THE CHATTERBOX
ROUGH PAGE LAYOUT RUBRIC

Issue _____

Due Date: _____

Your Name: _____ **Pages:** _____

Print out your pages and attach this rubric to the top. Turn in.

Planned elements	Points available	Earned points
All elements clearly labeled	20	
At least one graphic element per page	20	
Byline for every story	20	
Cutline and byline for every photo	20	
Attached clippings of page elements	20	
Missed deadline	-20% (one day late) -100% (more)	
TOTALS	100	

Also, check the shared folder for everything you will need to complete your final pages:

1. Every story/info assignment for your page(s) saved in final form.
2. A photo for every story.

Anything you do not have you must make arrangements to get. Talk to the adviser, editors, and the staff member assigned the elements you're missing today! <u>Leaving this blank will deduct 20 points from your grade.</u>

**Missing elements—List all (Use the back if necessary):

Missing elements:	Staff member assigned:	Action taken: