

# Rubric for a Photo Journalism Report Team Article

## Director - Find a project

Dunn online calendar  
Dunn Dragon's Tale  
Teachers  
Ask faculty and staff  
KDUNN School Announcements  
Friends  
Extra-Curricular Groups  
PTA  
Siblings  
Teachers' homepage  
Posters in the building  
Spotlight History

## Get permission    **Well in advance of the event**

Write a request include:

Your name  
Date you make the request  
Name of the event you want to cover  
Date and time of the event  
Location of event  
Names of the people you want for Reporter and Photographer  
Name of class(s) that will be missed for each team member  
Team requirements:  
    Current Week and Week of event - No Card Signs  
    Previous Six Weeks period:  
        All grades 70 or better  
        No more than one Citizenship "N"  
        Academic status for missed class(s) for each team member must be 80 or better

Give request to Mrs. Baldwin

Wait for response

## Article Approved

Notify all teachers involved  
Check out camera (Team's Sony Cyber shot) at least 20 minutes before event  
Sign and date check out card  
Load batteries and check battery charge (15 minute chargers available)

## On Assignment – **Team must exhibit best behavior**

### Director

Identify "release-restricted" students (teacher or office)  
Get permission to publish on web  
Prepare one staged picture relevant to event  
Assist photographer – staged shot  
Assist reporter and check reporter's notes

### Photographer

Take candid pictures  
Take director's staged picture  
Monitor camera use to conserve battery power

## Reporter

Make sure you have the event date

Take notes on event answer:

Who, What, When, Where, Why, and How (when applicable)

Write clearly and spell correctly (especially names)

Interview event's key person

Interview person(s) in charge of event

Interview person in audience

Interview former Dunn Student

} → when applicable

## Pictures - Photographer

Create event folder to hard drive (Name: event and date) and download all pictures to folder

Review pictures & select best picture for report

Rename event picture for article to: **125 + event.jpg**

Delete pictures from camera

Check in camera and all contents of case to the teacher

If the picture is adjusted add "A" to the end of the jpg name: 125eventA.jpg

## Report (Whole Team)

Create Word document, Save As and name **6EventLastnameFirstname.doc**.

Ex: **6ZeroTaylorLauren.doc**

Center title and by line - first name and last name initial

Move picture in to Word document – the picture can fill no more than half of the page length

Write rough draft – 75 to 150 words - 5 or more sentences

Edit report

Spelling and Grammar Check

Thesaurus

Dictionary

Double space text for editing

Avoid apostrophes

**(Don't forget to save your work frequently!)**

Print black and white (B&W) hard copy for Mrs. Baldwin's approval

Report due two weeks after event

Make corrections from Mrs. Baldwin if necessary

Print corrected black and white (B&W) copy for Mrs. Williams' approval

Make corrections from Mrs. Williams if necessary

Print final color copy to Lab A or 6<sup>th</sup> Grade color printer

## Posting on Web Site

Move event document and .jpg to Spotlight folder on the server

Call Mrs. Luttrell (73210) to arrange time to upload to Web Server

Move picture to Dunn Site folder and article to desktop

Copy and paste the title and by line in to Dunn Spotlight web page

Insert picture to Spotlight web page adjust dimensions

Create 1x1, no border table under picture then copy and paste report into table

Insert table and check alignment and font size, copy and paste article

Upload to the AISD Web Server

Review page online and make necessary changes

Upload to AISD Web Server again if necessary