

The Eagle

Name: _____

Publication Date: _____

Newspaper production rubric for grading

Photography editor

	Points	Initials	Date/Time
1. Check photo board daily (25 points)	_____	_____	_____
	(INST, ME)		
<ul style="list-style-type: none"> • Check daily Monday through Friday • Make assignments where necessary • Complete own share of assignments 			
2. Generate 5 usable photos (25 points)	_____	_____	_____
	(INST, ME)		
<ul style="list-style-type: none"> • Each photo is valued at 5 points. • Due by 5 p.m. on Friday or as soon as possible after shoot = 2 points each photo • Edit photos and prepare in CMYK TIFF format • Saved onto server in dated folder. Photos should be categorized sorted in an organized manner. Final CMYK should be saved using a descriptive name, leaving the name of the original file intact (i.e. "ASCEU activity IMG_1234.TIF"). • Information about photo, including 5W&H = 3 points each photo 			
	_____	Total points	

INST Instructor
ME Managing editor

SE Section editor
ADM Advertising manager

PE Photo editor
LE Layout editor