

finally, the back PAGE

FINALLY, you've reached the end of this 12-page pamphlet. It's about time. The future Harbinger staff thanks you for working to get to this point and hopes to see you in the fall at a deadline dinner, a sports game, or on that unwashable blue couch. But before you go, a few reminders.

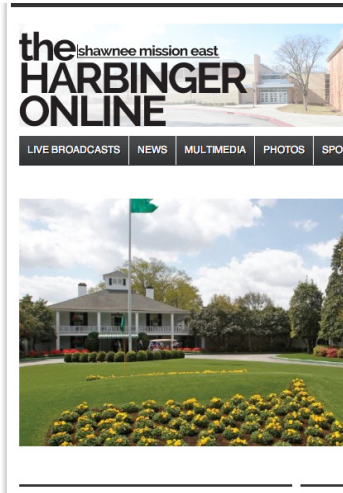
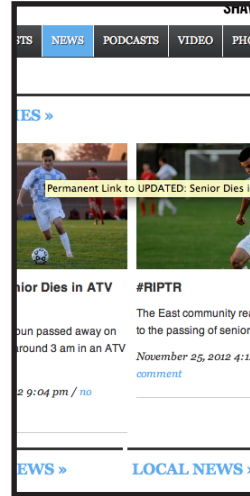
IF YOU HAVE any questions, comments or concerns, contact journalism adviser C. Dow Tate at dowtate@smsd.org or (913) 993-6688

FOR MORE information on our choice journalism workshop, Gloria Shields All-American Publications Workshop, visit <http://www.gloriashieldsworkshop.com/>. The workshop on July 7-11 is five-days in deep Texas where staff members traditionally bond and become acquainted with new staff members while they learn new journalism skills and brainstorm ideas for the year's upcoming publications. Attending the workshop is not mandatory, but it is highly recommended.

STAFF RESULTS will be announced for the first time at the end of year banquet which is TBA. All new staff are invited to attend. The list will also be posted outside of Room 521, as well as on the Harbinger Facebook page.

the Harbinger

WORK ON AN AWARD-WINNING NEWSPAPER STAFF. EAT. GAIN SKILLS. WORK ON A WEBSITE. WIN AWARDS. GO PLACES. TRAVEL. MEET PEOPLE. HAVE FUN. EXPERIENCE HIGH SCHOOL JOURNALISM.



Be a part of it. Fall 2013 Harbinger staff Application deadline: April 30 **start here >>**

REQUIREMENTS & RESPONSIBILITIES

Regardless of your position on staff, you will be encouraged to develop your journalistic skills in many other areas. For example: The sports editor may write features stories, and the entertainment editor may write sports stories.

Every member of the newspaper staff will do these six things and more:

- a) Deliver newspapers to classes, stuff newspapers and prepare newspapers for delivery and subscriptions if necessary.
- b) Write stories
- c) Sell and design ads
- d) Develop story ideas and cover beats
- e) Proofread
- f) Work on two broadcasts per quarter and complete two multimedia credits per quarter
- g) Meet deadlines

Editorial policy will be decided by an editorial board, chaired by the Editorial Editor. From editorial policy suggestions submitted by every staff member, the board will formulate a statement of editorial policy to be published in the first Harbinger and followed carefully throughout the semester.

Editors (Co-, Tri- or In-Chief), Assistant Editors Online Editors and Section Editors are those students who best fulfill these qualifications:

- a. consistently demonstrate journalistic skills in all areas: news, features, editorials, reviews, columns, copy editing, proofreading, advertising, sports, newspaper planning, finance and design.
- b. consistently demonstrate sufficient leadership skills; (can deal with, motivate and teach all kinds of people and personalities)
- c. consistently demonstrate commitment, positive attitude, good attendance and an interest in superior performance to gain the respect of their peers and the confidence of other responsible adults in the school.

Students should turn stories in on time and should maintain good attendance. Students with the reputation for frequent absenteeism and late assignments should decide either to remedy the problem themselves or withdraw their application. The Harbinger cannot survive with absentee problems on staff.

You are expected to maintain the respect of both your peers and adults in the school and community. Credibility is the ultimate compliment.

