

Journalism Weekly Class Schedule

The class operates on a three-week production cycle, except for four weeks scattered throughout the year set aside for special projects, field trips, and guests. The last five minutes of each class, students make journal entries noting progress, learning, ideas and update their to-do list, then clean up.

A Week

Monday

- Editorial meeting: Brief critique of previous issue.
- Overview of the issue ahead, story ideas, events coverage, seasonal items
- Presentation and discussion of technical skills, examples of good writing, layout, interviews, etc. read and/or shown and discussed
- Groups and assignments are announced

Tuesday

- Team brainstorming
- Gather info, research stories, photograph, conduct interviews

Block day

- Teams meet briefly to touch base and plan
- Research, interviews, writing, photographing, concentrated work!

Friday

- Groups meet for peer critiques
- Based on input, students began re-writing and editing

B Week

Monday

- Editorial meeting: Groups present their sections for class critique

Tuesday

- Re-writing and editing based on class suggestions

Block day

- Class hears final re-writes, suggest headlines, sub-heads, pull quotes
- Class meets with design department to start blocking out issue

Friday

- Individual 'write anything' day. Students have free choice about style and topic, just as long as it can be published in the school paper

C Week

Monday

- Editorial meeting: Brainstorming to identify potential advertisers and generate promotional ideas to build circulation

Tuesday

- Potential advertisers contacted, permissions requested for any promos
- Any students not engaged in marketing, work on final edits/layout

Block day

- Class meets to finalize layout
- Final proofreading, art work prep, captioning, pull quotes, name checking, fact checking

Friday

- Individual 'write anything' day. Students have free choice about style and topic, just as long as it can be published in the school paper

Office hours

- Questions
- Extra help
- Make-up work
- Open lab time to work on your own projects
- Make-up quizzes/tests
- Any quiet study or showing your work to friends is welcome