

# Publications Handbook 2024-2025

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# Overview

- Students publish the school newspaper (*Hawk Happenings*), yearbook (*Pinnacle*), programs for various school events, and articles for the local press.
- Each student's performance in this class affects others. If someone does not do the work, another student will have to so that we do not miss any deadlines.
- Students should read professional articles from the newspapers (*Reading Eagle*, *Morning Call*) and experiment with InDesign on a regular basis.

## Are We Ready to Publish? – due December 5

- Examine a printed issue of *Hawk Happenings* (printed copies in the library & [online](#)).
- Type a one page, double spaced critique - was it ready to be published. 50 points
- Even though these are yes/no questions, you need to explain your reasoning, support your opinion, and give specific details. List the issue that you critiqued.
- Is this newspaper so interesting that a reader will really enjoy sitting down and reading it?
- When a reader finishes, will he/she likely discuss what he/she read with someone else?
- Will a reader receive info that will provide him/her with a better understanding of the people, community, government, services and opportunities that exist in the community or region?
- Will a reader find something about which to laugh?
- Is there information in our paper that can be found on the Internet or other newspaper? If yes, then why are we printing it in our paper? How is it connected to our school?
- Does the issue serve as an historical record of what is happening in school and around the community affecting students at this time?

## COPYRIGHT – due December 12

- Read [Copyright FAQ, Fair Use FAQ, and Public Domain FAQ](#).
- Look at an issue of *Hawk Happenings* and write a paragraph explaining what copyright violations we have made.
- Write another paragraph explaining a time when you violated copyright and what you should have done to avoid it.
- one page, double spaced essay, 50 points

## CREATIVITY TEST – due November 14

- Go to <https://mycreativetype.com/> and take the test.
- What were your results? If you took the test before, are the results the same or different? What changed? What did you learn about yourself. Do you agree with what it says?
- Type a one paged, double spaced reflection, 50 points
- Copy and paste the final screen with your results so you can refer to them or do a screen shot. Also share that with me or let me know which one you are so I can refer to it.

## ETHICS – due April 3

- Look at [this self-directed activity and answer the questions](#)
- 1. Read code, 2. Scenario, 3. Personal Ethical Mission Statement, typed, full page, 50 points

# EXTRA CREDIT

- *Hawk Happenings* Articles: Earn 15 extra points for the first copy, 30 extra points for the corrections, and 5 for the photo/graphic.
- You may write up to five per quarter.
- Follow the same directions that you would use to write an article, saving, formatting, and photo.
- All extra credit is due the same day as the reflection/4<sup>th</sup> quarter portfolio and all three parts (copy 1, corrections and photo) must be done by then to get the extra credit.

## GRADING

- Your grades are on individual, quarterly grade sheets in the grade binder by mailboxes.
- If there is no grade on an assignment, it means it's not done.
- Check your grade sheet at least weekly to make sure nothing is missing.
- I deduct 20 points per day for lateness, and you only get one day. After that, it's a 0.
- Do not throw out any graded items. If there is a question, I'll need to see it.
- **Deadlines are at the beginning of class on the due date.**
- I usually update grades on Sapphire each Thursday by 2 pm.
- Following directions is a huge part of your grade.
- Assignments may be handed in early.

## GRAMMAR – due May 1

- Go to [this site](#) and take quizzes on topics that give you a challenge.
- Take the online quiz (as many times as you want) and print or share the screen shot of your final page for a grade. Each has a various amount of questions.
- Do as many quizzes to get as close to 100 questions for 100 points. Each is worth 1 point.

## *Hawk Happenings*

- We will print a weekly newspaper and have an online version at [www.hawkhappenings.org](http://www.hawkhappenings.org).
- You write two articles per month.
- Planning sheets are due one week before your article copy 1 is due.
- [Sign up on the shared Google sheet](#). Use control F (find) to make sure you're not writing about something already covered.
- Articles need to be connected to our school, including student and staff interviews.
- An interview is not emailing a list of questions to a student or staff member and having them do all the writing. An interview is having a list of questions, scheduling a time to talk with the person, and then write the story.
- Do not use the word "you" in any writing unless it's a direct quote in an interview.
- Each article needs a photo or graphic element. Worth 25 points and due with corrections. Save it in the correct issue folder in our shared Google drive location.
- If you must use a Google image, use the search tool for advanced usage rights to make sure it's not violating copyright.
- Use original pictures that you take and upload to the folder.
- Copyright free images [here](#) and [here](#).

## **Grading**

- If you forget anything on your corrections, including formatting, saving, grammar, copy 1, or ANYTHING ELSE, you earn 50/100. You **MUST** be careful with corrections.
- The original graded copy **must** be turned in with the corrected copy and should be stapled behind the fixed copy. If you don't understand what needs to be corrected, ask.

