

# Technology and Graphics Editor Rubric

**ISSUE:** \_\_\_\_\_

**Score:** \_\_\_\_\_/100

Name: \_\_\_\_\_

## **70 points: Technology & Graphics**

\_\_\_\_\_ Troubleshoots technology errors.

\_\_\_\_\_ Checks base with editors daily.

\_\_\_\_\_ Apprises adviser of issues before they become problems.

\_\_\_\_\_ Helps fix computers, update software, scan graphics, and purge the hard drive of unwanted files.

\_\_\_\_\_ Takes photos off digital cameras, crops them, gray scales them, and does any necessary PhotoShop work.

\_\_\_\_\_ Works with and assists designers/editors, especially during late night production shifts.

\_\_\_\_\_ Keeps track of technology needs and technology quality.

\_\_\_\_\_ Works with The Missourian/ Publishing company on design and technology specifications, changes and updates.

\_\_\_\_\_ Works with section editors to create ideas for graphics.

\_\_\_\_\_ Works with section and page editors to select appropriate graphics.

\_\_\_\_\_ Actively initiates contact with reporter, section editor, and editor.

\_\_\_\_\_ Selects topic and begins drawing or assigning by the middle of second week of the issue.

\_\_\_\_\_ Keeps track of scanning needs and graphic quality.

\_\_\_\_\_ Participates in editorial board meetings.

\_\_\_\_\_ \*\*\*Attends all Late Nights/ Deadlines and arranges any absences with the adviser in advance.\*\*\*

## **Graphics**

\_\_\_\_\_ **20 points**

\_\_\_\_\_ Meets all deadlines.

\_\_\_\_\_ Creates at least two quality graphics per issue and in a reasonable time period.

\_\_\_\_\_ Prints all graphics by deadline.

\_\_\_\_\_ Inputs/ scans graphics into computer by deadline; prepares graphics for placement on the page.

\_\_\_\_\_ Crops, marks, tool-lines, and PMTs graphics correctly and on deadline.

\_\_\_\_\_ Communicates with editors and updates them on progress of graphics.

## **Story Ideas (include written copy)**

\_\_\_\_\_ **/10 points**

Brings written and complete list of 5 original story ideas to class on the due date.