

Name of Staff: _____

Section /Page: _____

Yearbook Caption Rubric

	Expectations	5	4	3	2	1
Ideas & Content	<ul style="list-style-type: none"> The lead/headline/first five words of the caption are clear, concise and interesting enough to rouse the reader’s curiosity (and are not invented quotes!) The information in the caption is newsworthy, detailed and specific <ul style="list-style-type: none"> No “empty” sentences; no stating the obvious The content is based on facts collected through research; facts are stated clearly and objectively – absolutely NO INVENTED INFORMATION No assumptions have been included; phrases such as “seems to” “appears to” “attempts to” have been avoided – either it happened or it didn’t happen Opinions are accurately credited to their source Captions tell a story; background information is provided about the student(s), activity, class, setting, what happened before, what happened after, etc. Captions are creative 					
Organization/ Basic Requirements	<ul style="list-style-type: none"> Captions include a lead Captions are at least 2 sentences in length Present tense is used to describe the action in the photo; past tense is used to add information All people pictured are identified with their full name (and grade or title, where appropriate) 					
Voice	<ul style="list-style-type: none"> The tone of the copy is consistent and appropriate for the style of the Yearbook – e.g. avoid unnecessary negative comments; do not fall back on overused ideas like “sleeping” or “daydreaming” The author’s opinion is not featured either directly or indirectly 					
Word Choice	<ul style="list-style-type: none"> Word choice is specific Word use indicates an extensive, yet efficient use of vocabulary; avoid repetition Words are used correctly and artfully Certain obvious phrases have been avoided: e.g. “shown here” “pictured here” 					
Sentence Fluency	<ul style="list-style-type: none"> Captions employ a variety of patterns and styles to maintain reader interest <ul style="list-style-type: none"> They vary in their beginnings, length and structure Captions do not begin with names Sentences are complete and accurately constructed 					
Conventions	<ul style="list-style-type: none"> Writer demonstrates proficiency in grammar, usage, and spelling Punctuation is skillful and enhances the clarity of the writing 					
Bonus	<ul style="list-style-type: none"> Quality quotes have been included. 	BONUS 2 MARKS				
	Total	/30				

Name of Staff:

Section/Page:

Yearbook Copy Rubric

	Expectations	5	4	3	2	1
Ideas & Content	<ul style="list-style-type: none"> The lead is clear, concise and interesting enough to rouse the reader’s curiosity The lead is a unifying idea that is developed beyond the first paragraph The copy maintains a clear focus/”angle” and ideas are thoroughly developed The information in the copy is newsworthy, detailed and specific (i.e. no “empty” sentences; no stating the obvious) The content is based on facts collected through research; facts are stated clearly and objectively; opinions are accurately credited to their source Quality quotations have been included A (clever) connection to the theme is evident 					
Organization	<ul style="list-style-type: none"> The copy is written using the ‘quotation + transition’ structure Points of information are arranged in a logical order Transitions are used to clearly and smoothly connect paragraphs Conclusion sentences sum up the main idea discussed in the copy 					
Voice	<ul style="list-style-type: none"> The tone of the copy is consistent and appropriate for the style of the Yearbook The author’s opinion is not featured either directly or indirectly 					
Word Choice	<ul style="list-style-type: none"> Word choice is specific Words are used correctly and artfully Word use indicates an extensive, yet efficient use of vocabulary 					
Sentence Fluency	<ul style="list-style-type: none"> Sentences vary in their beginnings, length and structure Sentences are connected smoothly and creatively Sentences are complete and accurately constructed 					
Conventions	<ul style="list-style-type: none"> Writer demonstrates proficiency in grammar and usage Punctuation is skillful and enhances the clarity of the writing Writer demonstrates proficiency in spelling 					
Writing Center	<ul style="list-style-type: none"> This copy was reviewed by a teacher or tutor in the Writing Center at least once. 					
	TOTAL	/30				

Name: Section: Draft #:

