Journalism: Newspaper Coursework Tracking

**Key: PP** = PowerPoint presentation (individual or with Lawson) **PPHO** = write notes on handouts;

 **SJ** = *Scholastic* *Journalism* textbook; **I** = Individual Project or Assignment; **G** = Group Project

Introduction — 1st Semester Students Second Semester Newspaper Skills

 News writing Startups (PP); date \_\_\_\_\_\_\_  *The Mac is Not a Typewriter* (I)*;* Notes due\_\_\_\_\_\_\_

 Audience (PP); date \_\_\_\_\_\_\_  Photography Nuances (PP); date \_\_\_\_\_\_\_

 Read about news elements *SJ* (5–15)  Editorial. Review, Feature Analyses (I) due \_\_\_\_\_\_\_

 News Elements in Practice (G) due \_\_\_\_\_\_\_  Specializations (See below.) (I) due \_\_\_\_\_\_\_

 Read Ch. 23, “Student Press Law” *SJ* (371–383)  Describing and Quoting (PPHO): date\_\_\_\_\_\_\_

 News Law Flowchart (G) due \_\_\_\_\_\_\_  Quiz: *The Mac is Not a Typewriter;* date\_\_\_\_\_\_\_

 Privacy and Libel Poster (I) due \_\_\_\_\_\_\_  Quiz: Editorials, reviews, features; date\_\_\_\_\_\_\_

 Read Ch. 22, “Ethics …” *SJ* (361–368)  Quiz: Describing and Quoting; date\_\_\_\_\_\_\_

 Functions and Ethics Web (I) due \_\_\_\_\_\_  Boot Camp Task List & Calendars (I) due \_\_\_\_\_\_

 Read Chant positions descriptions (know for quiz)

 Quiz; date \_\_\_\_\_\_\_ Third Semester Newspaper Skills

  Advanced news writing skills (2 PPHOs) by \_\_\_\_\_\_\_

Newspaper Basics — 1st Semester Students  *Non-Designers Design Book;* Notes due\_\_\_\_ & \_\_\_\_

 Photography Basics (w/Photo Ed); date \_\_\_\_\_\_\_  Quiz: Advanced news writing skills; date\_\_\_\_\_\_\_

 Interviewing (PP); date \_\_\_\_\_\_\_  Two Quizzes: *The Non-Designers…;* dates\_\_\_ & \_\_\_

 Inverted Pyramid News Writing (PPHO) date: \_\_\_\_\_\_  I Boot Camp Task List & Calendars (I) due \_\_\_\_\_\_

 Read about summary leads *SJ* (31–37)

 Read about attribution and quotes *SJ* (50–54) Fourth, Fifth, & Sixth Semester Skills

 Read Ch. 12, “… Journalism Style” *SJ* (187–194)  Selected journalism book (I) read by\_\_\_\_\_\_\_

 News Writing Rubric (I) due \_\_\_\_\_\_\_  Chapter-by-chapter outlines (I) due \_\_\_\_\_\_\_&\_\_\_\_\_

 News Writing Evaluation (I) due \_\_\_\_\_\_\_  Two quizzes on journalism book; dates\_\_\_\_\_&\_\_\_\_\_

 Read Ch. 5, “Writing Specialty Stories” *SJ* (59–75)  Quiz: Review of all previous semesters; date\_\_\_\_\_\_

 Read information on the internet *SJ* (25–29)  Boot Camp Task List & Calendars (I) due \_\_\_\_\_\_

 Story Idea and Internet Use Table (I) due \_\_\_\_\_\_\_

 Quiz; date \_\_\_\_\_\_\_ News Staff Initialization — Total Staff

  Overview of positions by EIC; date \_\_\_\_\_\_\_

Semester’s End Project — 1st Semester Students  Applications Letter for Positions due \_\_\_\_\_\_\_

 Read Ch. 18, “Newsmagazines…” *SJ* (297–305)  Editor Presentations; date \_\_\_\_\_\_; HOs due \_\_\_\_\_\_

 Read Ch. 19, “Online Journalism” *SJ* (307–314)  Ad Manager Presentation; date \_\_\_\_\_\_\_

 Enhancing *The Chant* (I) due \_\_\_\_\_\_\_\_  Mandates, AP Manual, BOE policy; date \_\_\_\_\_\_

Semester Recap — 2nd – 6th Semester  Columns vs. Articles & Columns chosen; date \_\_\_

 Four Issue CSPA Evaluation (I) due \_\_\_\_\_\_\_  Writing Cycle and Writing Guidelines; date \_\_\_\_\_

  Hit List (PP) and Portfolio set-up; date \_\_\_\_\_\_\_

Individual Goals — Total Staff  Photo Editor presentation; date \_\_\_\_\_\_\_

 10 News Article Synthesis entries (see calendar)  AP Internet Highlights; date \_\_\_\_\_\_\_

 First Columns due \_\_\_\_\_\_\_  First Brainstorming; date \_\_\_\_\_\_\_

Specializations — First semester students, read *Scholastic* *Journalism* by specialty as itemized below. Second semester read chapters in your specialty and complete a two-chapter outline. If you have read all those chapters, choose two that you have not read yet. Four or Two Chapter Outlines Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Staff and Sports Writers**: **Photography Specialists and Artist/Cartoonists**:

  Ch. 6, “Writing Feature Stories”  Ch. 6, “Writing Feature Stories”

  Ch. 7 “Sports writing”  Ch. 8 “Writing Editorial and Opinion Columns”

  Ch. 8 “Writing Editorial and Opinion Columns”  Ch. 10 “Covering Entertainment”

  Ch. 10 “Covering Entertainment”  Ch. 20 “Visual Storytelling: Pictures, Art and Graphics

**Page Editors**: **Managers, Technology Specialist, General Assistant**:

  Ch. 14 “Writing Headlines”  Ch. 6, “Writing Feature Stories”

  Ch. 16 “Newspaper Design and Layout”  Ch. 8 “Writing Editorial and Opinion Columns”

  Ch. 10 “Covering Entertainment”

**Photography Editor**:  Ch. 21 “Advertising in Newspapers and Yearbooks”

  Ch. 16 “Newspaper Design and Layout”

  Ch. 20 “Visual Storytelling: Pictures, Art and Graphics

Production

If not specified, you must write at least one of each type of article: review, editorial, straight, and feature; and take at least one of each type of photo: hard news, feature, review, and sports. Third – sixth semester students must use four different lead styles: summary, attribution, quotations, impact, anecdotal, description, teasing pun/double entendre.

**Page Editors — Issue One/Five**: **Page Editors — Issue Two/Six**:

  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_

  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_

  Two publishable articles due \_\_\_\_\_\_\_\_\_\_\_\_  Two publishable articles due \_\_\_\_\_\_

  One publishable photograph due \_\_\_\_\_\_\_\_\_\_\_\_  One publishable photograph due \_\_\_\_\_\_\_\_\_

  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_

  Page layout due \_\_\_\_\_\_\_\_\_\_\_\_  Page layout due \_\_\_\_\_\_\_\_\_\_\_\_

**Page Editors — Issue Three/Seven**: **Page Editors — Issue Four/Eight**:

  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_

  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_

  Two publishable articles due \_\_\_\_\_\_\_\_\_\_\_\_  Two publishable articles due \_\_\_\_\_\_

  One publishable photograph due \_\_\_\_\_\_\_\_\_\_\_\_  One publishable photograph due \_\_\_\_\_\_\_\_\_

  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_

  Page layout due \_\_\_\_\_\_\_\_\_\_\_\_  Page layout due \_\_\_\_\_\_\_\_\_\_\_\_

**Photography Editor — Issue One/Five**: **Photography Editor — Issue Two/Six**:

  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_

  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_

  One publishable article due \_\_\_\_\_\_\_\_\_\_\_\_  One publishable article due \_\_\_\_\_\_\_\_

  Needed photographs due \_\_\_\_\_\_\_\_\_\_\_\_  Needed photographs due \_\_\_\_\_\_\_\_\_\_\_\_

 (Photo editor and photo specialists are responsible for ensuring every article has a photo or art. The goal for quantity of photos depends on each issue’s needs. Any article without dominant art reflects poorly on photo editor. By semester’s end, you must take three hard news, feature, and sports photos and one review photo.)