You are expected to uphold the journalist's code of ethics as well as adhere to libel laws while striving to meet the test of good journalism: is it a public service?

I have read the statements above and understand them fully. My intention is to fulfill these responsibilities. I also understand that if I do not fulfill these responsibilities at all times then the adviser can remove me from the staff.

Date: _____ Signature: _____

Date: _____ Signature: _____

Please complete these tasks and staple or paperclip to application.

If you are a returning staff member or are taking J1

I. Write a paper detailing your vision for the Harbinger. Include any ideas or areas for improvement.

II. In an essay, discuss the five positions you would like to have and your qualifications (interest and dedication, experience, training, definite suggestions for improvement and your plans for fulfilling your responsibilities). Discuss how committed you will be to the publication. Make clear if you want both an online and newspaper position. If you want more than one of those positions, let us know here.

III. For those who have already been a part of The Harbinger staff, include three of your best examples of work in the area you are applying for. (Put in application folder on J-Data)

• All photographers need to submit a portfolio of six photos. (Returning photographers can put in application file in a folder with your name)

• For those students currently taking J-1, include two of the best stories from this semester. (If you don't have a copy of a story that I have, list the story.)

If you are NOT a returning staff member or are NOT enrolled in J1

I. Write a paper detailing your vision for the Harbinger. Include any ideas or areas for improvement.

II. In an essay, discuss the three positions you would like to have and your qualifications (interest and dedication, experience, training, definite suggestions for improvement and your plans for fulfilling your responsibilities). Discuss how committed you will be to the publication.

III. Submit three examples of your best work. These samples can include, but are not limited to video stories, packages or other creative work, Soundslides, Web coding and design (using Wordpress), or any other creative medium that does not entail nonfiction (such as news, features, reviews, sports) or fiction writing. All photographers must submit a portfolio of six photos. If you haven't already finished Photo 1, you must be able to attend a summer workshop.

IV. List three teachers who would recommend you to become a part of the Harbinger staff.

- 1.
- 2.
- 3.

still more about YOU

List on an attached sheet your schedule for next semester (If you don't know the exact periods, please list classes).

A position on a publication very often requires after-school and evening work. Will this be a problem for you? Why or why not?

Are you considering a career in journalism or a related field? If so, in what?

List in order of your preference, the four people you would be most willing to follow if they were in leadership positions? (Do not include yourself) — (This counts more than you know)

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

List the people with whom you believe you could work most closely (in order of your preference):

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

Are there any prospective staff members or current junior or sophomore staff members with whom you cannot work? (If so, list them.)

Describe any contributions you have made to a publication this year so far:

what you WANT to do for Print

POSITIONS & DESCRIPTIONS

Every staff member is assumed to have an understanding of the basic journalistic skills from J-I: reporting, writing, interviewing, editing, design, advertising (selling and design), headline writing, writing coaching, proofreading and planning the publication. Each staff member will need all these skills.

There will be overlap in these positions, and some staff members may need to take on several responsibilities. These descriptions are merely outlines; there will be further things required, and students should be flexible in their roles.

EDITOR(S) will plan the format (size, frequency, color, etc) of the publication, make final decisions on story assignments, create and implement guidelines for staff, communicate with the printer, work with design editors to create templates, edit stories, copy edit pages, deal with school administrators, plan the semester calendar and deadlines for each issue. The editors must lead the paper. They must be able to problem solve and take the ultimate responsibility for the success of the publication. **FULL-YEAR POSITION.**

ASSISTANT EDITOR(S): Second in command of the paper; oversees in-depth stories, enforces deadlines, grants extensions occasionally and presides over regular section meetings (makes them happen), keeps up communication with section editors to ensure that planning is on schedule, fills in anything that the editor cannot get done. **FULL-YEAR POSITION.**

ART AND DESIGN EDITOR: Produces or obtains all artwork, oversees staff artists and deadlines. Also oversees design of the paper and works for unified appearance. Helps with teaching computer programs, solves problems, oversees front page. **FULL-YEAR POSITION.**

HEAD COPY EDITOR: Head writing coach; oversees editing for depth, style, quality, libel, poor taste, interviews; assigns copy editors to writers, makes sure copy editors are talking with writers, checks grade sheets to ensure rough drafts and finals are turned in on time, lets editors and section editors know early if there is a problem with a story, meets regularly with copy editors. Maintains grades based on story quality and timeliness. **FULL-YEAR POSITION.**

EDITORIAL BOARD: Students can apply to be on the editorial board. This team will meet regularly to decide on staff opinion and choose and assign editorials, which are not columns but the opinion of the publication as a whole.

