

# Journalism – Staff Contract

Please read the following requirements for this year's Journalism class. Discuss these requirements with your parents and, if you are able to meet these requirements, return to Mr. McCallum with all necessary signatures. If you cannot agree to any part of this contract, please circle that portion and we will discuss further arrangements.

As a member of the Journalism staff, I agree to the following requirements:

- ◆ **Honest and respectful reporting. I agree not to manufacture quotes, take quotes directly from surveys without contacting the student, create details, or participate in lazy reporting. I will write with integrity.**
- ◆ **Prompt and consistent attendance to all classes. I realize that inconsistent attendance will negatively affect my grade, and that I may be asked to leave the class at the end of the term.**
- ◆ **Completion of four (4) deadline assignments, including:**
  - ordering all necessary photos by deadline dates
  - interviewing and researching unique stories, sidebars, mini-features
  - completing all rough drafts by deadline dates
  - revising copy according to teacher, peer, and editor suggestions
  - entering all copy into computer by deadline date
  - photography assignments, where appropriate
  - computer/business assignments, where appropriate
- ◆ **Work after school and during AAA if behind on scheduled deadlines**
- ◆ **Completion of all practice stories and homework assignments**
- ◆ **Sharing expertise by helping fellow classmates; cooperation with editors on all assigned tasks**
- ◆ **Promotion of the newspaper and participation in its distribution**
- ◆ **Adhere to the attendance rules and guidelines of the class during in school, out of the classroom work**
- ◆ **Participate on different levels of the staff, including**
  - Proofreading and editing the work of classmates
  - Working with editors on computer projects
  - Writing stories for different sections of the paper
  - Creating side-bars, infographics, art, and other supplemental material

As a member of the Journalism class and newspaper staff, I realize that I hold a respectable position and agree to uphold all rules regarding membership in the MSHSL, as well as rules promoting the excellent reputation of BHS student publications.

*I have read all stated requirements and agree to honor them.*

\_\_\_\_\_ (student signature)

\_\_\_\_\_ (parent signature)