

# Journalism Class Application

(Journalism = Yearbook and Monthly Newsletter)

Name (first & last): \_\_\_\_\_

Grade (circle one): 6 7

Current Homeroom Teacher: \_\_\_\_\_

**Please be sure to read and follow all directions carefully.  
Incomplete applications will not be considered.**

## **Required Application Materials:**

- This completed application packet, which includes:
  - Personal ratings and questions
  - Four teachers' signatures confirming they will complete an evaluation for you (completed by teachers after application is turned in)
  - Homeroom Teacher- # of demerits
  - Signed parent consent form
- Working Interview Session
  - Students should sign up for a working interview session time outside of Mrs. Howell's classroom- **Only sign up for ONE session!** **Wednesday 4/24 or Thursday 4/25 from 2:50-4pm**
  - The working interview includes a group icebreaker and applicant use of Canva to submit a sample project
  - **A note about interviews:** You don't need to dress up or do anything special! Just show up on time, bring a **charged** chromebook, and your completed application.
  - Interview Sign Up Time: (Write it here, so you don't forget!) \_\_\_\_\_

**Bring this completed packet with you to your working interview. It must be turned in at the time of your scheduled interview!\***

\*Applications will not be accepted without an interview. Points will be deducted if you forget to bring your completed application to your interview or if your chromebook is not charged and you must borrow a charger.

**Next year's staff will be announced on social media and the school website.**

## **Journalism is unlike ANY other class. As a journalism student, your responsibilities will include:**

- Making this class a **priority** next year; other commitments will not be an excuse for not meeting deadlines.
- Working as a team to complete all sections of the yearbook and monthly newsletters
- Working outside of class time, especially after school to attend events and take photos (Quarterly choice assignments will be given during class. Sports schedules will be considered.)
- Meeting all deadlines and being responsible for completing your sections: taking pictures, designing layouts, proofing, editing, etc.
- Taking on leadership roles and responsibilities in class/at school
- Working independently, being self-directed and taking initiative while following all school rules and not disrupting the learning environment
- Talking to students, teachers, and other people you may not know to get background information and conduct interviews
- Never using the phrase "It's good enough."; using constructive criticism to improve
- Representing the journalism class during Open House in August, parent nights, and other before/after school events
- Producing a responsible historical document (YEARBOOK) and accurate monthly communication (NEWSLETTER) the staff, school, and community can enjoy/rely on

**After reading the above responsibilities, are you willing to meet these requirements?**

Yes \_\_\_\_\_ No \_\_\_\_\_

(If you answered no, you should probably stop here.)

# All About You

## Basic Questions (circle yes or no):

YES	NO	Do you like working in groups?
YES	NO	Do you feel comfortable talking to students and adults outside of your “circle of friends”?
YES	NO	Do you enjoy writing?
YES	NO	Do you enjoy photography?
YES	NO	Do you enjoy graphic design?
YES	NO	Are you willing to go to after school events (dances, sports games, club meetings, etc.)?
YES	NO	Do you feel comfortable having others edit your work?
YES	NO	Do you feel comfortable editing the work of others?
YES	NO	Are you willing to work at home to meet deadlines?

## Self-Assessment (Rate yourself on a scale of 1-strongly disagree to 5- strongly agree):

1 2 3 4 5	I am self-motivated and can work without close supervision.
1 2 3 4 5	I am creative and enjoy artistic assignments.
1 2 3 4 5	I like to express myself through writing.
1 2 3 4 5	I consider myself a leader.
1 2 3 4 5	I am organized.
1 2 3 4 5	I am responsible and meet all deadlines/due dates.
1 2 3 4 5	I always put forth my best effort, even on tasks that I don't care for.
1 2 3 4 5	I don't give up when something is difficult or boring.
1 2 3 4 5	I follow all school rules and am trustworthy and reliable.

