Name (Grade):

Section(s) and Position(s):

This Month’s Goals:

(Photos to be Taken, Copies to be Written, Spreads to be Completed, Editing to be Done, etc.)

Week’s Accomplishments:

(Provide a progress report on each item above. Have you completed any?)

Score Yourself Out of 1 to 5:

|  |  |  |
| --- | --- | --- |
|  | Score | Expectations |
| Quality of Work |  | * Copies and captions are interesting, well-structured, and succinct * Photos are clear, focused, and illuminate various aspects of school life * Layouts are original and visually appealing * All editing refers back to the rubric and provides specific, constructive comments * All organizational or managerial tasks are completed with thought and care – they work smoothly when implemented |
| Effort |  | * Student is punctual and brings all necessary materials * Student takes initiative in fulfilling his/her responsibilities and assisting others where necessary * All edits, assessments, and comments are taken into consideration for improved quality of work * Students pay attention to all presentations and meetings * Student constantly updates style file |
| Organization |  | * Student keeps track of all of his/her sections and responsibilities * All work is handed in on time * Student keeps all materials organized in a binder system * Student constantly keeps in touch with the rest of the staff through meetings, e-mail, and one-on-one conferences if necessary * Student keeps most of his/her work in digital form accessible through the computer |