

THE SEMINOLE NEWSPAPER

STAFF APPLICATION FOR SHS'S ONLY DIGITAL PUBLICATION!

Name

Desired Position

INVESTIGATING ▪ WRITING ▪ REPORTING ▪ PHOTOGRAPHY ▪ VIDEOGRAPHY ▪ DESIGN ▪ EDITING

The world of digital media and newspaper production is evolving faster than you can imagine. It's all about being curious and helping others understand the world around them in a variety of ways. As a team, our school newspaper staff does the entire process from scratch and publishes throughout the year (both online and in print). Staffers contribute to each aspect of newspaper production; therefore, applicants should be committed, talented individuals who are interested in learning and developing all of their newspaper-related skills!

It's true: this is a great way to see SHS in a whole new way, meet important people, express (and publish) your creativity, and even spice up your college applications, but you must be willing to work for it! Newspaper is more of a job than a class. You will receive on-the-job training to generate a product. Producing the newspaper requires a number of jobs to be done; most importantly, it requires a desire to work hard to produce material that the staff and the school can be proud of.

To be successful in newspaper, you must do everything you can to make sure everything you do is excellent. If you work hard and approach your responsibilities with a fun and dedicated attitude, your success is inevitable! **Newspaper is a unique and exciting opportunity; joining the staff means getting a behind-the-scenes look at SHS and having an impact on your community! Our work is seen by thousands and is even followed by professional news outlets!**

Applications are due back to Mrs. Schmaus in Renegade-016 by March 11, 2016.

Alternative means of submitting the application include email (advisor@seminolenewspaper.com), dropping it off in the front office, or using the courier/mail.

If your qualifications meet our needs, you will be contacted for an interview after submitting all materials.

Minimum requirements for new applicants:

- 2.0 or higher GPA
- reliable after-school transportation
- after-school availability to complete assignments during deadline and activity days
- maintain good grades and attendance in all classes

The staff is looking for applicants—everyone from incoming freshmen to seniors—who can contribute to the team. Even if you are not sure what position you'd excel in, you are encouraged to apply. Newspapers can utilize nearly any talent you may possess. If you're interested in being a part of our team, apply today!



SeminoleNewspaper.com



The Seminole
Newspaper



@SeminoleNews



@SeminoleNewspaper



Seminole Newspaper

Thanks for your interest in The Seminole Newspaper! The following checklist should be used to ensure your application is complete and accurate.

- Met the minimum requirements on the front page
- Picked a staff position and wrote it on the top of the front page
- Completed the Student Information Sheet and Staff Contract
- Gave all recommendation forms to teachers
- Parent/guardian signed the Staff Contract
- Attached a work sample (according to the desired position)
- Submitted this completed packet to Mrs. Schmaus in Renegade-016
- Started looking forward to receiving an interview appointment!

Available Positions for New Applicants

Please pick your top choice for a job on staff (even if you are interested in multiple positions or are not sure what you would be good at). We will ask you more information about your interests during your interview.

Each position requires a certain work sample to be submitted with this application. Please submit work that you think best represents your creativity and skill. Applicants who do not include a work sample will not be considered for placement on the staff.

Reporter

Submit a typed news story about a club you are in, sporting event you attended, or event that has taken place at Seminole High this year. The article must be written in third person and past tense. Apply all basic rules of grammar. Use vivid but concise descriptive language and sensory details. Hint: model a story from a newspaper or magazine feature article, with special attention to structure and form.

Photographer

Provide 5-10 printed photographs that represent one of the following themes. Submit a combination of horizontal and vertical shots. Hint: this should be a journalistic photo essay; use diverse subjects from a variety of angles. Think outside the box. Theme options: student life beyond high school; high school athletics; diversity; community; current events. Color photos are preferred but not required.

Videographer

Please email advisor@seminolenewspaper.com to submit 2-5 videos that you shot on your own. In the email, please specify the type of camera equipment you used and whether or not you edited them. You will receive a response acknowledging your submission so you know the email went through. If you do not receive a message, please resend.

Copy Editor

Please stop by Renegade-016 (or email advisor@seminolenewspaper.com) for a copy of the "Editing Article." This article will be full of errors and it is your responsibility to edit it, which means you will leave marks and comments directly on the page regarding grammar, punctuation, organization, clarity, and any other text-related concerns. You are not permitted to rewrite the article.

(positions are continued on the next page)

Video Editor

Please email advisor@seminolenewspaper.com to submit 2-5 videos that you edited on your own. In the email, please specify whether or not you shot the video and what software you used to edit it. You will receive a response acknowledging your submission so you know the email went through. If you do not receive a message, please resend.

Graphic Designer / Digital Artist

Please email advisor@seminolenewspaper.com to submit 2-5 digital designs or pieces of artwork that you created on your own. In the email, please specify what software you used to create it. You will receive a response acknowledging your submission so you know the email went through. If you do not receive a message, please resend.

Additional jobs are available to returning staffers or those who show exceptional promise. These include but are not limited to:

Editor-in-Chief,

Activities Manager,

Content Manager,

Section Editors,

Business Manager,

Website Editor,

Photography Manager, and

Multimedia Editor.

Rather than apply for these positions, you work toward earning them. **Let us know during your interview if you would like to be considered for one of these promotions!**

STUDENT INFORMATION SHEET

Name : _____

Address : _____

City : _____ Zip Code: _____ Phone Number: _____

Email Address: _____

Current Grade Level: 8 9 10 11 Age: _____ Date of Birth: _____

Current Unweighted GPA: _____

Are you enrolled in advanced-level courses? Honors AP IB Other

Will you possibly be participating in dual-enrollment and/or OJT for the next school year? Yes No

Do you have specific experience in any of the following areas? Check all that apply.

- | | |
|---|---|
| <input type="checkbox"/> creative writing | <input type="checkbox"/> management / organization |
| <input type="checkbox"/> journalistic writing | <input type="checkbox"/> web / graphic design |
| <input type="checkbox"/> sports / action photography | <input type="checkbox"/> desktop publishing / page design |
| <input type="checkbox"/> candid photography (non-posed) | <input type="checkbox"/> accounting / sales |
| <input type="checkbox"/> filming / video editing | <input type="checkbox"/> interviews / research |

Do you have any yearbook/newspaper experience? Yes No

If yes, please provide details of your work on that publication:

Why do you want to be on the newspaper staff?

Describe your computer skills or list the computer programs in which you have experience:

Do you drive? Yes No What mode of transportation will you use after school? _____

Do you plan on having a job during the school year? Yes No

If so, where and how many hours per week?

If necessary, would you be able to work on the newspaper during weekends, after school, and/or during school holidays/breaks? Yes No

What other extracurricular activities do you plan on being involved in next year?

Describe your ability to work with others in a team setting where others depend on you, and you depend on others?

How often do you turn in late work or ask for extensions on assignments? Please explain.

Describe something you have done in your life that demonstrates your commitment, dedication, ability to work hard, and your attention to detail.

Approximately how many days have you been absent this year? 0 1-4 5+

Approximately how many referrals did you receive this year? 0 1-4 5+

We attend a summer training camp in July/August. Will you be available to attend? Yes No

We often work/train the week before school begins. Will you be available to attend? Yes No

We may need to contact you during the school day. Please list the teachers you have for each class period:

1st: _____

5th: _____

2nd: _____

6th: _____

3rd: _____

7th: _____

4th: _____



Please place a star next to the teachers who will be filling out your recommendation forms.

EDITORIAL POLICY OF THE SEMINOLE HIGH SCHOOL NEWSPAPER

The following must be signed by you and your parent/guardian.

The *Seminole* is a student-run, student-written publication. Its purpose is to provide an educational opportunity for students, while at the same time producing historical and public relations documents for the school community.

As a historical document, *The Seminole* will cover the school year in depth and breadth as honestly, impartially, and fairly as possible. As a public relations tool, the publication will seek to show the best side of Seminole High School and the current issues facing its students, without sacrificing journalistic integrity. As an educational opportunity, the staff members will develop skills in writing, design, photography, marketing, sales, time management, and responsibility. All content and design will be determined by the students with the guidance and approval of the faculty advisor and administration. In determining coverage, principles of libel, privacy, common sense, school and community standards, good taste, and journalistic ethics will be followed.

Staff Contract

As a member of the newspaper staff, I will be expected to be in class each day, to cooperate fully with the advisor, the editor, and the other staff members, and to meet all deadlines for which I am responsible, even if this means working after school, during summer, or on weekends.

I understand that:

- I will be expected to **sell advertising** and otherwise help **raise funds** necessary for the production and distribution of the newspaper and that **my grade will be based partially on this.**
- I must maintain **acceptable grades** in my other classes. I understand that **my grade in newspaper will depend mainly on completing deadlines** on time and staying after school on deadline days.
- If I do not fulfill my responsibilities as a member of the newspaper staff that **I will be dropped from the class, possibly resulting in loss of credit.**
- I am **required to stay after school** on assigned days and participate in all newspaper activities and **my grade will be based on this.**
- If I have a regular job, **newspaper will have to take priority** over my job and I must be able to arrange that work schedule around newspaper deadlines and **not work on deadline days or after school meeting days.**

I also understand that the advisor may need to contact my teachers, counselor, or other necessary parties in order to verify the information in this application.

With these factors in mind, I apply for a position on the 2016-2017 *The Seminole* staff with the full knowledge and consent of my parent(s) and/or guardian(s). I have read the editorial policy and the job requirements included with the application and agree to abide by them. I also verify that the information found in this packet is accurate and complete.

Student's Signature

Parent's/Guardian's Signature

Student's Printed Name

Parent's/Guardian's Printed Name

Date

Date

This application is considered incomplete if parent/guardian signature is omitted.

RECOMMENDATIONS

The recommendation forms must be given to a minimum of three teachers. If you wish for us to have feedback from more than three teachers, you may make or print extra copies of your own to give to additional teachers.

Please notify teachers of your application deadline. Mrs. Schmaus must receive these responses directly from teachers, not from you. They may be placed in her teacher mailbox.

THANKS FOR APPLYING!
WE'LL BE IN TOUCH!
-The Seminole Newsies

RETURN TO MRS. SCHMAUS, NOT TO STUDENT

Applicant's Name: _____

Teacher: _____ Class period: _____ Date: _____

Teachers, please know that I will not connect your name with any feedback I give a student, be it positive or otherwise. My goal is to see the clearest "picture" of the applicant. -Mrs. Schmaus

There are a variety of skills and qualities needed to be on the **newspaper** staff. Please circle/highlight the traits this student has:

Willingness/desire to do a good job	Turns in work on time	Communicates well	Trustworthy
Self-starter	Good attendance	Assumes responsibility	Interacts well with a variety of people
Prefers to work independently	Gets stressed easily	Doesn't respond well to constructive criticism	
Procrastinates on deadlines	Needs a push to begin, but then works well to complete assignments		

Please indicate how strongly you recommend for this student to be on the newspaper staff by circling a number on the continuum below.



1

2

3

4

5



Comments:

RETURN TO MRS. SCHMAUS, NOT TO STUDENT

Applicant's Name: _____

Teacher: _____ Class period: _____ Date: _____

Teachers, please know that I will not connect your name with any feedback I give a student, be it positive or otherwise. My goal is to see the clearest "picture" of the applicant. –Mrs. Schmaus

There are a variety of skills and qualities needed to be on the **newspaper** staff. Please circle/highlight the traits this student has:

Willingness/desire to do a good job	Turns in work on time	Communicates well	Trustworthy
Self-starter	Good attendance	Assumes responsibility	Interacts well with a variety of people
Prefers to work independently	Gets stressed easily	Doesn't respond well to constructive criticism	
Procrastinates on deadlines	Needs a push to begin, but then works well to complete assignments		

Please indicate how strongly you recommend for this student to be on the newspaper staff by circling a number on the continuum below.



Comments:

RETURN TO MRS. SCHMAUS, NOT TO STUDENT

Applicant's Name: _____

Teacher: _____ Class period: _____ Date: _____

Teachers, please know that I will not connect your name with any feedback I give a student, be it positive or otherwise. My goal is to see the clearest "picture" of the applicant. –Mrs. Schmaus

There are a variety of skills and qualities needed to be on the **newspaper** staff. Please circle/highlight the traits this student has:

Willingness/desire to do a good job	Turns in work on time	Communicates well	Trustworthy
Self-starter	Good attendance	Assumes responsibility	Interacts well with a variety of people
Prefers to work independently	Gets stressed easily	Doesn't respond well to constructive criticism	
Procrastinates on deadlines	Needs a push to begin, but then works well to complete assignments		

Please indicate how strongly you recommend for this student to be on the newspaper staff by circling a number on the continuum below.



Comments: