

# Staff Application

## for Torch 2018-2019

**IMPORTANT: Applications are DUE by Friday, January 26 and should be turned in to Mr. Lenerz, Torch Adviser, either at MLC 3 or in his teacher mailbox. Finalist decisions will be posted at Portable 3 on Wednesday, January 31. Finalists will then sign up for a brief, in-person interview that will occur February 1 and 2.**

**NOTE #1:** Approval of the adviser is required for enrollment in all of the following: Journalism I, II, III and IV (either newspaper or yearbook).

**NOTE #2:** Applicants can only apply for one type of Journalism I (either newspaper or yearbook).

### **Personal Info**

Name _____	Grade in 2017-18 _____
Home Phone _____	Cell Phone _____
Email _____	Parent email _____

If you are not accepted to the Torch staff, would you like to be considered for the Yearbook (circle):  
Yes / No

*Please answer all questions; you can attach a separate page if you need more space.*

What activities do you participate in (clubs, sports, hobbies)? In which of these will you participate next year?

Have you held any leadership positions, and if so, in what capacity? (class officer, clubs, sports, etc.)

Do you have any computer experience? Please list all programs that you feel confident with, including: Microsoft Office, page editing (InDesign, etc.), photo editing software (Photoshop, etc.) graphic design programs (Piktochart, etc.) WordPress and Google Docs/Slides. The Torch uses mainly Adobe products.

Do you have outside photography or writing experience? Do you have experience in art or graphic design? Please elaborate.

Please write a 4 or 5 sentence explanation of why you would be of value to the Torch staff.

All members of The Torch also write for The Match and PVTorch.com; they also have the option to be a part of editing and layout team of one of these two publications rather than the Torch print publication. Do you have an interest in being a part of one of these two subset publications? If so, which one? Elaborate.

Rank the newspaper sections 1-7 for which you prefer to write, **“1” being the most preferred and “7” being the least preferred** (note: all staffers write for all sections; however, we are trying to understand your preferences):

- \_\_\_\_\_ News
- \_\_\_\_\_ Science and Technology
- \_\_\_\_\_ Entertainment
- \_\_\_\_\_ Features
- \_\_\_\_\_ Sports
- \_\_\_\_\_ Humor
- \_\_\_\_\_ Opinion
- \_\_\_\_\_ Focus

Which of these topics most interest you? (check all that apply)

- \_\_\_\_\_ Writing/Reporting
- \_\_\_\_\_ Photography
- \_\_\_\_\_ Illustrations/Cartooning
- \_\_\_\_\_ Business Management/Ad Sales/Distribution
- \_\_\_\_\_ Computer Graphic Design
- \_\_\_\_\_ Opinion/Editorial Writing
- \_\_\_\_\_ Online content (and technical aspects like running a website)
- \_\_\_\_\_ Copy Editing (grammar, spelling, syntax)

## **ATTACHMENTS**

You must include all of the following with your application when you submit. **Unfinished or late** applications will not be accepted. Your teacher recommendations must be submitted by the TEACHER to Mr. Lenerz's box by the due date. This is your responsibility.

### **Packet Contents:**

1. The completed application above.
2. Completed THREE short essays of your choice (typed on separate paper) which can be found below.
3. TWO teacher recommendations: one from your current English teacher and one other from a teacher of your choice that you have this year. These can be found at the end of this packet.
4. A copy of your semester report card (printed from Crosspointe)
5. A sample of a writing assignment that you have submitted in your English class this year. It can be anything that has been graded by a teacher in your English class that you feel demonstrates your writing abilities.
6. Write a newspaper-style story about the best thing you've ever done in your life. (Minimum 350 words)
  - Use: 3<sup>rd</sup>-person writing only (as if you the writer were not the subject of the story); quotations (real or made up), and "newspaper style" based on what you know from reading articles

### **SHORT ESSAYS (choose three of the following. At least 200 words each):**

1. What is your passion?
2. Why do you want to be a member of the Torch staff?
3. The Torch is a student publication. How do you respond to the leadership of other students? If you were asked to fill a leadership role on The Torch, what would be your own leadership style?
4. What is your vision of the role of a newspaper on a school campus?
5. From what you have seen, how has The Torch done in fulfilling its role and responsibilities? How should it change?
6. Come up with three good ideas for stories that have not appeared in The Torch but should. They can be ideas for any section of the newspaper.

# Teacher Recommendation Form

## For Torch Staff Application

Teacher Recommendation for (student name) \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Recently, this student has applied to be on the 2018-19 Torch staff, a position of responsibility, and the qualities listed below are essential to the staff.

Please rate how this student has demonstrated the following traits in your class:

5 being **excellent** (this student excels in this area)

4 being **above average** (this student does well in this area)

3 being **average** (this student demonstrates adequate performance in this area )

2 being **below average** (this student struggles in this area)

1 being **poor** (this student does not meet any of the characteristics of this area )

	Excellent	Above	Average	Below	Poor	
	Avg.		Avg.			
RESPONSIBILITY	5	4	3	2	1	N/A
ABILITY TO MEET DEADLINES	5	4	3	2	1	N/A
CREATIVITY	5	4	3	2	1	N/A
ORGANIZATION	5	4	3	2	1	N/A
ABILITY TO COMMUNICATE	5	4	3	2	1	N/A
PEER RELATIONS	5	4	3	2	1	N/A
OVERALL GRADE	5	4	3	2	1	N/A
INITIATIVE	5	4	3	2	1	N/A
USE OF CLASS TIME	5	4	3	2	1	N/A
LEADERSHIP	5	4	3	2	1	N/A
ABILITY TO ACCEPT CRITICISM	5	4	3	2	1	N/A
HONESTY	5	4	3	2	1	N/A

Do you recommend this student for Torch? Why or why not?

Any additional comments about this student?

Signature \_\_\_\_\_

Date \_\_\_\_\_

**\* PLEASE RETURN TO Chris Lenerz's MAILBOX BY FRIDAY, DEC. 26**

**\* RECOMMENDATION FORMS WILL REMAIN CONFIDENTIAL**

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