



# JOURNALISM STAFF MEMBER APPLICATION

Pattonville High School  
2497 Creve Coeur Mill Road  
Maryland Heights, MO 63043  
(314) 213-8051 ext. 8158/BHeyman@psdr3.org

December 3, 2012

Dear Media Staff Applicant,

This is the application if you would like to be considered for one of the award-winning Pattonville media staffs for the 2013-2014 school year. This year, we are accepting any current high school student. We are looking for people who are interested to be a part of the PattonvilleTODAY.com online staff, the Pirate Press newspaper and the ECHO yearbook.

Below are outlined the expectations and requirements for members of the journalism department staff.

**Staff member requirements:** Staff members are required to work well with others on group projects. You must have excellent writing and technology skills. Journalism involves many deadlines, some of which require work done outside of the normal class period, so attendance, a strong work ethic and a willingness to stay after school are all important qualifications of staff members.

If you feel you would make a good addition to the online, newspaper or yearbook staff, please complete the attached application form. You must have three teachers fill out the teacher recommendation forms. One must be your current English teacher, but all three need to be your teachers during the 2012-2013 school year. **You need to deliver these forms to your teachers, but your teachers must return them to Mr. Heyman.**

Please turn in your application on or before **Friday, January 11, 2013**. If you are not currently enrolled in a journalism class or publications staff, you should submit your application to Mr. Heyman in B108/B110 or place in his teacher's mailbox.

**No late applications will be accepted.** If applicants are unable to meet this deadline, the adviser will assume they will not be able to meet deadlines that occur during the production of the website, newspaper or yearbook and will reject the application.

**Interviews will be held Jan. 14-17, 2013**, and you will be notified before Stop Day on Jan. 22, 2013, as to whether or not you have been selected for a media staff.

Thank you for your interest in joining PattonvilleTODAY.com, the Pirate Press newspaper and the ECHO yearbook.

Sincerely,

Mr. Heyman  
BHeyman@psdr3.org  
(314) 213-8051 ext. 8158





# Application for Student Publications

## DUE FRIDAY JANUARY 11, 2013

Please fill out this form as honestly and completely as possible

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CURRENT GRADE:                      9    10    11

If you have an interest with a particular type of journalism, please note that here:

News writing    Feature writing    Sports writing    Photography    Art/Design    Not sure

Check the box beside the staff for which you are applying

\_\_\_\_\_ Pirate Press newspaper    \_\_\_\_\_ ECHO yearbook    \_\_\_\_\_ PattonvilleTODAY.com online

**Please circle one:**

1. Do you come to class prepared and on time?

Always                      Usually                      Sometimes                      Never

2. How would you rate your attitude in class?

Excellent                      Good                      Fair                      Poor

3. How would you rate your work habits?

Excellent                      Good                      Fair                      Poor

4. How would you rate your ability to finish tasks on time?

Excellent                      Good                      Fair                      Poor

5. Do you work well in groups or with others?

Always                      Usually                      Sometimes                      Never

6. Do you show signs of good leadership?

Always                      Usually                      Sometimes                      Never

7. Do you take constructive criticism well?

Always                      Usually                      Sometimes                      Never

8. How would you rate your ability to work without being given direction by the teacher?

Excellent                      Good                      Fair                      Poor

9. How would you rate your attendance and punctuality?

Excellent                      Good                      Fair                      Poor

10. How would you rate your ability to work with computers and other technology?

Excellent                      Good                      Fair                      Poor

**Please supply the following:**

Most recent semester grade in English    A    B    C    D    F    Regular    Honors

How many days have you been absent in the past 6 months?    0    1-2    3-5    5+

How many days have you served a detention/been suspended?    0    1-2    3-5    5+

If 5+ days of being absent/suspended, please list specific reasons:

- Why do you want to become involved in the production of PattonvilleTODAY.com, the Pirate Press newspaper or ECHO yearbook?
  
- What do you feel you can add to the 2013-2014 website, newspaper or yearbook staff? Please list additional comments, skills or creative ideas you may have that could add to the overall quality of the publications.
  
- Please list any sports, clubs or extracurricular activities, or other responsibilities (like work) that you will be involved in next year.

### Availability & Miscellaneous

What is your GPA (roughly)? \_\_\_\_\_

Will you be able to secure a ride to evening games and events? Yes No

Will you be able to comfortably talk to people you do not know? Yes No

Are you willing to work after school and occasionally on weekends to meet deadline? Yes No

Would you be willing to attend a summer workshop (Yearbook: July 9-11, 2013, at DeSmet)? Yes No

If you aren't selected for your first choice of staff, would you be willing to join another group? Yes No

**Student statement:** I understand that working on an award-winning publication requires that I stay on top of current trends in journalism and, while not mandatory, try to attend a summer journalism workshop at my expense (scholarships may be available). I realize that this requirement is not unique, but one similar to that of many athletic teams, the marching band and co-curricular activities. If at all possible, I expect to participate in the summer of 2013 accordingly and have discussed this with my parents and have their support to do so. Additionally, some publications staff meetings do take place in August before the school year begins and these meetings, while scheduled with other events such as athletic team practices in mind, are required. **If selected to a staff next year, I understand a large part of my grade is based on my ability to work independently, to take initiative, to attend after-school work sessions and to meet all deadlines.** I realize that high school publications require a time, effort and quality commitment that differs from that of a normal class. Also, I know that excellent attendance and promptness are required of staff members, as publications work cannot be "made up" after absences like work in other "regular" classes. **I understand that failure to meet these guidelines may result in my schedule being changed during the school year and my being reassigned from publications to another course or an academic lab.**

Student signature:

Parent signature:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

I have reviewed this application, agree with its terms, and give permission for my student to submit it.