Yearbook Layout Rubric

Category	Score	Expectations
Alignment		<ul style="list-style-type: none"> • Photos (alone) • Text (alone) • Photos, text, and info graphics (together) • Pictures within box (no white spaces)
Font		<ul style="list-style-type: none"> • Consistency with section (font size and style)
Caption Format		<ul style="list-style-type: none"> • Headings: Bold, capitalized, no punctuation • Spacing • No missing punctuation • No overflowing text
Copy Format		<ul style="list-style-type: none"> • Spacing • No overflowing text • No missing punctuation
Variety		<ul style="list-style-type: none"> • Grade • Gender • People represented in caption, copy, and pictures
Heading		<ul style="list-style-type: none"> • Consistency with section • Punctuation
Infographics		<ul style="list-style-type: none"> • Consistency with section • Easily readable
Effort		<ul style="list-style-type: none"> • Quality captions, photos, and copy • Section member made a clear effort to revise the page
Total	/40	

Yearbook Layout Progress Rubric

Name: _____

Section: _____

Page: _____

		Expectations	5	4	3	2	1
Copy	<p>Revision</p> <ul style="list-style-type: none"> - Revision, if any, significantly improved the copy and captions. - Made revisions from the previous drafts. <p><i>This section should be assessed by Albert or Eugene and ratified with a signature:</i></p> <p style="text-align: right;">x _____</p>						
Photography	<p>Photo Quality</p> <ul style="list-style-type: none"> -The Section Head had quality photos to choose from for this page: <ul style="list-style-type: none"> - Many photos told a story/complemented the copy angle - Many photos “captured the moment” - Subject filled the frame <p><i>This section should be assessed by your Section Head (please print name) x _____</i></p> <p style="text-align: right;">Signature: x _____</p>						
Process	<p>Teacher/Advisor Approval</p> <ul style="list-style-type: none"> - This copy bears the following statement from the appropriate teacher/advisor “Approved by(signature).....” 	<p>Print teacher/advisor name below:</p> <p style="text-align: center;">(10 Marks)</p>					
		Total					/20

Yearbook Layout Teacher Review

Thank you for taking the time to review and assess this layout so that Yearbook may deliver the best possible representation of your class in this year's Yearbook. We sincerely appreciate your continuing support and await your constructive feedback. Once again, thank you for your time and have a nice day.

	Expectations	Yes	No
Copy	Does the copy reflect the class well? Is it informative?		
	Do the captions describe the photos accurately? Are they informative?		
	Is grammar adhered to without error?		
	Is all information presented in the writing, factual and accurate? Are all names correct?		
Photography	Do the photos tell a story and complement the writing well?		
	Do the photos reflect the true nature of the class and represent it at its best?		
	Are the photos engaging and appropriate? Are they a pleasure to view?		
Approval	This layout has been checked, edited, and/or approved by the recipient teacher.	Your signature:	
Comments			

Yearbook Mini-Presentation Rubric

Name of Staff Member: _____

Topic of Presentation: _____

	Score	Expectations
Ideas & Content 10 points		<ul style="list-style-type: none"> The topic has been negotiated with the Advisor A visual aid is used to support delivery of the content – preferably a handout with key points to remember The mini-lesson is greater than 3 minutes but no longer than 10 minutes in length (unless otherwise negotiated with the Advisor) Content is relevant to the majority of Yearbook staff Content is clear and easy to understand; specific details, examples, and repetition have been used to enhance clarity of key points The presenter encourages and can answer most questions posed by students
Organization 5 points		<ul style="list-style-type: none"> The presenter arrives punctually to class and is ready to present The presenter is prepared in advance with a visual aid and/or AV equipment and/or photocopies The presenter speaks confidently and authoritatively about the mini-lesson topic; the presenter is clearly rehearsed/familiar with the topic
Word Choice 5 points		<ul style="list-style-type: none"> The presenter uses words correctly and effectively to enhance clarity of the content; mostly simple, familiar terms are used Potentially unfamiliar vocabulary words are explained
Voice & Fluency 5 points		<ul style="list-style-type: none"> The presenter speaks clearly, using good volume and enunciation The presenter speaks at a good pace that is neither too slow, nor too fast, allowing the listeners to absorb key points The presenter speaks with good English fluency and pronounces words correctly.
Presentation 5 points		<ul style="list-style-type: none"> The presenter makes eye contact with the class to maximize listener involvement The presenter’s body language is relaxed and confident; no fidgeting, shuffling or swaying distract the listeners from the mini-lesson content
Total	/30	

