Newspaper Calendar for first month

	Monday	Tuesday	Wednesday	Thursday	Friday	The Weekend
WEEK 1			- Seating Chart: People will be getting their table buddies as they walk into the room. (3) - Syllabus: We will be going through the syllabus today. It's required by law so let's roll through it and mark it off the list. (5) Worknight money. - Manfull Room Address [10] 9	- Equipment Waiver: We will get this passed out with it due back on Friday or Monday for pts. (3) - First day of school notes (5-10) - Final & Honors Project: Let's talk through with everyone what the final is and impt. deadlines. (5) - Assign August Rule of 3 requirement to Oldbies (10) 10	- Fill out Email/Parent Contact Form & Share Worknights (10) - Big Picture Activity. Check out other publications. Group exercise. (20) - Editor Rotations: Have editors speak about sections. May need to pair up. (15) 11	Continue exploring some of the publications we looked at Friday and come in with ideas on Monday. Black and Gold Weekend
WEEK 2	- Monday stories - (10) - 3 Word Focus: We will work off Friday's class activity toward the goal of giving the group three words to focusfor the year. (15) - Goal Setting. Let's set goals as a staff. (10) 14	- Rule of 3 explanation - Manfull will go through the Rule of 3 for this year and what the plan is. (15) - Story idea activity - Stories will be assigned Friday so we need to start generating some ideas as a group.(15) 15	- Choose Rule of 3 - This will take half of the hour likely. It will be a google form but there will likely be questions with newbies. People will pick top 5 choices. - Biggest thing to get here this day is Sports Beat Team for fall. (20) - CIPA Video [15] 16	Evernote 101 - Manfull will give a brief lesson on how to use Evernote for info gathering. (15) - Editor Rotations: Have editors speak about sections and goals. May need to pair up. (15) 17	Assign Stories - Work in small groups to: - Write questions - Setup interviews - Interviewing Tips 18	Work on interviews over the weekend. Come in with any questions on Monday you have about your story.
WEEK 3	- Monday stories - (10) - Today might be a good day to break people into the story types they have and talk them through how to write briefs, feature stories, news stories, etc. (40) 21	- Google Docs How-To - We will work to show staffers how GDocs are used for stories. (10) - We will give a 101 on Mac/FHN Media Computer System (15) - Work with staffers on how to Saving and naming files (5) 22	- Ads talk in all hours. Exemptions for this are only students who have met ad quota. - Goal will be to have all ads done by beginning of class on Sept. 5 to allow for first paper. 23	-Top 10 Editing Issues - Lesson here from the copy team. Stories due Monday. Today is a good day to give people some editing tips to help stories come in as clean as possible. (10) - Work day in class on stories (40) 24	NO SCHOOL Today is a good day to take care of ads since businesses will be open. 25	Enjoy the long weekend. Work on knocking out ads and have stories done before you go to bed Sunday night so Monday morning isn't a stress.
WEEK 4	7 a.m. - Stories due - Design 101 Lesson Day - The class will work on this while the copy team works on stories. Staffers are not to be pulled during the lesson. (40) 28	- Story Editing in Class - We will likely need a copy team rep speaking at the beginning of the hour and then people have the hour to work on story edits... maybe in small groups so they have support. 29	- Photo 101 - Give everyone a brief 101 on photo tops. (15) - Cutline 101 - Give everyone a brief lesson on cutlines. (10) - Web Multimedia Options - Discuss options for Rule of 3 (20) 30	- Assign Rule of 3 for September. Assignments due Sept. 26. (50) - People will have the rest of the hour to get stories in finals if they don't have them there yet. 31	- How about a t-shirt day here? Something other than tye-dye. Bleach (just better than last year - ha) or something different to stand out? This would be an all-staff thing. 1	Make sure all your info is ready for your infographic and stories should be in finals. Take a break or start in on your Rule of 3 project.
WEEK 5	NO SCHOOL 4	Indesign 101 - Activity with indesign where we are either working directly on pages or making personal bio sheets in Indesign. (Is this video to watch?) Rule of 3 Planning Time 5	4:30 pm - Parent/Teacher Conferences - Work on pages. Big things here will be to change folios, place stories and bylines. Get infographic info filled in. 6	2:30-7 p.m. - Worknight - Work to finalize pages by the end of worknight - 10th Graders ACT - Worknight theme? Maybe we could ask for theme ideas from the masses and vote or something this year. 7	Work to finalize pages as much as possible prior to 5th hour so pages can be printed and then taken home end of day to edit over the weekend. 8	Edit pages over the weekend. Pages due Monday morning before school.