

# Vista Heights Yearbook

Staff Application

Turn in to Mr. Ochs (T407)

Name \_\_\_\_\_

Current grade (7<sup>th</sup>, 8<sup>th</sup>) \_\_\_\_\_

A1 Teacher (2<sup>nd</sup> Semester) \_\_\_\_\_

Please circle the appropriate answer to the following questions:

- |     |       |    |   |
|-----|-------|----|---|
| Yes | Maybe | No | Are you willing to make the yearbook one of your priorities next year?  |
| Yes | Maybe | No | Are you willing to work after school or on Saturdays to meet deadlines?   |
| Yes | Maybe | No | Are you willing to attend extracurricular activities for yearbook assignments?  |
| Yes | Maybe | No | Do you work well with others, even if they are not your friends?  |
| Yes | Maybe | No | Are you willing to work hard on the book, even if you get your last choice of assignments?  |
| Yes | Maybe | No | If you had to choose between yearbook and another SCHOOL related activity (ex. honors class, drama, dance, student council, etc.), would you choose yearbook? |

List other activities you plan to be involved in next year. **In particular, I need to know about any activities that may conflict with your yearbook responsibilities.**

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**Yearbook Job Interests:** The yearbook staff is divided into different specialty groups. In order to get you placed in the best group for your skills, please read the following job descriptions and then answer the questions.

## Yearbook Job Descriptions

- **Photographer.** Photographers take pictures of both in school and out of school activities. To be a photographer, you should love to take interesting and creative pictures of people, and you should not be afraid to take pictures of strangers. Also, you must be able to frequently attend after school activities. It will also be beneficial if you know how to use photo editing software, but it is not required.
- **Designer.** Designers create the layout of the pages and choose which pictures to use. This is a good job for people who are artistic, detail oriented, and/or enjoy scrapbooking like activities. Designers need to be creative, detailed thinkers that have the ability to adjust quickly when new information comes along.
- **Writer.** Writers create the text for the pages—headlines, stories, and captions. Writers need to enjoy storytelling, playing with words, and expressing themselves in writing. Also, those interested in writing should not be afraid to talk to strangers and have strong writing skills (grammar, spelling, organizing thoughts, etc.). This is a good job for those interested in journalism.

On a scale of 1 to 3 (1 being the highest), please indicate which yearbook job would you be most interested in specializing in?

Photographer \_\_\_\_\_ Designer \_\_\_\_\_ Writer \_\_\_\_\_

Are you willing to take your number 2 or number 3 choice to get on the staff? Yes No

**Requirements:** The minimum requirements to be considered for the Vista Heights Yearbook Staff are:

1. You will be an 8<sup>th</sup> or 9<sup>th</sup> grader NEXT year.
2. You have a Cumulative GPA of 3.0.
3. NO I's or F's in ANY class this year.
4. You have no N's or U's in citizenship in any class this year.

**What We Do:** Yearbook is a full year elective class and an extracurricular activity. We are responsible for putting together the yearbook that is passed out at the end of the year. You will learn the fundamentals of photography, journalism, and desktop publishing while producing a yearbook. The class will also teach you organizational skills, layout and design, journalistic writing, and most importantly, teamwork and responsibility.

**What I Expect:** As the yearbook is a product that people buy, I expect nothing less than the best. I expect you to be in class, to be responsible for your assignments, and to get things done ON TIME. **This class is NOT an easy "A."** We do have a lot of fun, but we also work very hard. If you are looking for the easy "A," find a different class! Also, if you frequently miss first period, do NOT apply for this class. You will not be a productive staff member if you miss a lot of class.

Please list your schedule for the current semester so that the Yearbook Staff can contact you if needed. Thanks!

| Period | Teacher's Last Name | Period | Teacher's Last Name |
|--------|---------------------|--------|---------------------|
| A1     |                     | B5     |                     |
| A2     |                     | B6     |                     |
| A3     |                     | B7     |                     |
| A4     |                     | B8     |                     |

SUBMIT THE FOLLOWING **WITH** THIS APPLICATION:

1. **Grades:** A grade printout that shows your grades and your cumulative GPA to date (both 7<sup>th</sup> and 8<sup>th</sup> grade). This report can be obtained from skyward. Below are the instructions for accessing your grades and cumulative GPA:

#### Cumulative GPA

1. Login to your personal Skyward account.
2. Click on "Gradebook" on the left hand side of the screen.
3. Click on the "GPA" tab in the middle of the screen.
4. Click on "Print" in the upper right hand corner. Attach this printout to your application.

#### Grades

1. Login to your personal Skyward account.
2. Click on "Report Card" on the left hand side of the screen.
3. Click on "2016-17 Vista Heights Middle School Report Card Q2" in the middle of the screen.
4. Let the report run and when another box pops up, click on "View Report."
5. Print and attach this printout to your application.

2. **Essay:** An essay describing what strengths you would bring to the yearbook staff.
3. **Skills Assessment:** Answer the questions on the skills assessment. This helps me to decide which job you get.
4. **Teacher Recommendation Forms:** You are required to have four teacher recommendations. *The teachers will give the recommendation forms to me, not you.*



Name: \_\_\_\_\_

## Yearbook Skills Assessment

Read the following statements and choose the answer that most closely matches up with you. In order to receive the most accurate results, please answer each question as honestly as possible.

**Remember—you are answering these statements about yourself!**

### Social

| Choose 1 answer for each statement.                    | Completely False | Mostly False | Neutral | Mostly True | Completely True |
|--|------------------|--------------|---------|-------------|-----------------|
| I prefer one-on-one conversations to group activities. |                  |              |         |             |                 |
| I'm not a big risk-taker.                              |                  |              |         |             |                 |
| People describe me as "soft-spoken" or "mellow."       |                  |              |         |             |                 |
| I dislike conflict.                                    |                  |              |         |             |                 |
| I do my best work on my own.                           |                  |              |         |             |                 |

**Notes (Teacher Use Only):**

### Detailed

| Choose 1 answer for each statement.  | Completely False | Mostly False | Neutral | Mostly True | Completely True |
|--|------------------|--------------|---------|-------------|-----------------|
| I'm very good at detailed tasks, like searching for one wrong number in a document or checking for typos.  |                  |              |         |             |                 |
| When working on group projects, I'm usually the one who takes care of the details.   |                  |              |         |             |                 |
| I get annoyed when things are slightly off (i.e. numbers don't balance out perfectly, little pieces of information are missing, things are not symmetrical). |                  |              |         |             |                 |
| I look over my work to check for mistakes.   |                  |              |         |             |                 |
| I notice other people's errors in articles, documents, or other projects.  |                  |              |         |             |                 |

**Notes (Teacher Use Only):**

# Yearbook Staff Application Teacher Evaluation #1

Student Name: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

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

Please circle the appropriate answer to the following questions:

- |     |           |    |   |
|-----|-----------|----|---|
| Yes | Sometimes | No | Does the student meet deadlines without exception or excuses?                                 |
| Yes | Sometimes | No | Does the student work well with others in a "team" like atmosphere?                           |
| Yes | Sometimes | No | Does this student stay caught up in class?  |
| Yes | Sometimes | No | Does this student stay on task, even when you're not in the room?                             |
| Yes | Sometimes | No | Does the student put forth their best effort on all assignments, not just the ones they like? |

On a scale of 1 to 5 (1 being "rarely here" and 5 being "rarely absent"), how often is this student in class?

1      2      3      4      5

On a scale of 1 to 5 (1 being "not at all" and 5 being "highly recommend"), how strongly do you recommend this student for the yearbook staff?

1      2      3      4      5

Please write a short recommendation for this student. Include any personality traits that you feel would make this student an asset to the yearbook staff. It is important for yearbook staff members to be energetic and outgoing, as well as students with superior writing skills and motivation. I am looking for students who will go the extra mile and make the yearbook a priority in their schedule. Insights into these traits, and any others you feel are important, would be a great help to me. Thank you!