Section Head/Editor Performance Evaluation

Please assess your peer to the best of your ability in an honest, objective, and emotion-free manner

Name of Peer: <input type="text"/>	Unacceptable	Lacking	Acceptable	Nice	Brilliant
<p>Organization</p> <ul style="list-style-type: none"> ✓ Did the person know who was in charge of what? ✓ Did the person communicate well with the teachers? ✓ Was she/he aware of all events related to the section? ✓ Did she/he perform his/her own work well? (i.e. editing copies, layouts) 					
<p>Communication</p> <ul style="list-style-type: none"> ✓ Does she/he relay information to members well? ✓ Section head-member relationship? ✓ Does she/he offer assistance often enough? ✓ Does she/he take the initiative to help others perform better? 					
<p>Deadlines</p> <ul style="list-style-type: none"> ✓ Does she/he assign what you feel are reasonable deadlines? ✓ Does she/he collect deadline material on time? ✓ Does she/he meet his/her own deadlines? 					
<p>Overall Performance</p> <p>Do you think the person did the best job possible?</p>					

Yearbook Assessment

Section Members	Section Heads	Art Team	Editors
Assignments: 40% <ul style="list-style-type: none"> • Copy • Photography • Captions • Other (in-class activities, etc) 	Assignments: 40% <ul style="list-style-type: none"> • Copy • Photography • Captions • Presentations • Other (in-class activities, etc) 	Fulfillment of Job Description: 60% <ul style="list-style-type: none"> • Each Descriptor taken into consideration for a holistic grade • Editors-in-chief and Ms. Coulson will divide this grade. 	Fulfillment of Job Description: 60% <ul style="list-style-type: none"> • Each Descriptor taken into consideration for a holistic grade
		Deadlines: 30%	Deadlines: 30%
Section Member Rubric: 50% <ul style="list-style-type: none"> • Deadlines • Quality of Work • Participation, effort, attitude (in and out of class) • Completed by Section Heads 	Section Head Rubric: 50% <ul style="list-style-type: none"> • Quality of Work • Overall working habits. • Completed by Editors-in-chief 	Completed based on the job descriptions	
Participation/Effort: 10% <ul style="list-style-type: none"> • Appropriate use of class time and sign-out system • Professional and respectful attitude. 	Participation/Effort: 10% <ul style="list-style-type: none"> • Appropriate use of class time and sign-out system • Professional and respectful attitude. 	Participation/Effort: 10% <ul style="list-style-type: none"> • Appropriate use of class time and sign-out system • Professional and respectful attitude. 	Participation/Effort: 10% <ul style="list-style-type: none"> • Appropriate use of class time and sign-out system • Professional and respectful attitude.

Notes:

- If a particular grading category is not used during any quarter, the weight of that category will be added to the Participation/Effort category.
- A minimum of two assignments must be submitted each quarter by all staff.
- Assessment of section members, sectionheads, and editors will occur twice per quarter using the appropriate rubrics.
- In the yearbook class, meeting deadlines is *crucial*, therefore deadlines for assignments, spreads, etc will follow the policy outlined in your student handbook. Deadlines will be at the beginning of class on the date assigned.

