

Staff Application: Journalism I + II (ODYSSEY NEWSMAGAZINE)/2013-14

Name: _____ Current Grade Level: _____
Email address: _____

Please provide the following information:

English teacher/Grade 8: _____ Final Grade: _____	Circle one: ACP CP
English teacher/Grade 9: _____ Final Grade: _____	Circle one: ACP CP
English teacher/Grade 10: _____ Final Grade: _____	Circle one: ACP CP
English teacher/Grade 11: _____ Final Grade: _____	Circle one: ACP CP

Have you ever failed an English course? Yes No

A word on time commitments:

The Journalism I and II classes produce the school's monthly news publication, ODYSSEY NEWSMAGAZINE. In order to successfully operate in this class, students are expected to work additional hours outside of class. These hours are always posted in advance and food is provided.

Would you be able to come in on weekends for work days/UGA sporting events for fundraisers?	Circle one: Yes No
Would you be able to stay after school to complete work?	Circle one: Yes No
Are you willing to attend school functions to complete stories (e.g., sports, PTSO meetings, drama productions, etc.)?	Circle one: Yes No
Would your after-school job or co-curricular activity prevent you from your duties as a member of the Odyssey?	Circle one: Yes No
Can you work under strict deadlines?	Circle one: Yes No
Do you have an interest in attending Journalism conferences, both in-state and out-of-state?	Circle one: Yes No

Writing Sample: On an attached sheet of paper, please write about why you wish to be on the journalism staff. Include the following:

- the reason you became interested (a friend on the staff, a teacher mentioned it, etc.)
- what you think you have to offer as a member of the staff
- how you feel you function in group activities
- how you handle constructive criticism
- any experience as a published writer
- how you feel interviewing new people
- how you work independently
- willingness to market advertisements/subscriptions

Teacher Recommendation: Have an academic or CTAE teacher complete a recommendation letter for you. It will address the following points:

- Work ethic
- Ability to learn and grow
- Ability to act in a team environment
- Writing and public speaking ability
- Creativity

Return this application package to Mr. David Ragsdale in Room 114 no later than Feb. 22, 2013.

Confidential Teacher Evaluation Form for Journalism

Student Applicant Name _____

To the teacher: Thank you for your help and participation in the journalism application process. We value and respect your honest character assessment of the student who has chosen you to evaluate him/her. The success of our program relies heavily on the information you are providing. The student will be expected to work in a professional environment where honesty, integrity, confidentiality, good attitude and work ethic, commitment, self-initiative, dependability, and teamwork play a vital role.

We encourage you to make additional comments in order to give a fair and true evaluation of the student applicant. Please feel free to use that back of this paper for that purpose. The information you provide WILL NOT be shared with the student nor the parent/guardian.

Please circle the appropriate number of the scale provided for each factor you have adequate information concerning the applicant.

Quality	No basis for Judgment	Below Average	Average	Above Average	Superior
Ability to Follow Instructions	1	2	3	4	5
Self-Motivated	1	2	3	4	5
Timeliness/Attendance	1	2	3	4	5
Writing Ability	1	2	3	4	5
Organization/Problem Solving Skills	1	2	3	4	5
Overall Attitude	1	2	3	4	5
Handles Constructive Criticism	1	2	3	4	5
Communication Skills	1	2	3	4	5
Cooperation with Others/Trust worthy	1	2	3	4	5
Ability to adapt to change/flexibility	1	2	3	4	5
Dependability	1	2	3	4	5
Ability to set realistic goals	1	2	3	4	5
Positive Character	1	2	3	4	5
Professionalism/Proper etiquette	1	2	3	4	5
Creativity	1	2	3	4	5
Enthusiasm towards work/tasks	1	2	3	4	5
Demonstrates attention to detail	1	2	3	4	5
Able to meet deadlines	1	2	3	4	5
Eagerness to increase knowledge	1	2	3	4	5
Willingness to help others in need	1	2	3	4	5

Is there any reason you would not recommend this applicant for this program? NO YES (please explain) _____

Would you want this applicant to work for you in your business? NO YES (please explain) _____

Comments (explanations for the significance of any rating are helpful in evaluating a candidate): _____

Teacher Signature _____

Date _____