

Editor in Chief Rubric

ISSUE: _____

Score: _____/100

Name: _____

_____ **50 points: Editor in Chief**

_____ Sees that the paper's production and writing run smoothly.

_____ Approve all text before it is placed on pages.

_____ Works with staff members to solve problems.

_____ Works with adviser on planning and producing the paper.

_____ Is organized for editorial board meetings and class meetings.

_____ Sees that the paper is taken to press and is distributed at school on time.

_____ Works with section editors, artists, and photographers to assure attractive pages by deadline.

_____ Helps keep staff on-task and motivated.

_____ Strictly enforce copy and design style.

_____ Spends hours after school and on free time to help staff.

_____ Attends at least three late night/ production nights for each issue.

Story Ideas (include written copy) _____/10 points

Completes 5, written story ideas in correct format, easily readable with original ideas.

Editing _____/20 points

[This rubric is applied to the "group project" of the editing by both editors in chief.]

_____ Meets all deadlines and editing is appropriate for each.

_____ Makes substantial content corrections and leaves clear, constructive criticism for writers.

_____ Finds and corrects a majority of the style and grammar errors.

Late Night/ Production _____/20 points

_____ Approves all general dummy layouts (on computer) before section editors begin work on real design.

_____ Keeps editors on-task after school

_____ Helps editors with any design problems

_____ Stays until the paper is 'put to bed'.

ADDITIONAL WORK/ NOTES: _____