PHOTO EDITOR: This is a management/organizational position, not necessarily the best photographer. Assigns all photos, takes photos, makes sure photographers meet deadlines and that every photo is taken for each issue, oversees photo essays, works with all editors to assign photos.

POSITIONS & DESCRIPTIONS

SECTION EDITORS: Pick a section: Editorial, Opinion (columns), News, Features, Sports, A&E, Special Section. Oversees entire section and designs a page, leads section meetings, decides on page design, graphics, communicates with photographers, artists, writers to make sure everything is completed by the deadline. Grades their staff on quality of reporting and research, total contribution to each issue. Section editors take all story ideas and writer preferences to editor meetings to assign stories. Section editors are required to stay at deadline until their section is finished. They are also responsible for copy editing every page in their section.

Editorial: Will be a part of the editorial board, assign editorial cartoons and written editorials based on board meetings. Will design this part of the paper. Edits editorials, makes sure they agree with staff position. Works to steer discussion.

Opinion: This editor will work with students writing columns, editing, designing this part of the paper. Encourages letters to the editor.

News: This editor will work to put out the timeliest stories in each issue. Designs and oversees section, edits writers, communicates with writers and copy editors.

Features: Works to create interesting layouts fitting the stories on the page. This editor has key input as to the best features stories to use.

Sports: This editor stays on top of all sports news related to East and the area. Makes sure writers know what's going on, when events are happening. Edits stories and designs the page. Makes sure there is a good balance of coverage among boys/girls, varsity, JV, and freshmen, and encourages packaged coverage: a variety of features, sports, news stories, columns, previews and trend stories.

A&E: This editor will communicate with large entertainment companies or use royalty-free websites to gain access to high quality graphics for movies and CDs, etc. Designs the page and edits stories, communicating with writers. Because there's an element of opinion in reviews, this opinion must also be analyzed and approved. Creates a variety of ideas connected with entertainment—not just reviews.

Spread Editor: This editor will communicate with editors and writers to plan and design the newspaper's center spread.

Page Designers (a.k.a. assistant section editors): Pick a page in following sections: Editorials, Opinion (columns), News, Features, Sports, A&E, Spread. This person takes charge of the page, plans stories and layout and graphics, creates page rough drafts, copy reads, edits page. Ultimate responsibility for completion of page, tracks all stories, ads, photos, and art on pages. Page designers are also responsible for editing the story.

Copy Editors: Each has several stories assigned every issue throughout copy editing group, copy edits rough and multiple drafts of those stories, explain all corrections to writers, discuss focus and angle with writer. Not expected to rewrite the stories for the writers. Edit for depth, style, quality, libel, poor taste.

Rank these areas of writing in the order of interest:

News____ Editorials____

Features____

Sports____ Columns____ (what kind) ____

Entertainment____ Headlines.____

Approximately how many days have you been absent this year?

On the whole, for what reasons have you been absent this semester?

Will you have a job outside of school next year?

If so, what kinds of time will it require? Also, do expect it will interfere with your publication duties (Why or Why Not?)

What kinds of activities besides being on a publication will you be participating in next semester and how much time a week will you spend on these? How much do you expect it to interfere with your publication duties?

Check the line that best describes your involvement next year:

____ Extremely interested; want top-level time-consuming job

____ Extremely interested, but lack time for top-level job

____ Moderately interested; want job that requires moderate time

____ Fairly interested; little time available outside of class

____ Not interested except for credit

____ Other (explain below)

What percent of your assignments have come in on time?

What is your approximate grade average in these areas and who is your current teacher?