Editor-in-Chief Rubric

Name of Staff Member:

	Score	Expectations
Attitude		<ul style="list-style-type: none"> • Demonstrates a helpful cooperative attitude towards other section heads, editors, and advisor. • Seeks regular feedback and/or guidance from other editors and/or advisor • Shows initiative and outstanding effort • Shows respect to the yearbook staff and administrators • Communicates openly about concerns/conflicts
Participation & Effort		<ul style="list-style-type: none"> • Clearly considers Yearbook as a serious, academic course • Participates in Yearbook duties during class • Listens to the concerns and requests of all those in Yearbook • Clearly devotes significant out-of-class time to Yearbook-related activities • Work is completed to the best of his/her ability and to a high academic standard
Organization		<ul style="list-style-type: none"> • Keeps track of deadlines and assignments • Demonstrates direction, preparedness, and a sense of planning on a daily basis • Demonstrates progress on all given assignments • Relays information regularly to section members, section heads, and other editors • Always meets his or her deadlines
Work Quality		<ul style="list-style-type: none"> • Maintains both authority and responsibility within the classroom • Maintains an atmosphere of trust, approachability, and productivity at all times • Constantly maintains contact with the advisor, editors, and section heads concerning deadlines, issues, and updates of assignments • Assigns regular deadlines to all staff on an equitable basis • Facilitates the creation/process and gathering of materials for the senior section • Creates, updates, and manages the ladder • Maintains record of grades, attitude, participation, and effort of the class members within the yearbook staff • Regularly communicates with the advisor to discuss goals and problems
Total	/20	

Copy Editor Rubric

Name of Staff Member:

	Score	Expectations
Attitude		<ul style="list-style-type: none"> • Demonstrates a helpful cooperative attitude towards other section heads, editors, and advisor. • Seeks regular feedback and/or guidance from other editors and/or advisor • Shows initiative and outstanding effort • Shows respect to the yearbook staff and administrators • Communicates openly about concerns/conflicts
Participation & Effort		<ul style="list-style-type: none"> • Clearly considers Yearbook as a serious, academic course • Participates in Yearbook duties during class • Listens to the concerns and requests of all those in Yearbook • Clearly devotes significant out-of-class time to Yearbook-related activities • Work is completed to the best of his/her ability and to a high academic standard
Organization		<ul style="list-style-type: none"> • Keeps track of deadlines and assignments • Shows steady progress and daily creative input into given assignments • Relays information regularly to section members and section heads • Always meets his or her deadlines
Work Quality		<ul style="list-style-type: none"> • Discusses aspects of copy writing that can be improved on, on a regular basis. • Finalizes and enforces a foolproof editing procedure that staff members follow without fail or exception • Oversees the copy-editing process with constant vigil • Keeps tab on all copies and makes sure each has run its course through the editing process without exception • Is confident and knowledgeable at all times with regards to grammar, style, structure, organization, and English fluency • Holds one-on-one conferences with individuals when a noticeable need is evident amongst any member of the staff • Discusses specific problems - whether they be about staff members or the copy-editing-system in general- with the advisor and the editor(s)-in-chief on a regular basis
Total	/20	

Assistant Editor-in-Chief Rubric

Name of Staff Member:

	Score	Description
Attitude		<ul style="list-style-type: none"> • Demonstrates a helpful cooperative attitude towards other section heads, editors, and advisor. • Seeks regular feedback and/or guidance from other editors and/or advisor • Shows initiative and outstanding effort • Shows respect to the yearbook staff and administrators • Communicates openly about concerns/conflicts
Participation & Effort		<ul style="list-style-type: none"> • Clearly considers Yearbook as a serious, academic course • Participates in Yearbook duties during class • Serves as a good role model for staff members • Clearly devotes significant out-of-class time to Yearbook-related activities • Work is completed to the best of his/her ability at a high academic standard
Organization		<ul style="list-style-type: none"> • Keeps an updated copy of the calendar/deadlines • Relays information regularly to section members and double-checks that all events are covered • Has not missed any photo opportunities/events • Passes on copies of deadlines and other sheets to section heads, editors, and advisor • Always meets his or her deadlines
Work Quality		<ul style="list-style-type: none"> • Assists editors-in-chief in the execution of their responsibilities • Consults with and reports to the advisor and the editors-in-chief of the progress of his or her work. • Confers with and maintains positive relationships with the section heads, making sure of their progress and ensuring smooth development • Assists aspects of yearbook that are short of personnel and in need of assistance. (e.g. copy editing) • Keeps a record of everyday grades and deadlines as necessary • Assists or runs class in event of either or both editors-in-chiefs' absence
Total	/20	