  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_

**Photography Editor — Issue Three/Seven**: **Photography Editor — Issue Four/Eight**:

  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_

  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_

  One publishable article due \_\_\_\_\_\_\_\_\_\_\_\_  One publishable article due \_\_\_\_\_\_\_\_

  Needed photographs due \_\_\_\_\_\_\_\_\_\_\_\_  Needed photographs due \_\_\_\_\_\_\_\_\_\_\_\_

(Photo editor and photo specialists are responsible for ensuring every article has a photo or art. The goal for quantity of photos depends on each issue’s needs. Any article without dominant art reflects poorly on photo editor. By semester’s end, you must take three hard news, feature, and sports photos and one review photo.)

  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_

  Photo essay layout due \_\_\_\_\_\_\_\_\_\_\_\_  Photo essay layout due \_\_\_\_\_\_\_\_\_\_\_\_

**Staff and Sports writers — Issue One/Five**: **Staff and Sports writers —Issue Two/Six**:

  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_

  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_

  Four publishable articles due \_\_\_\_\_\_\_\_\_\_\_\_  Four publishable articles due \_\_\_\_\_\_\_

(By semester end, must write two straight, two editorial, two reviews, and two feature articles)

  Two publishable photographs due \_\_\_\_\_\_\_\_\_\_\_\_  Two publishable photographs due \_\_\_\_\_\_\_\_

  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_

**Staff and Sports writers — Issue Three/Seven**: **Staff/Sports writers—Issue Four/Eight**:

  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_

  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_

  Four publishable articles due \_\_\_\_\_\_\_\_\_\_\_\_  Four publishable articles due \_\_\_\_\_\_\_

  Two publishable photographs due \_\_\_\_\_\_\_\_\_\_\_\_  Two publishable photographs due \_\_\_\_\_\_\_\_

  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_

**Copy Editor — Issue One/Five**: **Copy Editor — Issue Two/Six**:

  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_

  Edited required column(s) due \_\_\_\_\_\_\_\_\_\_\_\_  Edited required column(s)

  Edited required articles due \_\_\_\_\_\_\_\_\_\_\_\_  Edited required articles due \_\_\_\_\_\_\_\_\_

  One publishable photograph due \_\_\_\_\_\_\_\_\_\_\_\_  One publishable photograph due \_\_\_\_\_\_\_\_\_

  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_

  Page layout/records due \_\_\_\_\_\_\_\_\_\_\_\_  Page layout/records due \_\_\_\_\_\_\_\_\_\_\_\_

**Copy Editor — Issue Three/Seven**: **Copy Editor — Issue Four/Eight**:

  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_

  Edited required column(s) due \_\_\_\_\_\_\_\_\_\_\_\_  Edited required column(s)

  Edited required articles due \_\_\_\_\_\_\_\_\_\_\_\_  Edited required articles due \_\_\_\_\_\_\_\_\_

  One publishable photograph due \_\_\_\_\_\_\_\_\_\_\_\_  One publishable photograph due \_\_\_\_\_\_\_\_\_

  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_

  Page layout/records due \_\_\_\_\_\_\_\_\_\_\_\_  Page layout/records due \_\_\_\_\_\_\_\_\_\_\_\_

**Photo specialists — Issue One/Five**: **Photo specialists — Issue Two/Six**:

  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_

  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_

  Two publishable articles due \_\_\_\_\_\_\_\_\_\_\_\_  Two publishable articles due \_\_\_\_\_\_

(By semester end, must write two straight, one editorial, one review, and two features.)