## **Citations**

- Plagiarism is a serious offense and is stealing ideas and words from other people. If you would like to use other peoples' ideas and words, you need to give credit to your sources.
- When using a series of three words in a sequence from a source, you must use quotation marks in addition to citing the source.
- Reviews should not be from the Internet. Background information on the people can be, but the review should be the writer's opinion.
- Check the facts in your articles with the proper sources. For example, if the article is about the math honor society, you need to talk to Miss Heckman.
- **Include your sources in an article, or it's plagiarism and you'll earn a 0.** Incorporate the name of the source within the sentence. Ex: "According to the American Cancer Society, three out of 10 teens start smoking before they reach 18." Then at the end of the article, list the website, book, magazine, etc. "For more information on this topic, visit [www.cancer.org](http://www.cancer.org)."
- Do not use AI to write your articles. Use your own words.

# ***Hawk Happenings* WRITERS' DIRECTIONS**

- Open Google Docs
- Type the assignment – ex September 1 article, October 2 article. Hit enter twice.
- Type your headline and enter twice. No bold, underline, or center. Use italics for a movie, CD, magazine, or show. Capitalize the first word and proper nouns in the headline.
- Type your name and grade. Use this format: Terri McCarthy - 11 and enter twice.
- Type your article in Arial, 12 point, double-spaced for the first copy.
- Don't format articles, meaning no bullets or tabs or numbered lists.
- Instead of using tab for each paragraph, hit the space bar five times.
- Print one copy and put it in the day of the week handout bin.

## **CORRECTIONS**

- Make corrections to your article. The final copy should be a single spaced, 9-point font, and saved in the correct folder on the Google drive.
- As you make corrections, a suggestion is to highlight each so you know what you fixed.
- If I circle something, and you don't know what it means, ask.
- By the following Tuesday, get the original AND final copies printed and handed in.
- Don't forget to save the fixed copy on the Google drive in the HH Issue folder. Your last name and the topic (brief) ex – McCarthy dogs
- If you don't make all the corrections it's 50 out of 100.
- The photo/graphic is due with the corrections, but you don't need to print it.
- The file should be saved with your last name in the HH issue folder on the Google drive. JPEG or PNG format.
- Do not insert the photo into a document.
- If it's from an iPhone, you'll need to convert it. Converter <https://www.freeconvert.com/jfif-to-jpg>

# **JOURNAL – due dates one per month**

- Look at the [topics](#).
- Type a ½ to full page, double spaced response, 25 points

## **LIGHTING – Due March 6**

- View this [Lighting presentation SNO](#) and review types of lighting
- Look through your photos. Share 3 different labeled examples of the 7 types of lighting shown in the slides. 30 points

## **MAIL**

- Check your mailbox every day and keep it clean. It is not a storage area.
- I write notes on very small slips of paper, so look for these.

## **MONDAY MEETING**

- Each Monday, we will meet together to go over reminders and assignments for the week.
- It should not take the whole class period, but in the beginning month of school, it might.

## **NEWS CONSUMER – due January 23**

- What is news? What type of news consumer are you? Where do you get your news?
- Type a 1 page, double spaced reflection, 50 points

## **PHOTOJOURNALISM STORIES– due Feb 13**

- Look at one of the newspapers I download each day. Find a prominent photo. What story does it tell?
- Type a ½ to full page, double spaced response, 12 point font, 50 points

## **PHOTOGRAPHY MOTION – due February 6**

- Look at this slide show [Motion Photography](#)
- Examine various sports photos: previous yearbooks, ESPN, a photo from a professional newspaper.
- Explore and investigate motion photography settings on your smartphone.
- Take some motion pictures
- What was difficult or easy? Share 3 examples and type a ½ page, double spaced reflection.

## ***Pinnacle – Various Deadlines***

- We design a 200 page yearbook that we distribute in the spring and a 40 page supplement that we distribute the following fall.
- Deadlines are spaced through the year from September through March. The main book is done by the end of March, and then we begin work on the supplement.

- I distribute a ladder in fall and it is a list of all the pages in the yearbook, what's on the page, who is doing the page, and when the pages are due.
- You MUST meet deadlines. If you do not, you earn a 0, and someone else has to do the page because if we miss a deadline, the book will not arrive before school ends.
- You do not need to wait for your photos to arrive in order to design your pages.
- The editor will share a document explaining theme, font, colors, and ideas for pages.
- Save your pages to **both** our shared OneDrive storage and to a space on your laptop. Make sure you have a backup somewhere.
- **Everything for your page should be in the page folder on the OneDrive, this includes picture files. There should be no missing links.**
- Each page is worth 50 points. Hand in the yearbook checklist when the page is complete.
- Close the file after you are done working on it. OneDrive is not like Google docs and multiple people can't have it open at the same time.
- Adobe Express has many cool features. Experiment with design.

### **Pictures/Art/Captions**

- Do not use photos that have students with ANY hand gestures.
- Do not cut off body parts in pictures.
- When identifying people in a picture, row 1 is the bottom.  
Row 1: John Doe, Jane Doe, Jack Rabbit; Row 2: Sue Smith, Amy Cow, Paul Pickle; Row 3: Adam Ant, Advisor Mr. Superman
- Use the full names of people and do not use nicknames. Use the master student list.
- When identifying teachers, use the following format: Miss Terri McCarthy
- No font smaller than 7 point.

## **PORTFOLIO – due May 15**

- Due 4th quarter and worth 250 points.
- Keep it organized in some kind of folder, notebook, scrapbook, photo album, etc.
- If you prefer a digital portfolio, that's fine, but make sure it includes all required items.
- Be creative. Format it any way, but include the items on the Portfolio Checklist. Refer to this on a regular basis so that you are saving everything that needs to be included.
- Include actual issues of *Hawk Happenings* AND your articles that appear in them.
- Choose what you consider to be your most significant piece of work for Publications this year and type an explanation why you picked it.
- Put HH articles in chronological order.
- Hand in the filled in checklist with your portfolio.
- A portfolio is a professional collection of what you have done in this class. For a job, you may be asked to prepare a portfolio to show them what you are capable of and to give examples of your work. Think of it as, Here's what I've done and this is why you should hire me.

## **REFLECTION – Due end of each quarter**

- Write one per quarter. Reflect on how the quarter went in publications: what was easy, what was difficult, what was fun, who was helpful, and what did you learn.
- At least one page typed, double spaced, 12 point normal font, one inch margins, 50 points

# RESUME – due April 10

- Create an original resume.
- You may need to do research to see what a resume is. It's a fact sheet about you.
- Make sure you are consistent with your design and give detailed information so someone would want to hire you based on your resume.
- Include sections such as school, work, volunteering, clubs, activities, awards, technology skills, references
- 25 points and you'll also use this for your portfolio.

# ROLE OF YEARBOOK – Due October 10

- What are the functions of a yearbook?
- What elements should yearbooks include?
- Do you think a yearbook with no copy (writing) does the job a yearbook should? What if the book had only copy and NO pictures?
- What would happen if the school said we can't print a yearbook anymore?
- Type a one page, double spaced response/analysis. 50 points.

# SOURCES: Anonymous – Due September 19

- We will watch the video, [Sources](#), together.
- Where do journalists get the information they use in their news stories?
- What does anonymous mean? When might an individual want to remain anonymous?
- Unnamed sources are just one way that journalists get information. Where else do journalists get the information they use in their stories?
- How does the use of unnamed sources affect the public's trust in the news media?
- Type a 1 page double spaced response to these questions.

# SOURCES – Due September 12

- View [HH Identifying Sources](#)
- Examine a news article in *The Reading Eagle*. Make a list of the sources that were used to gather the information for that specific article. What other sources could the journalist have used? How would the story be different if the sources were not used? [Link to PDF's of newspapers is here.](#)
- Type the list and tell me the date and title of the news article.

# STAFF POSITION – Due August 26

- Please give a brief explanation of why you are interested in becoming an editor.
- What 2 jobs are you interested in and should you be chosen for this staff position?
- Describe something you have worked on that challenged you, but that in the end was rewarding.
- What are your strengths that will be utilized as an editor?
- What are your weaknesses that will need to be worked on as an editor?
- 1 paragraph, at least 5 sentences, typed, double spaced

# STORY PROFILES – due October 3

- Read this story <https://www.cbsnews.com/news/living-for-the-moment/> and <https://www.cbsnews.com/news/everybody-has-a-story-flashbacks/> and this <https://www.poynter.org/archive/2002/everybody-has-a-story/>
- If you want to watch some highlights of his interviews, [watch here](#)
- How can student reporters employ the techniques used by the CBS correspondent Steve Hartman in student media at school?
- Type a ½ to full page response, 50 points

# YEARBOOK CRITIQUE – due October 17

- [View this slide show](#) Dissecting Design
- Look at any of our last three yearbooks (2022, 2023, or 2024).
- Analyze it as a whole. What did you like? What did you not like? What would you do differently?
- Type a one page, double spaced explanation on how you would do the yearbook differently if you were on staff one of those years.
- Let me know which year *Pinnacle* you used.
- 50 points

# YEARBOOK TERMINOLOGY – due November 7

- Review [Yearbook Terminology Handout](#), using a double page spread from an old yearbook, label the parts of the spread
- You can print the spread and write on it.
- 25 points



# Portfolio Grade Sheet and Checklist

Hawk Happenings Articles Published - list title or topic on each line (10 points each)

September 1	SNO	Printed Layout
September 2		
October 1		
October 2		
November 1		
November 2		
December 1		
January 1		
January 2		
February 1		
February 2		
March 1		
March 2		
April 1		
April 2		
May 1		

Hawk Happenings Articles Not in Paper and/or Extra Credit

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Resume (10 points)

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Printouts of Yearbook Pages With Photos (-5 each missing)

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3 writings from other classes (10 points each)

1. 

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2. 

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3. 

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Other Poems/Awards/Miscellaneous

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Table of Contents (10 points)

Most significant accomplishment self reflection (10 points)

Organization/Neatness/Final Comments (10 points)

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Total possible \_\_\_\_\_ 250