Layout Editor Rubric

Name of Staff Member:

	Score	Expectations
Attitude		<ul style="list-style-type: none"> • Demonstrates a helpful cooperative attitude towards other section heads, editors, and advisor. • Seeks regular feedback and/or guidance from other editors and/or advisor • Shows initiative and outstanding effort • Shows respect to the yearbook staff and administrators • Communicates openly about concerns/conflicts
Participation & Effort		<ul style="list-style-type: none"> • Clearly considers Yearbook as a serious, academic course • Participates in Yearbook duties during class • Listens to the concerns and requests of all those in Yearbook • Clearly devotes significant out-of-class time to Yearbook-related activities • Work is completed to the best of his/her ability and to a high academic standard
Organization		<ul style="list-style-type: none"> • Keeps track of deadlines and assignments • Demonstrates progress on all given assignments • Relays information regularly to section members, section heads, and other editors • Always meets his or her deadlines
Work Quality		<ul style="list-style-type: none"> • Consults with and reports to the advisor and editors and discusses aspects of the layout that can be improved on. This also includes changes that the editors and advisor deem necessary • Oversees the production of the layout and the wider yearbook staff on Quark X-Press, Photoshop, and other relevant computer programs as they appear • Demonstrates initiative in mastering said programs and discovering ins and outs that improve the work experience for the rest of the staff • Creates and edits, when necessary, spreads for the entire yearbook, including dividers and covers and ensures that the layouts adhere to the theme • Demonstrates humility and is not reluctant to assist members in fixing quirks and errors within layouts firsthand • Constantly reviews layouts at random to ensure quality control and consistency throughout all layouts • Oversees, advises, and sets necessary deadlines for the art team and its production – particularly decorations for the yearbook in relation to artistic ornaments
Total	/20	

Photography Editor Rubric

Name of Staff Member:

	Score	Expectations
Attitude		<ul style="list-style-type: none"> • Demonstrates a helpful cooperative attitude towards other section heads, editors, and advisor. • Seeks regular feedback and/or guidance from other editors and/or advisor • Shows initiative and outstanding effort • Shows respect to the yearbook staff and administrators • Communicates openly about concerns/conflicts • Maintains communication with all relevant staff at a frequent level and addresses all concerns or needs
Participation & Effort		<ul style="list-style-type: none"> • Clearly considers Yearbook as a serious, academic course • Participates in Yearbook duties during class • Listens to the concerns and requests of all those in Yearbook • Clearly devotes significant out-of-class time to Yearbook-related activities • Work is completed to the best of his/her ability and to a high academic standard
Organization		<ul style="list-style-type: none"> • Keeps track of deadlines and assignments • Shows steady progress and daily creative input into given assignments • Relays information and constructive criticism regularly to section members and double-checks that all layouts have been inspected • Always meets his or her deadlines
Work Quality		<ul style="list-style-type: none"> • Discusses aspects of photography that can be improved on, on a regular basis to section heads, members, and editors • Is knowledgeable at all times on camera usage and function, and makes it a priority to learn further • Regularly makes it a priority to assist fellow members with photography and photo-taking anomalies • Oversees the usage of Photoshop/QuarkXPress to improve photographic quality and regularly inspects layouts for good photo usage • Makes all necessary arrangements, prepare for and executes mugshots in an efficient, professional, problem-free manner • Coordinates the distribution of mugshots and assists in all ways possible with transferring/finding mugshots to/on the computers and the MS/HS, ES sections • Takes photos for special events and sports and provide extra help for those struggling
Total	/20	

