**University High School Sword & Shield 2015-2016**

**Editor Application**

Dear Prospective Editor,

Thank you for your interest in becoming a part of the Sword & Shield. As you begin the application process, we would like to provide you with some additional information about journalism here at University High School.

Journalism typically consists of two class periods (historically 4th and 5th) in which an editorial staff of approximately 20 students works with student staff writers, illustrators and photographers to produce the online (uhsswordandshield.com) and in-print Sword & Shield, University High School’s newspaper. Editors must devote time both inside and outside of class to the development and publication of content. Section editors are responsible for keeping writers on task, editing articles and pushing content on our online site. Copy editors edit articles after they are completed at the section level, before they are published in print and/or online. Additionally, copy editors create a layout with Adobe InDesign for our monthly print edition. Every month, these editors are required to stay after school for Print Week to work on their layouts. Please bear in mind this substantial time commitment as you consider applying.

To apply, please type your responses, turn in a hard copy to room 711 AND e-mail your application to executive.swordandshield@gmail.com by Friday, April 17. You will be contacted via email to interview and take a short grammar test during the week of April 20. If you have any questions, do not hesitate to e-mail us. Please keep your answers thorough but concise.

We look forward to reading your applications!

Sincerely,

Anjani Iman, Zainab Aziz and Jennifer Kodia

Sword & Shield Executive Staff

**Positions Available**

Each section has two editors who work with writers to choose article topics, edit drafts, select photos and update our online publication. There is one copy editor for each section. Copy/layout editors edit all final articles (for grammar and content) before publishing and should be proficient in grammar and spelling. Copy/layout editors also create a layout for their sections using Adobe InDesign during monthly Print Weeks.

*News:* The News section covers major events at school, local, national and international levels.

*Opinion:* The Opinion section presents informed arguments and positions on topics ranging from school and international affairs to pop culture. This section is an open forum to discuss debatable topics and relevant issues to students.

*Features:* The Features section consists of human interest articles. Writers are allowed to write about almost any topic, ranging from fashion to current events to cars to recipes. This section allows for creativity and diverse stylistic choices without the constraints of the formality that is typical of other sections (i.e. News and Opinion).

*Expressions:* The Expressions section allows contributors to express their creative side through short stories, poems, artwork, music videos and more.

*Arts and Entertainment:* The Arts and Entertainment section covers school and local concerts, performances and exhibitions. Writers can also discuss books, movies, artists, albums and restaurants, as well as interview standout students for the “Artist of the Month” section.

*Sports:* The Sports section covers all school athletic events and can also cover some national or international sports. Writers can also focus on specific individuals who excel in their respective sports for the “Athlete of the Month” section.

*Photo/Illustration:* The Photo/Illustration section provides photographs (either from an online database called TNS or from student photographers) and illustrations in accordance to written articles to every section. The editors should have experience with, or a willingness to learn, Adobe Photoshop and DSLR cameras.

*Video:* The video editor creates two videos from two different sections per month by working with section editors for video ideas, managing videographers to shoot interviews and B-Roll, and editing the videos. The editors should have experience with, or a willingness to learn, video editing software (Windows Movie Maker, Final Cut Pro, or iMovie) and DSLR cameras.

*Business Manager:* The Business Manager handles all business transactions, including contacting local businesses for advertisements and managing the journalism account.

*Social Media Manager:* The Social Media Manager handles all Sword & Shield social media accounts (mainly Facebook and Twitter) and focuses on expanding our online reach. He/she is responsible for constantly updating the social media sites (i.e. publishing pictures and/or articles with a one-sentence blurb/catchy headline) to keep our online audience informed and to maintain our goal of being a timely news publication.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_ Current Homeroom: \_\_\_\_\_\_\_

Cell phone:

Home phone:

Email:

Please type answers on a separate piece of paper.

1. What are the top three positions you are applying for and why?

2. Why are you interested in being an editor (or social media/business manager) and in journalism in general?

3. What does media/journalism mean to you as a student/youth?

4. Do you have any past experiences in published writing?

5. What is your class schedule this year?

6. What will be your class schedule next year?

7. Identify each program you have experience with:

· Microsoft Word \_\_\_\_

· Microsoft Excel \_\_\_\_

· Adobe InDesign \_\_\_\_

· Adobe Photoshop \_\_\_\_

· Adobe Illustrator \_\_\_\_

· MS Paint \_\_\_\_

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

· Any other skills/abilities that you feel are pertinent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_