

Name: _____

1. Spreads you are in charge of for:

- a. December: pages: _____ Done? _____ Finalized? _____
- b. January: pages: _____ Done? _____ Finalized? _____
- c. February: pages: _____ Done? _____ Finalized? _____
- d. March: pages: _____ Done? _____ Finalized? _____

2. Have you placed the three packaged finalized spreads in the following folder in New Yearbook 06: A-A-Final Packaged Files (then you choose your class and insert your 3 files in a folder that has your name).

YES NO

3. Have you made sure that no fonts or links are missing from the packaged files?

YES NO

4. If you are in charge of mug shot pages, list all the names of people whose pictures you do not have:

5. If you are in charge of senior pages, list all the names of seniors whose pictures/pages you do not have:

6. How many after school hours have you served so far?

- a. Total number: _____
- b. In March: _____
- c. In February: _____

If you haven't served a lot, why?? _____

How will you make up for this? _____

7. List all the things you have been in charge of in yearbook class since January and state whether you have accomplished them or not.

8. Calculate the Grade you think you should get for this interim:

Professionalism Grade Details: (40%) YOUR GRADE: _____

1. **Meeting Deadlines: Over 20** (Each missed deadline gets **3 pts. removed for each school day**)
 - a. You need to hand in all assignments on time. You are supposed to have done your best on them.
 - b. Even if you are absent, you need to make sure that needed material or assignments you have due that day reach Mrs. AbiSamra **that day**.
 - c. If you have been given an assignment and then you find out you cannot fulfill it, you need to make arrangements for someone else to cover the assignment.

2. **Behaving as a Professional at All Time: Over 20**
 - a. **Handling School Equipment Properly:** camera, USB, laptop, external drive, yearbook pass... (**MINUS 5** for each case of carelessness)
 - b. **Doing Room Chores Regularly:** making sure you have logged out at the end of the block, all the materials taken from the closet have been returned to their appropriate place, your chair is back in its proper place, your desk is left clean with no bottles or papers that need to be thrown away... (**MINUS ½** for each case of carelessness)
 - c. **When leaving classroom during class time:** not leaving without a pass, returning the pass before the end of the block, not taking any school equipment outside the classroom, even for 2 minutes, without checking it out, and returning it no later than the following school day, unless otherwise permitted. (**MINUS 1** for each case of carelessness)
 - d. **When assigned to take pictures,** returning the camera the following working day and downloading the pictures in the folder allotted to them. (**MINUS 1** for each case of carelessness)
 - e. **Coming to class on time.** (**MINUS ¼** for every late—5 minutes and above; **MINUS ¼** for every 3 late—less than 5 minutes)
 - f. **Showing responsibility:** keeping promises, showing up when agreed to meet... (**MINUS 1** for each case of irresponsibility)
 - g. **If representing yearbook** anywhere or at any event, maintaining an exemplary behavior: respecting appointments, self, and others. (**MINUS 5** for each case of misrepresentation).

Daily Participation Grade Details: (20%) YOUR GRADE: _____

You will be graded "daily" on the following:

- | | |
|---|--|
| 1. Focusing on task | 5. Displaying positive attitude and commitment |
| 2. Following directions, listening and not interrupting | 6. Contributing to others and to the class |
| 3. Refraining from argument and sarcasm | 7. Maintaining a very good behavior |
| 4. Respecting self, others, and property | 8. Doing one's best at least most of the time. |

FINAL GRADE:

	Maximum Grade	YOUR GRADE
• Professionalism: meeting deadlines (with appropriate spreads), behaving as a professional at all time.	40	
• Weekly and Major Assignments: all assignments including: essay writing, quizzes about yearbook rules, story writing, taking good quality photos and documenting them, preparing layouts, conducting interviews, finishing spreads (first and final drafts), submitting final spreads appropriately (submitting printouts, graphics files [in correct tiff format, and correct resolution and CMYK color], and InDesign files named according to pages and events covered).	35	
• Participation: focusing on task, following directions, showing respect and commitment, displaying a positive attitude, maintaining a good behavior, and doing one's best.	20	
• Idea Book: coverage ideas, design ideas, theme, modules ideas, quotes, interviews, 5 Ws + H of photos, etc.	5	
• Leadership: helping out with everything related to yearbook at all time, taking initiative, being proactive, coming up with ideas, being resourceful, having a positive influence on others, showing commitment to yearbook outside class as well, taking photos at every possible opportunity, doing best to get advertisements, + prerequisite: maintaining an excellent behavior at all time.	+ 10	
Total =	100%	