**Do you have internet access at home? (circle one)      YES                  NO**

**Why are you applying to be a part of the Journalism staff?**

**List 3 positive characteristics that you possess and explain how they would be valuable to the journalism staff next year.**

**1**

**2**

**3**

**Describe yourself in two sentences.**

**How will you balance the demands of this class with your extracurriculars, sports, life, etc. if Journalism is one of your classes?**

**What other special talents or considerations would like us to consider when considering you for the journalism class?**

# Teacher Recommendations

You need four current teacher recommendations (one must be your language arts teacher). These are teachers you have this school year. The forms will be sent to them after you turn in this application. You must get their signature in the section below to confirm that they will fill out a recommendation form for you. **CLEARLY** print the names of the teachers you plan on receiving recommendations from in the spaces below. The teachers should be Clark-Shaw Magnet School teachers, who are able to address your writing skills, creativity and effort, ability to work with others, meet deadlines, and perform well on major projects.

Teacher Name 1: \_\_\_\_\_

Teacher Name 2: \_\_\_\_\_

Teacher Name 3: \_\_\_\_\_

Teacher Name 4: \_\_\_\_\_

Have the teachers read and sign below to confirm that they will fill out a recommendation form for you. Don't forget to explain to them what the recommendation is for.

Teachers, please read: This student would like to be considered for the Journalism class (yearbook/newsletter) for the 2024-2025 academic year. He/she has selected you as one of their evaluation teachers. Teacher recommendations are one of the main factors in the selection of students. Mrs. Howell will be sending the forms to you once applications have been turned in.

I agree to complete a recommendation form (once it is put in my mailbox) for this student as part of their application for the 2024-2025 Journalism class.

Teacher Signature 1: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature 2: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature 3: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature 4: \_\_\_\_\_ Date: \_\_\_\_\_

**HOMEROOM TEACHER:** Please write how many demerits this student earned:

1st semester: \_\_\_\_\_ 2nd semester (to date): \_\_\_\_\_

HR Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dear Parent/Guardian,

Your child has started the application process to join the Journalism staff (yearbook and monthly newsletter) at Clark-Shaw Magnet School. Students have the opportunity to acquire technology, writing, interviewing, art (graphic design) and other media production skills. With this incredible, unique opportunity comes great responsibility and high expectations. This elective class is a year-long course. The application process is highly competitive, and there will be a very large number of applicants for a limited number of available spots. Not everyone who applies will be accepted. As part of the application process, students will participate in a group interview session that includes a group icebreaker to assess comfortability with others, as well as a digital design component. Please look over the application with your student to ensure that you both understand the requirements and time commitment involved.

If selected for the class, students should understand that failure to meet class guidelines may result in their schedule being changed during the school year and being reassigned from journalism to another class. Students should realize that high quality middle school publications require a time, effort and quality commitment that differs from that of a regular class. A large portion of this class is essentially a business--we are accepting payment for a product (yearbook) that we create. Working on these school publications requires extra time/effort.

This form is a required portion of your child's application packet for the course. If you support your child's decision to apply for this course, please sign and date the bottom of this page. Without your signature, the application will be incomplete, and your child will not be considered for this class. If you have any questions, please do not hesitate to email. Thank you for your time and consideration in this important process. Our goal is to make our journalism projects a high quality experience for the students involved, as well as for the entire community at Clark-Shaw Magnet School.

Sincerely,  
Alecia Howell  
Journalism Advisor  
ahowell3@mcpss.com

**Parent/Guardian Certification:**

I am aware that my child is seeking a position in the Journalism class. We have discussed the professional standards and time commitment involved in this yearlong course and understand that it will require some after school work and special events. I support my child's decision to apply for this position.

Parent/ Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**Student Certification:**

I understand that Journalism is a yearlong elective course. I understand that professional standards are expected and that work outside of class time is required. The information I have included on this form is accurate and true to the best of my knowledge.

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

Printed Name \_\_\_\_\_