

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, memory cards and prints
_____	12. _____

REMARKS:

STUDENT SIGNATURE _____

ADVISER SIGNATURE _____