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**\*\*Please return to Mr. Ochs in T407 or his box in the Faculty Room\*\***

# Yearbook Staff Application

## Teacher Evaluation #2

Student Name: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

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

Please circle the appropriate answer to the following questions:

- |     |           |    |   |
|-----|-----------|----|---|
| Yes | Sometimes | No | Does the student meet deadlines without exception or excuses?                                 |
| Yes | Sometimes | No | Does the student work well with others in a "team" like atmosphere?                           |
| Yes | Sometimes | No | Does this student stay caught up in class?  |
| Yes | Sometimes | No | Does this student stay on task, even when you're not in the room?                             |
| Yes | Sometimes | No | Does the student put forth their best effort on all assignments, not just the ones they like? |

On a scale of 1 to 5 (1 being "rarely here" and 5 being "rarely absent"), how often is this student in class?

1      2      3      4      5

On a scale of 1 to 5 (1 being "not at all" and 5 being "highly recommend"), how strongly do you recommend this student for the yearbook staff?

1      2      3      4      5

Please write a short recommendation for this student. Include any personality traits that you feel would make this student an asset to the yearbook staff. It is important for yearbook staff members to be energetic and outgoing, as well as students with superior writing skills and motivation. I am looking for students who will go the extra mile and make the yearbook a priority in their schedule. Insights into these traits, and any others you feel are important, would be a great help to me. Thank you!

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# Yearbook Staff Application

## Teacher Evaluation #3

Student Name: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

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

Please circle the appropriate answer to the following questions:

- |     |           |    |   |
|-----|-----------|----|---|
| Yes | Sometimes | No | Does the student meet deadlines without exception or excuses?                                 |
| Yes | Sometimes | No | Does the student work well with others in a "team" like atmosphere?                           |
| Yes | Sometimes | No | Does this student stay caught up in class?  |
| Yes | Sometimes | No | Does this student stay on task, even when you're not in the room?                             |
| Yes | Sometimes | No | Does the student put forth their best effort on all assignments, not just the ones they like? |

On a scale of 1 to 5 (1 being "rarely here" and 5 being "rarely absent"), how often is this student in class?

1      2      3      4      5

On a scale of 1 to 5 (1 being "not at all" and 5 being "highly recommend"), how strongly do you recommend this student for the yearbook staff?

1      2      3      4      5

Please write a short recommendation for this student. Include any personality traits that you feel would make this student an asset to the yearbook staff. It is important for yearbook staff members to be energetic and outgoing, as well as students with superior writing skills and motivation. I am looking for students who will go the extra mile and make the yearbook a priority in their schedule. Insights into these traits, and any others you feel are important, would be a great help to me. Thank you!

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# Yearbook Staff Application Teacher Evaluation #4

Student Name: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

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

Please circle the appropriate answer to the following questions:

- |     |           |    |   |
|-----|-----------|----|---|
| Yes | Sometimes | No | Does the student meet deadlines without exception or excuses?                                 |
| Yes | Sometimes | No | Does the student work well with others in a "team" like atmosphere?                           |
| Yes | Sometimes | No | Does this student stay caught up in class?  |
| Yes | Sometimes | No | Does this student stay on task, even when you're not in the room?                             |
| Yes | Sometimes | No | Does the student put forth their best effort on all assignments, not just the ones they like? |

On a scale of 1 to 5 (1 being "rarely here" and 5 being "rarely absent"), how often is this student in class?

1      2      3      4      5

On a scale of 1 to 5 (1 being "not at all" and 5 being "highly recommend"), how strongly do you recommend this student for the yearbook staff?

1      2      3      4      5

Please write a short recommendation for this student. Include any personality traits that you feel would make this student an asset to the yearbook staff. It is important for yearbook staff members to be energetic and outgoing, as well as students with superior writing skills and motivation. I am looking for students who will go the extra mile and make the yearbook a priority in their schedule. Insights into these traits, and any others you feel are important, would be a great help to me. Thank you!

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