English

Foreign Language (specify)

History

Science

Math

Other

PERSONAL INFORMATION

Name: _____ Home Phone No.: _____
Address: _____ Grade level: _____
E-mail: _____ Cell No. _____
Parent's E-mail: _____

List the top five positions on the staff for which you are applying. Put them in order of importance (with No. 1 being the one you desire most). Consider the time and responsibilities of each position before you choose it. If you would like to hold more than one position, explain which positions and why in essay. Also **specify if the position is an Online or print position.**

- 1.
- 2.
- 3.
- 4.
- 5.

What days will you have a car?

Do you have your driver's license? If not, when will you have it?

Rate your skills from 0-5 in the following categories with 0 being no skills and 5 being

Superior skills
Writing _____
Typing _____
Artwork _____
Editing _____
Computer Design _____
Photojournalism _____
Photo Editing _____

Of the above skills, rank them below in order of which you enjoy the most:

If you have computer skills, on what type of computer(s) have you worked?

If you have photojournalism experience or darkroom experience, what kind do you have?

Do you own or have access to a camera? _____ If so, what kind? (Brand, model)

Have you ever taken sports pictures? _____ If yes, what sport?

Do you plan to take photography next year?

What type of lenses do you have?

Do you own or have access to a flash?

Ad Manager: Handles contracts, sales, services, layouts, ad creation, bills to clients, keeps records on ad sales, oversees sale of advertising, assigns turf for ad salesmen. Places ads on dummy sheets for page editors. Keeps track of broadcast sponsorships. May be combined with business manager.

Business Manager: Keeps books, pays bills, supervises Harbinger and Harbinger online budget, makes sure clients are billed and ads paid for. May be combined with ads manager.

Circulation manager: Publicizes and carries out circulation. Sees that all classes and offices receive papers.

Exchange/Subsription editor: Maintains exchanges with other schools, mails subscriptions, publicizes paper. Also responsible for national exchange papers.

Contest Coordinator: Keeps track of publication contests, informs staff of journalism contests, registers Harbinger and students for contests and keeps track of all transactions in this area. This position needs to be filled by a second- or third-year staff member who can wisely select contest worthy material.

Social Media Director: Liason between the publications and the community. Responsible for keeping social media (Twitter, Facebook, etc) updated and interacting with our viewers through those mediums. Responsible for coming up with ideas to generate publicity, drive traffic, commenting on the site and generating a general brand for the publications.

Staff Artist: Learn or use Photoshop and Illustrator to create art, work with page editors for design and art ideas. Sometimes will work on editorial cartoons (decided by editorial board), creates original Harbinger art to replace all generic clip art.

Staff Writers: Write in all areas for both online and print publications, cover beats, research and assist for larger stories. Will turn in four drafts a story for editing: one for editor, two copy editors and one for the section editor(s). Updates stories as edited, gets further interviews, information and collects audio from interviews. Deadlines are crucial—if stories aren't in on time, the publication comes to a halt. Gathers sidebar information, comes up with ideas.

Staff Photographer: Shoots for newspaper, online and yearbook, loads photos onto network, works with page editors to crop, touch-up, adjust size of pictures. Needs to know or learn how to use Photoshop. Possibly design a photo essay, search for feature photos. Is responsible for one online gallery a week and one Soundslides/Interactive a semester. Pro-active: if something is important and you are there, shoot it, even if it wasn't assigned. Carries camera whenever possible in search of photos, writes captions with collected info and collects audio interviews from the individual or event.

The staff job descriptions address the primary positions on the staff. While there may be assistants for these positions, you should not apply for assistant if you do not feel you can handle the responsibilities of the lead position in the event that those were handed to you.

Online positions are listed on the following two pages. You may apply to hold both a print and Online position, or only one of either.