  Needed photographs due \_\_\_\_\_\_\_\_\_\_\_\_  Needed photographs due \_\_\_\_\_\_\_\_\_\_\_\_

(Photo editor and photo specialists are responsible for ensuring every article has a photo or art. The goal for quantity of photos depends on each issue’s needs. Any article without dominant art reflects poorly on photo specialists. By semester’s end, you must take three hard news, feature, and sports photos and one review photo.)

  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_

**Photo specialists — Issue Three/Seven**: **Photo specialists — Issue Four/Eight**:

  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_

  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_

  Two publishable articles due \_\_\_\_\_\_\_\_\_\_\_\_  Two publishable articles due \_\_\_\_\_\_

(By semester end, must write two straight, one editorial, one review, and two features.)

  Needed photographs due \_\_\_\_\_\_\_\_\_\_\_\_  Needed photographs due \_\_\_\_\_\_\_\_\_\_\_\_

(Photo editor and photo specialists are responsible for ensuring every article has a photo or art. The goal for quantity of photos depends on each issue’s needs. Any article without dominant art reflects poorly on photo specialists. By semester’s end, you must take three hard news, feature, and sports photos and one review photo.)

  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_

**Managers/Tech Consultant/General Assistant — Issue One/Five**: **Managers/Tech/Assistant— Issue Two/Six**:

  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_

  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_

  Two publishable articles due \_\_\_\_\_\_\_\_\_\_\_\_  Two publishable articles due \_\_\_\_\_\_\_\_

  One publishable photograph due \_\_\_\_\_\_\_\_\_\_\_\_  One publishable photograph due \_\_\_\_\_\_\_\_\_

  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_

  Records due \_\_\_\_\_\_\_\_\_\_\_\_  Records due \_\_\_\_\_\_\_\_\_\_\_\_

**Managers/Tech Consultant/General Assistant — Three/Seven**: **Managers/Tech/Assistant— Issue Four/Eight**:

  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_

  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_

  Two publishable articles due \_\_\_\_\_\_\_\_\_\_\_\_  Two publishable articles due \_\_\_\_\_\_\_\_

  Three photographs due \_\_\_\_\_\_\_\_\_\_\_\_  Three photographs due \_\_\_\_\_\_\_\_\_\_\_\_

  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_

  Records due \_\_\_\_\_\_\_\_\_\_\_\_  Records due \_\_\_\_\_\_\_\_\_\_\_\_

**Artists/Cartoonists — Issue One/Five**: **Artists/Cartoonists — Issue Two/Six**:

  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_

  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_

  Two publishable articles due \_\_\_\_\_\_\_\_\_\_\_\_  Two publishable articles due \_\_\_\_\_\_

(By semester end, must write two straight, one editorial, one review, and two features.)

  One publishable photograph due \_\_\_\_\_\_\_\_\_\_\_\_  One publishable photograph due \_\_\_\_\_\_\_\_\_

  2 cartoons /art and 1 cartoon strip/major art due \_\_\_\_\_\_\_\_  2 cartoons /art and 1 strip/major due \_\_\_­­\_\_

  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_

**Artists/Cartoonists — Issue Three/Seven**: **Artists/Cartoonists — Issue Four/Eight**:

  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_  Fulfilled contract due \_\_\_\_\_\_\_\_\_\_\_\_

  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_  Column(s) due \_\_\_\_\_\_\_\_\_\_\_\_

  Two publishable articles due \_\_\_\_\_\_\_\_\_\_\_\_  Two publishable articles due \_\_\_\_\_\_

(By semester end, must write two straight, one editorial, one review, and two features.)

  One publishable photograph due \_\_\_\_\_\_\_\_\_\_\_\_  One publishable photograph due \_\_\_\_\_\_\_\_\_

  2 cartoons /art and 1 cartoon strip/major art due \_\_\_\_\_\_\_\_  2 cartoons /art and 1 strip/major due \_\_\_­­\_\_

  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_  One advertisement due \_\_\_\_\_\_\_\_\_\_\_\_