/interviewing. This requires being somewhat comfortable talking to people that you do not know. Will you be able to perform these duties?
* Every member will be required to sell $200 of ads within the first quarter. Do you understand and are you able to sell these ads?

Assignment

1. *Please attach a copy of your most recent report card (a print out from the student portal works as well).*
2. *Please provide a sample of your writing – anything goes, as long as it represents your original work. Feel free to submit school essays or a piece you write specifically with editorial, news or features writing in mind.*

highlights

Staff Member Recommendation Form

*Upon completion, please return this form to Mrs. Gonzalez in room 9220 or place in her mailbox by February 27, 2015.*

Teacher Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Average Grade in class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When did you have the applicant as a student? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please rate this student in the following categories. Apply a score based on a scale of 1 to 5, with 5 being the highest and 1 being the lowest.

\_\_\_\_\_ Writing Skills

\_\_\_\_\_ Creativity

\_\_\_\_\_ Quality of work

\_\_\_\_\_ Ability to meet deadlines

\_\_\_\_\_ Behavior in class

\_\_\_\_\_ Ability to work with others

\_\_\_\_\_ Attitude toward assignments

\_\_\_\_\_ Attendance

Please use the space below to comment on any unique or otherwise noteworthy attribute of the student in question in regards to your class and highlights.

Teacher’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your time,

Mrs. Gonzalez

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Please use the space below to comment on any unique or otherwise noteworthy attribute of the student in question in regards to your class and highlights.

Teacher’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your time,

Mrs. Gonzalez