Assistant Photography Editor Rubric

Name of Staff Member:

	Score	Expectations
Attitude		<ul style="list-style-type: none"> • Demonstrates a helpful cooperative attitude towards other section heads, editors, and advisor. • Seeks regular feedback and/or guidance from other editors and/or advisor • Shows initiative and outstanding effort • Shows respect to the yearbook staff and administrators • Communicates openly about concerns/conflicts • Maintains communication with the photography editor at a frequent level and addresses all concerns or needs
Participation & Effort		<ul style="list-style-type: none"> • Clearly considers Yearbook as a serious, academic course • Participates in Yearbook duties during class • Listens to the concerns and requests of all those in Yearbook • Clearly devotes significant out-of-class time to Yearbook-related activities • Work is completed to the best of his/her ability and to a high academic standard
Organization		<ul style="list-style-type: none"> • Keeps track of deadlines and assignments • Shows steady progress and daily creative input into given assignments • Relays information and constructive criticism regularly to section members and double-checks that all layouts have been inspected • Always meets his or her deadlines
Work Quality		<ul style="list-style-type: none"> • Discusses aspects of photography that can be improved on, on a regular basis to section heads, members, and editors • Is knowledgeable at all times on camera usage and function, and makes it a priority to learn further • Regularly makes it a priority to assist fellow members with photography and photo-taking anomalies • Oversees the usage of Photoshop/QuarkXPress to improve photographic quality and regularly inspects layouts for good photo usage • Helps make all necessary arrangements, helps prepare for and helps execute mugshots in an efficient, professional, problem-free manner • Assists in coordinating the distribution of mugshots and assists in all ways possible with transferring/finding mugshots to/on the computers and the MS/HS, ES sections • Helps to take photos for special events and sports and provide extra help for those struggling
Total	/20	

Section Head Rubric

Name of Staff Member:

Circle one of the following:

Student Life Administration MS/HS ES Sports Academics Art Organizations

	Score	Expectations
Attitude		<ul style="list-style-type: none"> • Demonstrates a helpful cooperative attitude towards other section heads, editors, and advisor. • Seeks regular feedback and/or guidance from other editors and/or advisor • Shows initiative and outstanding effort • Shows respect to the yearbook staff and administrators • Communicates openly about concerns/conflicts
Participation & Effort		<ul style="list-style-type: none"> • Clearly considers Yearbook as a serious, academic course • Participates in Yearbook duties during class • Listens to the concerns and requests of all those in Yearbook • Clearly devotes significant out-of-class time to Yearbook-related activities • Work is completed to the best of his/her ability and to a high academic standard
Organization		<ul style="list-style-type: none"> • Keeps track of deadlines and assignments • Demonstrates direction, preparedness, and a sense of planning on a daily basis • Demonstrates progress on all given assignments • Relays information regularly to section members, section heads, and other editors • Always meets his or her deadlines
Work Quality		<ul style="list-style-type: none"> • Maintains both authority and responsibility, and an atmosphere of trust ,approachability, and productivity within the section at all times • Constantly maintains contact with the editors, and section members concerning deadlines, issues, and updates of assignments • Assigns responsibilities to all members on an equal basis and makes a genuine effort to maintain this equality • Regularly checks on section members' progress and provides help with all aspects when necessary • Makes an evident attempt to assist members before resorting to the editorial staff for expertise • Maintains record of grades, attitude, participation, and effort of the members at all times and is able to refer to these when filling out assessments
Total	/20	

Section Member Rubric

Name of Staff Member:

Circle the section which you lead:

Student Life Administration MSHS ES Organizations Seniors Sports Academics

	Score	5	3	1
Deadlines		<ul style="list-style-type: none"> Always meets his/her deadlines with excellent quality 	<ul style="list-style-type: none"> Has a few minor violations but usually meets deadlines 	<ul style="list-style-type: none"> Frequently fails to meet deadlines
Quality of Work (Includes copy, photos, and other responsibilities)		<ul style="list-style-type: none"> Work is completed to the best of his/her ability while maintaining a high academic standard Copies follow set guidelines. Photos are turned in following photo deadlines and are all acceptable for the yearbook. Captions demonstrate proficient writing skills in addition to following the standard guidelines to caption writing. Prioritizes all sections equally 	<ul style="list-style-type: none"> Work is satisfactory, but there is room for improvement Copies miss following the guidelines with a few steps. Photos are turned in following photo deadlines but the quality is questionable. Captions demonstrate adequate writing skills and following the standard guidelines to caption writing. Neglects duty in other sections a few times for other sections. 	<ul style="list-style-type: none"> Work is unsatisfactory; it is sloppy; it is evident that not much time has been spent on it. Copies do not follow the set guidelines. Photos are unacceptable to put in the yearbook. Captions do not follow the basic caption format. Neglects duty in more than one section many times.
Participation & Effort, Time Management and Attitude		<ul style="list-style-type: none"> Fully participates during all in-class activities and time; shows initiative and outstanding effort Clearly makes the most of out-of-class time (e.g. has maximized photo/interview opportunities) Demonstrates a helpful and cooperative attitude towards section heads and peers Clearly considers yearbook as a serious, academic course. Attempts to control situations to the fullest of his/her ability before seeking help. 	<ul style="list-style-type: none"> Participates during in-class activities meets expectations but does not show extra initiative or effort. Shows some evidence of follow-up work during out-of-class time but more is required (e.g. some important photo/interview opportunities have been missed) Usually demonstrates a helpful and cooperative attitude towards section heads and peers Considers Yearbook as a serious, academic course, but occasionally shirks Yearbook duties in favor of completing other work. 	<ul style="list-style-type: none"> Rarely participates during in-class activities Shows little to no evidence of follow-up work during out-of-class time. Demonstrates a negative and uncooperative attitude. Clearly does not consider Yearbook as a serious, academic course (e.g. frequently shirks Yearbook duties in favor of completing homework for other classes or roams around the hallways during class time)
TOTAL				
	/15	On the back of this sheet, please list deadlines missed, if applicable.		

Art Team Rubric

Name of Staff Member:

	Score	Expectations
Attitude		<ul style="list-style-type: none"> • Demonstrates a helpful cooperative attitude towards other section heads, editors, and advisor. • Seeks regular feedback and/or guidance from other editors and/or advisor • Shows initiative and outstanding effort • Shows respect to the yearbook staff and administrators • Communicates openly about concerns/conflicts • Maintains communication with the layout editor at a frequent level and addresses all concerns or needs
Participation & Effort		<ul style="list-style-type: none"> • Clearly considers Yearbook as a serious, academic course • Participates in Yearbook duties during class • Listens to the concerns and requests of all those in Yearbook • Clearly devotes significant out-of-class time to Yearbook-related activities • Work is completed to the best of his/her ability and to a high academic standard
Organization		<ul style="list-style-type: none"> • Keeps track of deadlines and assignments • Shows steady progress and daily creative input into given assignments • Relays information regularly to section members and double-checks that all layouts are covered • Always meets his or her deadlines
Work Quality		<ul style="list-style-type: none"> • Discusses aspects of the layout design that can be improved on, on a regular basis. This also includes changes in work that the editors-in-chief and layout editor deem necessary • Regularly creates/modifies/improves layout designs, including cover/spine/back and internal layouts • Oversees the usage of Photoshop/QuarkXPress/Illustrator to improve layout quality • Produces creative elements for the for use in the layout • All work shows dedicated effort to incorporate the theme, the context of the page, the request of the requester, and genuine relevance • All work demonstrates thoughtfulness and engagement, and can be said to demonstrate artistic beauty
Total	/20	