



CHAMPIONS

# Wabunsee High School

## STUDENT PROFILE

Name of Class p. 1

### DIRECTIONS:

Using the rating scales below, check the appropriate box to indicate the degree of competency. The description associated with each of the ratings focuses on the level of performance or cognition for each of the competencies below.

### PERFORMANCE RATING

- 3 - **Skilled:** can perform task independently with no supervision
- 2 - **Moderately skilled:** can perform task completely with limited supervision
- 1 - **Limitedly skilled:** require instruction and close supervision
- N - **No exposure:** has no experience or knowledge of this task

### COGNITIVE RATING

- 3 - **Knowledgeable:** can apply the concept to solve problems
- 2 - **Moderately knowledgeable:** understands the concept
- 1 - **Limited knowledge:** requires additional instruction
- N - **No exposure:** has not received instruction in this area

|                                     |                        |
|-------------------------------------|------------------------|
| Student Name: _____                 | SS#: _____             |
| Enrollment Date: _____              | Completion Date: _____ |
| Course Title: <b>Yearbook</b>       |                        |
| Program Title: Technology Education |                        |
| Student Signature: _____            | Date: _____            |
| Instructor Signature: _____         | Date: _____            |

#### I. Orientation to the Print Media Industry

- 3 2 1 N 1. Develop good work habits and attitudes
- 3 2 1 N 2. Identify and explore job opportunities available in the field
- 3 2 1 N 3. Describe legal restrictions on yearbooks
- 3 2 1 N 4. Identify and describe ethical considerations for all print media
- 3 2 1 N 5. Understand sensitive issues related to publishing student photos

#### IV. Newswriting and Newsgathering

- 3 2 1 N 1. Demonstrate writing formats and styles, including news, feature, sports and advertising
- 3 2 1 N 2. Demonstrate the ability to write effective headlines and captions
- 3 2 1 N 3. Demonstrate a basic knowledge of equipment used in all aspects of yearbook production
- 3 2 1 N 4. Identify news sources
- 3 2 1 N 5. Exhibit objectivity in coverage
- 3 2 1 N 6. Demonstrate the ability to use AP stylebook
- 3 2 1 N 7. Describe elements of sidebars and graphic tie-ins for all types of layouts and advertising
- 3 2 1 N 8. Demonstrate the ability to proofread text and use correct proofreader symbols
- 3 2 1 N 9. Demonstrate the knowledge of writing to a specific audience
- 3 2 1 N 10. Demonstrate a knowledge of research for print media

#### V. Production (cont.)

- 3 2 1 N 1. Demonstrate working knowledge of cameras, including shots, angles, framing and composition
- 3 2 1 N 2. Demonstrate knowledge of copyright laws
- 3 2 1 N 3. Demonstrate ability to design graphics for all types of layouts
- 3 2 1 N 4. Compose, edit and organize all types of copy
- 3 2 1 N 5. Demonstrate good layout and design techniques
- 3 2 1 N 6. Demonstrate effective selection of type styles and illustrations
- 3 2 1 N 7. Demonstrate ability to meet deadlines
- 3 2 1 N 8. Demonstrate the ability to use computer software to prepare and submit pages for publication and prepare an index
- 3 2 1 N 9. Demonstrate ability to use templates
- 3 2 1 N 10. Demonstrate ability to use templates and budget constraints
- 3 2 1 N 11. Identify factors involved in production costs

#### II. Advertising

- 3 2 1 N 1. Sell, create and edit advertising
- 3 2 1 N 2. Demonstrate the ability to design an advertisement for print
- 3 2 1 N 3. Demonstrate ability to maintain positive working relationships with area advertisers

#### IX. Working Relations

- 3 2 1 N 1. Demonstrate the ability to use terms correctly
- 3 2 1 N 2. Demonstrate good writing skills with regard to grammar and mechanics
- 3 2 1 N 3. Demonstrate the ability to comprehend the function of the yearbook in recording history