POSITIONS & DESCRIPTIONS

Editor(s)-in-Chief: Create schedules for tasks that need to be completed and sees them through. Oversees all subsequent positions and is responsible for staff members' work, quality and well-being. Communicates with other schools or organizations to setup live broadcasts, recordings of school events, etc. Investigates potential new resources, services or new technology to improve the overall quality of the site. Responsible for creating and maintaining an overall high-quality site. Works specifically with section editors. FULL-YEAR POSITION

Assistant Editor(s): Checks on staff members to make sure their assignments are completed in a timely manner and are high quality. The assistant editor is responsible for looking at the page sketch and brainstorming at least two convergence pieces an issue, posting the issue on distribution day, working with writers to edit and upload audio. FULL-YEAR POSITION

Head Online Copy Editor (s): Searches for online-exclusive stories and assigns them for writers as needed. Works with writers on all online stories and blogs. Maintains a schedule for all writers and ensures that frequent, timely and quality online exclusive stories are posted. FULL-YEAR POSITION

Webmaster: Works to make the site as easily accessible as possible, and checks browser compatibility frequently. Investigates new plugins and other services to improve the site in conjunction with the editor-in-chief. Responsible for fixing code-relevant problems. Investigates reasonable requests to improve site quality from staff members after approval by the editor-in-chief and assistant editors.

News Editor: Responsible for assigning and keeping track of biweekly beats, assigning scheduled news stories as well as breaking news. Will want to keep track of education or East relevant legislation moving through the state and federal government.

Online Photo Editor (sound slides, online-exclusive photos, smug mug, etc): Creates a schedule for photographers to complete Soundslides. Evaluates each Soundslide and assists photographers with Soundslide difficulties. Works with online writers to make sure necessary photos are taken for their stories. Oversees smug mug for the site and is responsible for at least one photo gallery every other week from each photographer.

Assistant Online Photo Editor: Makes sure photographers upload their photos to smepotos.com and is in charge of gathering the photos. Assistant Online Photo Editors will also check in daily with the Online Photo Editor to help out and take on projects if needed.

Podcast Editor (video, such as roundtables, and audio): Creates a schedule for when podcasts should be done and makes sure the schedule is followed. Searches for good audio podcast topics and anchors. In charge of planning and packaging weekly Harbinger Radio broadcasts.

Opinion Editor: Creates a schedule for blogs over timely and appropriate subjects. Searches for people on staff or in the community to blog. Enforces deadlines and ensures that blogs are turned in ontime and of high quality. Is in charge of any other opinion pieces in other mediums.

A&E Editor: Keeps viewers in the loop regarding entertainment news locally. Works with staffers to write reviews, communicate with professionals in the entertainment industry, reports not just opinion but also news related to A&E.

Homegrown Editor: Searches for East talent to put in the section. Writes profiles and puts talent's work on the site along with it. Communicates with Fine Arts department to ensure proper coverage of their department's talent. Talent includes all student-produced work. Works with the Theatre Department to post Frequent Fridays.

Video Editor: Searches for video stories such as video news stories, features or convergence pieces and assigns videographers. Assists in instructing newer videographers in shooting and editing.

Sports Section Editor: Responsible for keeping East and the community informed on East athletics. Covers sports news and coordinates the writing of sports columns and opinion pieces. Updates scores on the site as well as in charge of the harbiesports Twitter account.

Live Broadcast Editor: Assigns the producer for each live broadcast. Creates a schedule for all live broadcasts to be done in a season (Fall, Winter, Spring) a month before that season begins. Ensures that every broadcast is high-quality. Responsible for creating broadcast posters.

Interactive Design Editor: Creates interactive pieces for the website as standalone presentations, as well as interactive graphics for stories such as graphs and sidebars. Uses InDesign and Tumult Hype to create all animation.

Eastipedia Editor: Responsible for assigning Eastipedia topics to writers that inform readers about East specific or East relevant topics. Seeks to expand section and explore new coverage opportunities for all things East.

Multimedia Staff (video or podcast emphasis): Those applying for multimedia staff with a video emphasis will produce at minimum one video every two weeks and work with producers to create short pieces for live broadcasts along with convergence expectations. A podcast emphasis will focus on creating audio pieces once a week for the website and radio broadcast.

Anchors (live broadcasts): Commentates for live broadcasts. Responsible for all pre-game preparation such as researching stats, interview coaches, players, etc. Must broadcast the majority of a given sport they choose each season.