Date: \_\_\_\_\_



# Teacher Recommendation Form

## DUE FRIDAY JANUARY 11, 2013

Please fill out this form as honestly and completely as possible.

NAME OF APPLICANT: \_\_\_\_\_

NAME OF TEACHER, SUBJECT TAUGHT: \_\_\_\_\_

This student has applied for one of the Pattonville media staffs (Pirate Press/ECHO/online) for the 2013-2014 school year. Please fill out this recommendation form in order to allow the adviser to assess the skills of the applicant. Please be as honest as possible and know that only the adviser is to see this opinion-based recommendation. Therefore, please **do not** give this form back to the student, but return the form to **Mr. Heyman's** mailbox (or in person to B108/B110) **by Friday, January 11, 2013**. Thank you!

**Please circle:**

1. Does the applicant come to class prepared and on time?

Always                      Usually                      Sometimes                      Never

2. Does the applicant have a good attitude and contribute to the class?

Always                      Usually                      Sometimes                      Never

3. Does the applicant have good work habits?

Always                      Usually                      Sometimes                      Never

4. Does the applicant turn in assignments on time?

Always                      Usually                      Sometimes                      Never

5. Does the applicant work well in groups?

Always                      Usually                      Sometimes                      Never

6. Does the applicant show any signs of good leadership?

Always                      Usually                      Sometimes                      Never

7. Does the applicant take constructive criticism well?

Always                      Usually                      Sometimes                      Never

8. Is the applicant respectful of you and of other students? Is the applicant well behaved?

Always                      Usually                      Sometimes                      Never

In your opinion, would the applicant add to the production of the newspaper or yearbook? Please write any additional comments, suggestions or concerns you may have on the back of this sheet.

Yes                      No

TEACHER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_





# Teacher Recommendation Form

## DUE FRIDAY JANUARY 11, 2013

Please fill out this form as honestly and completely as possible.

NAME OF APPLICANT: \_\_\_\_\_

NAME OF TEACHER, SUBJECT TAUGHT: \_\_\_\_\_

This student has applied for one of the Pattonville media staffs (Pirate Press/ECHO/online) for the 2013-2014 school year. Please fill out this recommendation form in order to allow the adviser to assess the skills of the applicant. Please be as honest as possible and know that only the adviser is to see this opinion-based recommendation. Therefore, please **do not** give this form back to the student, but return the form to **Mr. Heyman's** mailbox (or in person to B108/B110) **by Friday, January 11, 2013**. Thank you!

**Please circle:**

1. Does the applicant come to class prepared and on time?

Always                      Usually                      Sometimes                      Never

2. Does the applicant have a good attitude and contribute to the class?

Always                      Usually                      Sometimes                      Never

3. Does the applicant have good work habits?

Always                      Usually                      Sometimes                      Never

4. Does the applicant turn in assignments on time?

Always                      Usually                      Sometimes                      Never

5. Does the applicant work well in groups?

Always                      Usually                      Sometimes                      Never

6. Does the applicant show any signs of good leadership?

Always                      Usually                      Sometimes                      Never

7. Does the applicant take constructive criticism well?

Always                      Usually                      Sometimes                      Never

8. Is the applicant respectful of you and of other students? Is the applicant well behaved?

Always                      Usually                      Sometimes                      Never

In your opinion, would the applicant add to the production of the newspaper or yearbook? Please write any additional comments, suggestions or concerns you may have on the back of this sheet.

Yes                      No

TEACHER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_







# Teacher Recommendation Form

## DUE FRIDAY JANUARY 11, 2013

Please fill out this form as honestly and completely as possible.

NAME OF APPLICANT: \_\_\_\_\_

NAME OF TEACHER, SUBJECT TAUGHT: \_\_\_\_\_

This student has applied for one of the Pattonville media staffs (Pirate Press/ECHO/online) for the 2013-2014 school year. Please fill out this recommendation form in order to allow the adviser to assess the skills of the applicant. Please be as honest as possible and know that only the adviser is to see this opinion-based recommendation. Therefore, please **do not** give this form back to the student, but return the form to **Mr. Heyman's** mailbox (or in person to B108/B110) **by Friday, January 11, 2013**. Thank you!

**Please circle:**

1. Does the applicant come to class prepared and on time?

Always                      Usually                      Sometimes                      Never

2. Does the applicant have a good attitude and contribute to the class?

Always                      Usually                      Sometimes                      Never

3. Does the applicant have good work habits?

Always                      Usually                      Sometimes                      Never

4. Does the applicant turn in assignments on time?

Always                      Usually                      Sometimes                      Never

5. Does the applicant work well in groups?

Always                      Usually                      Sometimes                      Never

6. Does the applicant show any signs of good leadership?

Always                      Usually                      Sometimes                      Never

7. Does the applicant take constructive criticism well?

Always                      Usually                      Sometimes                      Never

8. Is the applicant respectful of you and of other students? Is the applicant well behaved?

Always                      Usually                      Sometimes                      Never

In your opinion, would the applicant add to the production of the newspaper or yearbook? Please write any additional comments, suggestions or concerns you may have on the back of this sheet.

Yes                      No

TEACHER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_