#### III. Functions of a Yearbook

- 3 2 1 N 1. Define the functions of a yearbook
- 3 2 1 N 2. Define the internal parts of a yearbook
- 3 2 1 N 3. Define the duties of each yearbook staff member
- 3 2 1 N 4. Define the physical parts of a yearbook
- 3 2 1 N 5. Define legal issues involved with publication
- 3 2 1 N 6. Define career applications related to yearbook publication

#### VI. Working Relations

- 3 2 1 N 1. Develop a sense of ethics and professional conduct with staff responsibilities
- 3 2 1 N 2. Utilize good decision making skills
- 3 2 1 N 3. Utilize problem solving skills
- 3 2 1 N 4. Demonstrate critiquing ability with class members of various class projects
- 3 2 1 N 5. Demonstrate the ability to work effectively with class members, faculty, administrators and members of the community

**CAREER DEVELOPMENT SKILLS**

Name of Class p. 2

|         |  |         |   |         |   |
|---------|--|---------|---|---------|---|
| 3 2 1 N | 1. Interpret nonverbal cues (eye contact, posture, gestures)                     | 3 2 1 N | 14. Utilize problem solving skills:   | 3 2 1 N | 7. Modify decisions as changing circumstances or data dictate                 |
| 3 2 1 N | 2. Follow oral instructions  | 3 2 1 N | a. Identify the problem for resolution  | 3 2 1 N | 8. Display courtesy, tactfulness and patience.                                |
| 3 2 1 N | a. Listen for and identify key words   | 3 2 1 N | b. Define critical issues   | 3 2 1 N | 9. Control emotions under demands, time, pressure, and opposition.            |
| 3 2 1 N | b. Listen for words that identify a procedure                                    | 3 2 1 N | c. Analyze causes of a problem  | 3 2 1 N | 10. Demonstrate cooperative behaviors to contribute to one another's success. |
| 3 2 1 N | c. Listen for steps or actions to be performed                                   | 3 2 1 N | d. Utilize research and assessment skills   |         |   |
| 3 2 1 N | d. Listen for clues regarding the order or sequence in which a task is performed | 3 2 1 N | e. Examine results of a problem   |         |   |
|         |  |         | f. Offer solutions to a problem   |         |   |
|         |  |         | g. Select a solution to a problem   |         |   |
|         |  |         | h. Implement an action plan   |         |   |
|         |  |         |   |         |   |
|         |  |         | <b>Integration of Academics</b>   |         |   |
|         |  |         | 1. Participate in group discussions for problem resolution.   |         |   |
|         |  |         | 2. Use basic research techniques.   |         |   |
|         |  |         | 3. Select appropriate reading method for a particular situation (e.g., skimming, scanning, speed reading, and in-depth reading.)  |         |   |
|         |  |         | 4. Use acceptable standards for grammar, mechanics, and word usage.   |         |   |
|         |  |         | 5. Apply a variety of specific proofreading techniques to identify and correct errors.  |         |   |
|         |  |         | 6. Solve problems that involve whole numbers, decimals, and fractions including use of appropriate conversions when necessary (e.g., fractions to decimals or decimals to fractions.) |         |   |
|         |  |         | 7. Proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous.   |         |   |
|         |  |         |   |         |   |
|         |  |         | <b>Student Leadership Activities</b>  |         |   |
|         |  |         | 1. Ask appropriate questions to clarify another's communication   |         |   |
|         |  |         | 2. Apply one or more problem-solving processes to a given situation(s)  |         |   |
|         |  |         | 3. Establish and examine personal short- and long-term goals, including resources needed to reach these goals   |         |   |
|         |  |         | 4. Utilize motivational techniques  |         |   |
|         |  |         | 5. Define goals, identify priorities, and establish objectives for a project  |         |   |
|         |  |         | 6. Accept responsibility for personal decisions and actions   |         |   |

**SENIORS ONLY:**

Future plans (please check one)

Military

College: \_\_\_\_\_

Vocational: \_\_\_\_\_

Work

Other: \_\_\_\_\_

(where)

(where)

(where)