



**Drops of Ink Application Information for the 2014-15 School Year**

Dear Student:

Thank you for your interest in joining the school newspaper staff. In order to have another successful year of publishing, I am looking for responsible, talented, committed and enthusiastic students to join the staff.

*Drops of Ink*, which has been published since 1926, **is a class**. Please note: for seniors, it will count as an English credit to be used toward graduation. For underclassmen, it counts as an English elective credit; it does not substitute your regular core literature class.

Although it is a class, it is different from many classes you will take at LHS. Instead of regular tests and quizzes, your main focus will be on producing informative, insightful and attractive content for the *DOI* magazine (published 5-6 times a year) and website.

Class time will often consist of engaging in journalistic activities, such as reporting (interviewing and researching), designing a layout, taking pictures, and writing and editing stories. In addition, we will spend time discussing current events and trends within the field of journalism. Despite these differences from many classes, you should be prepared to work hard in order to meet deadlines and create a quality product.

Please read through this packet carefully so that you can learn more about how *DOI* works and about the application process for the next school year. If you have any questions about anything regarding the class or this process, please contact me either via phone (847.327.7533) or through e-mail (michael.gluskin@d128.org).

I'm looking forward to another productive year for *DOI*, and thank you again for your interest and for taking the time to complete the application process.

Sincerely,

Mr. Gluskin  
*DOI* Faculty Adviser

## **Drops of Ink Information and Expectations**

- What is DOI?

*Drops of Ink* is a student-produced publication that prints 5-6 magazine issues during the school year and also features a regularly updated website and social media accounts. These mediums provide informative coverage about significant events occurring at LHS; the content focus for *DOI* is on students, staff, academics, athletics, extra-curricular activities, the local community and other relevant, current topics.

- What is expected of DOI staff members?

Students on staff will be expected to follow journalistic integrity and ethics guidelines by demonstrating objectivity and fairness in their reporting and writing. Staff members must adhere to strict deadlines while producing quality work that enhances the magazine or website. As a staff member, you are a representative of the high school and its community, so your behavior must reflect that.

Staff members are also expected to learn the computer software and programs used for publishing, which are Adobe InDesign and Photoshop. In addition, during the deadline week before each magazine issue, students may be required to attend the after-school and evening sessions in order to complete their work for that specific edition. On average, this can be anywhere from 4-6 days per semester for anywhere from 1-5 hours after school.

- What do DOI staff members do beside write?

In addition to writing articles, staff members will be responsible for completing a variety of other tasks, potentially including:

- Interviewing students, faculty and school administration officials
- Designing layouts and graphics
- Arranging and taking photographs
- Promoting *DOI* and its content through social media platforms
- Posting their stories and pictures on the *DOI* website
- Selling advertising and fundraising materials for the paper

- How is DOI grading done?

The bulk of a student's grade is determined by the quality of their assigned work for either the magazine or website. This includes details such as whether a student met his/her required deadline and how effectively he/she conducted interviews and research. Staff members' work ethic, class productivity and ability to work well with peers are also factored into grading.

## How Do I Apply to *DOI*?

Because *DOI* is a highly visible publication and there are only a limited number of openings for staff members, it is required that anyone interested apply for a staff position. In order to do so, please complete all four steps in the process outlined below.

**1.** Please write a statement (a maximum of two typed, double-spaced pages) indicating why you want to be a part of the *DOI* staff. In your statement, address the questions listed below; be specific!

- Why do you want to be a part of *DOI*?
- In what ways will you be a valuable member of the staff, and how will you help promote our publication and your work?
- What do you most want to write about and why?
- Of the tasks listed on page 2 of this application that *DOI* staff members work on in addition to writing (under the question “What do *DOI* staff members do beside write?”) what interests you most and why?
- If you are a current LHS student, please share your reactions to some of the *Drops of Ink* issues published during the 2013-14 school year and/or the content featured on our website, lhsdoi.com. What did you like about the magazines and website? What would you like to help improve upon?

**2.** Please include a recent writing sample from any class that displays your writing ability. It is suggested that you choose a research-based assignment that shows your ability to integrate quotes and outside sources into your writing.

**3.** Return your application materials to Mr. Gluskin by **Monday, March 3**. At LHS, you can submit these materials to his mailbox or office (Room 1108). They can also be submitted via email.

**4.** Lastly, all applicants must have two teachers who know the applicant well fill out a recommendation form. The forms are included in this packet (pages 4-5) and should be returned to Mr. Gluskin by the teachers writing the recommendation; these are also due **on Monday, March 3**.

\*Note: Notifications about who is accepted into *DOI* will be sent out on Monday, March 10. If you are not accepted into the course, you will then have time to meet with your counselor to revise your schedule.

**Drops of Ink Faculty Recommendation Form**

Applicant's Name: \_\_\_\_\_  
Faculty Member's Name: \_\_\_\_\_

The student listed above is applying to be a member of the *Drops of Ink* staff. Please complete this form and return it to Michael Gluskin's mail tray on or before **Monday, March 3**. Your help with this form and candid response is greatly appreciated. Please note: All responses will be kept confidential.

Thank you for your help,

Michael Gluskin, *Drops of Ink* adviser

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*Please rank the student according to the following categories and scale:*

	<b>5 – excellent</b>	<b>4 – above average</b>	<b>3 – average</b>	<b>2 – below average</b>	<b>1 – poor</b>
Writing ability	1	2	3	4	5
Responsibility with meeting deadlines	1	2	3	4	5
Work ethic/attitude displayed during class	1	2	3	4	5
Self-motivation	1	2	3	4	5
Interpersonal interactions with peers and LHS staff	1	2	3	4	5
Ability to use technology and learn new techniques/programs	1	2	3	4	5
How well do you feel this student would represent LHS as a <i>DOI</i> staff member?	1	2	3	4	5
How well do you know this student?	1	2	3	4	5

*If you would like to explain any of your above responses, or if you have any additional comments, notes, or observations about this student, please write in the space below and on the back (if needed).*

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