

**Matanzas High School**  
**Journalism I Application/Interview**

*\*\*Students who have never taken Journalism*

*\*\*ONCE YOUR APPLICATION HAS BEEN COMPLETE, Please return it to Mrs. Graifer.*

**PLEASE RETURN TO MRS. GRAIFER IN ROOM 1-202** or inter-office mail to S. Graifer at MHS.

*Note: Completion of application does not guarantee a spot in the course.*

Name: \_\_\_\_\_ Grade Level (9-12) \_\_\_\_\_

**Journalism I Criteria:**

All students who are currently enrolled and meet the criteria below are eligible to become a member of next year's Journalism I class.

- Must be willing to have fun!
- Students must be willing to work on a published book.
- Students must be genuinely interested in working hard on the yearbook and devoting the time and effort it takes.

I meet the qualifications to seek a position working on the yearbook in the Journalism I course as verified by the signatures below.

The following documents are enclosed in this packet:

1. Course Questionnaire
2. Teacher Recommendation forms

**Statement of Understanding**

- I have read all documents provided and agree to abide by all provisions set forth in this packet.
- Yearbook staff members will be graded on the following: deadline completions, quality of work, participation, and ability to complete assignments, including those after school, at nights, and on weekends. This is a co-curricular course, and students should be prepared and willing to devote time outside of class to this course. We understand that students are involved in other after school activities, and that's great! We will work with your schedule.
- I understand that failure to comply with any of these requirements will result in a lower grade in the course and possibly removal from the course.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Course Questionnaire**

**Please answer these questions as honestly as you can.**

### **Qualifications overview**

The yearbook staff is looking for dedicated, committed, creative, organized, enthusiastic individuals who are willing to work as part of a team. Yearbook staff members must be able to work with others, must be reliable, must meet deadlines, and must put in extra work sessions outside of the regular school day. Staff members must also be dedicated to having fun and creating the best yearbook this school has ever seen!

If you believe you have the qualities described above, please complete the application process listed below. You could be on next year's *Inlet* staff!

### **The Basics**

- Your name\_\_\_\_\_
- Home phone\_\_\_\_\_
- Cell phone\_\_\_\_\_
- E-mail address\_\_\_\_\_
- Grade next year:\_\_\_\_\_
- Do you have camera experience?\_\_\_\_\_
- Do you own a DSLR camera?\_\_\_\_\_
- List computer programs with which you are comfortable/proficient:\_\_\_\_\_
- Do you have a reliable source of transportation for times when you will need to cover after-school, weekend, or night events?  
\_\_\_\_\_

### **Yearbook Questions**

Why do you want to be a member of the yearbook staff?\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What strengths do you possess that would make you an asset to the yearbook staff?\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In what extracurricular activities – school and non-school activities – will you be involved next year? (Include clubs, sports, jobs, etc.; and estimate number of hours per week.)

\_\_\_\_\_

\_\_\_\_\_

Please write some ideas you have for next year's yearbook. You may include ideas that you liked about past yearbooks you have seen, but also include some of your original ideas.

\_\_\_\_\_

## Teacher Evaluation Form for Yearbook Staff Applicants

Dear Teacher:

Thank you for taking the time to give your valuable input, so we may select the most qualified, highly motivated yearbook staff members possible. The information you share on this form will be kept confidential. After you have completed the form, please place it in my mailbox or send it to my room (1-202) or please inter-office mail to S. Graifer at MHS. Please do not give the form back to the student.

Thank you,  
Mrs. Graifer

Teacher's name: \_\_\_\_\_

Student applicant: \_\_\_\_\_

Course Name \_\_\_\_\_

To the best of your knowledge, please rate the applicant from 1 to 10 (1 being the lowest) in each of the following areas:

- \_\_\_\_\_ Turning in work consistently and on time
- \_\_\_\_\_ Turning in high-quality work
- \_\_\_\_\_ Following directions
- \_\_\_\_\_ Showing responsibility for his or her actions
- \_\_\_\_\_ Maturity
- \_\_\_\_\_ Relating well with adults
- \_\_\_\_\_ Relating well with other students
- \_\_\_\_\_ Staying focused on his/her own work during class
- \_\_\_\_\_ Displaying pride in his/her own work
- \_\_\_\_\_ Accepting suggestions for improvement
- \_\_\_\_\_ Fixing mistakes
- \_\_\_\_\_ Maintaining a positive attitude
- \_\_\_\_\_ Attendance

Please write a few sentences explaining whether or not you believe this student would be an asset to the yearbook staff and/or justifying any of the ratings above. It is important for yearbook staff members to be energetic and outgoing, with superior writing and/or photography skills and motivation. We are looking for students who will go the extra mile and make the yearbook a priority in their schedule. Insights into these traits – and any others you feel are important – would be a great help to us. Thank you!

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## Teacher Evaluation Form for Yearbook Staff Applicants

Dear Teacher:

Thank you for taking the time to give your valuable input so we may select the most qualified, highly motivated yearbook staff members possible. The information you share on this form will be kept confidential. After you have completed the form, please place it in my mailbox or send it to my room (1-202) or inter-office mail to S. Graifer at MHS. Please do not give the form back to the student.

Thank you,  
Mrs. Graifer

Teacher's name: \_\_\_\_\_

Student applicant: \_\_\_\_\_

Course Name \_\_\_\_\_

To the best of your knowledge, please rate the applicant from 1 to 10 (1 being the lowest) in each of the following areas:

- \_\_\_\_\_ Turning in work consistently and on time
- \_\_\_\_\_ Turning in high-quality work
- \_\_\_\_\_ Following directions
- \_\_\_\_\_ Showing responsibility for his or her actions
- \_\_\_\_\_ Maturity
- \_\_\_\_\_ Relating well with adults
- \_\_\_\_\_ Relating well with other students
- \_\_\_\_\_ Staying focused on his/her own work during class
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