

Catharsis

Staff Manual

2011-2012

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Staff Positions and Responsibilities

I. Positions and Descriptions

- Editor-in-chief: The EIC oversees the class, the editors, and the magazine. With the adviser, he/she creates assignments and chooses which contests the class should enter.
- Managing Editor: The Managing Editor is in charge of much of the paperwork associated with running the class. This includes the documents needed to enter various contests and evaluations, as well as organizing fieldtrips.
- Literary Editor: He/she chooses which pieces will be used in the magazine, and must complete a final proofreading of the entire magazine before it is sent to print. He/she should help teach the editors and the class grammar tips and good writing techniques.
- Genre Editors (Drama, Nonfiction, Fiction, Poetry): They edit all accepted *Catharsis* submissions based on the genre of the writing. They report to the Literary Editor, and advise a group of students.
- Layout Editor: The Layout Editor leads the layout team in designing layouts for the magazine. He/she should be familiar with InDesign and should help teach the team and the class on how to use the program.
- Layout Team: The layout team includes and is headed by the Layout Editor. They design the spreads that make up the magazine, choosing art to accompany the accepted writing.
- Business Manager: The Business Manager is in charge of the receipt book and money account for the magazine. He/she should develop and oversee fundraising projects.
- Website Manager: He/she is in charge of the website and blog, catharsismag.com, as well as the magazine's Facebook and Twitter accounts. He/she must keep these sites updated, post class pictures, and monitor the content (verify that staff are making their monthly or bi-weekly blog posts).
- Journalism Convergence Representative: Serves as liaison between online CEO class and *Catharsis*.

II. Layout Team Requirements

- The draft of at least 1 spread per person is due at the end of every two weeks of school.
- All layouts being worked on during a specific quarter are due (completed and edited for consistency) at the end of the nine weeks.
- Layout Team members should be able to stay after school to work on the magazine if necessary.

III. Editor Meetings

- Every Friday, editors and the layout team will meet with the EIC and adviser.
- Discussion topics include, but are not limited to, the following: what is going in the magazine, suggestions or problems with staff organization, contests and editing workshops.

IV. Meetings with Staff Writers

- The staff writers will be put in groups, with one editor in charge of each group. They will have frequent meetings, to discuss suggestions, ideas, and requests, or to review editing or writing skills and techniques.
- Any problems staff writers have should be first directed to the editor in charge of their group.

Submission Process

I. Writing Submissions

- Only writing produced by the students, staff, and alumni of Coral Gables Senior High will be considered in the submission process.
- A *Catharsis* writing submission form must accompany an author's first writing submission. The signed statements carry over for all of his/her other writing submissions.
- *Catharsis* writing submissions are given to the literary editor, who chooses whether or not to include them in the magazine. If chosen, a submission is placed in the appropriate genre editor's folder. The genre editor edits it, and adds the edits to the electronic version, saving it to the network in the "used writing" folder for the layout team to use.
- The file must be saved in this format: Title, Author, Genre.doc
- After the layouts are mostly complete, but before the magazine is sent to print, the literary editor proofreads all writing in the magazine. The literary editor should also edit all writing each quarter, when the layouts are due.

II. Art Submissions

- A *Catharsis* art submission form must accompany an artist's first art submission. The signed statements carry over for all of his/her other art submissions.
- The electronic version of the art must be saved in the "used artwork" folder on the network, in this format: Title, Author, Medium.jpg
- The layout team must verify that the image of the art is high quality, and uses CMYK format.

Staff Requirements

I. Fees and Fundraising Requirements

- There is a \$20 class fee for all Creative Writing III, IV, and V students.
- All staff members must participate in the fundraising events, such as car washes and candy sales. This includes events that occur after school and on weekends.
- All staff members must sell \$150 worth of advertisements. The advertisement form is available on the *Catharsis* website.

- If the fundraising requirements outlined above are not met, students will be given a financial obligation and not allowed to participate in any field trips for the year.

II. Blog Posts

- Staff members must post original writing on www.catharsismag.com once a month; this is their monthly blog post.

- Staff members must post original writing or an interesting link or photo, accompanied with a brief explanation of why they chose it, every two weeks, as their bi-weekly blog post.

- The website managing editor must have a record of the names under which staff members are posting.

- All blog posts may be writing that has already been turned in to competitions or as class assignments. WARNING: Some competitions require that writing has never been published, including online. Writing submitted to such competitions may NOT be used as for both monthly and bi-weekly blog posts, because then the writing will be disqualified from the competition.

III. *Catharsis* submissions

- Staff members are required to turn in monthly writing submissions to *Catharsis*. They will be graded on writing quality, not whether or not it is accepted into the magazine.

- *Catharsis* writing submissions can be any writing the staff member has done that year, even if it has been turned in to another competition or for another class assignment.

- Staff members must sign the Writing Submission form only once. This will not be attached to their submission, but will be kept as a record, with the signed statement carrying over for all writing submissions turned in that year.

-*Catharsis* submissions should be in double-spaced, Times New Roman 12 pt. font.

Curriculum for All Staff

I. Grammar Quizzes

- All staff will be quizzed on grammar rules and specific writing techniques, based on presentations by the literary and genre editors.
- They are also expected to know proofreading marks, given in a handout.

II. Writing Assignments

- All staff must enter a series of contests over the course of the year. Sometimes there will be several drafts that must be turned in, either to be graded by the editors and returned for feedback, or evaluated in peer evaluations or in one-on-one workshops with editors.
- Staff will complete “on-the-spot” assignments, modeling those in FSPA and NSPA conventions. These will be timed writing assignments based on a prompt or theme.
- All staff must also complete several longer assignments to be turned in to the editors. The requirements of these projects will be determined by the advisory board.
- There will be a journal check every nine weeks. Staff members are responsible for completing all quick writes and journal entries on time.

III. Layout Projects and Final Portfolio

- The layout project will be completed in the middle and at the end of the year. In the project, staff members will compile their writing into two spreads, helped by the layout team, and graded both on writing content and layout design.
- Staff members will also be responsible for designing a layout to accompany one of their *Catharsis* submissions once a quarter.
- The final portfolio will be assembled at the end of the year.

Creative Writing III Additional Curriculum

I. CSPA Vocabulary Quizzes and Magazine Fundamentals

- CW III students will be quizzed on vocabulary based on the CSPA Vocabulary packet, and are responsible for the selected pages from the CSPA Magazine Fundamentals Guide.

II. Internet and Magazine Chapters

- These will be outlined and then discussed, and students will be tested on both chapters.

Creative Writing IV and V Additional Curriculum

I. Teaching Requirements

- All Creative Writing IV and V students must prepare a presentation to teach to the class. These include grammar presentations, layout presentations, and teaching the class about something learned during an FSPA, NSPA, or CSPA session. The presentations can be given individually or in pairs, and should be accompanied by a quiz.

Materials and Other

I. Sharing days

- To create a comfortable, interactive environment, sharing days will take place every Friday. On these days, staff members can share writing with the class, original or not. These presentations will not be graded, but participation is always encouraged.

II. Binder and Journal

- The binder, which will be checked periodically, must have the following sections: Handouts, Layouts, and Writing. The Handouts section will include magazine fundamentals, vocabulary, class calendars, and assignment requirements. The Layout section will include layout analyses and InDesign handouts. The Writing section will include grammar worksheets, proofreading marks, and writing analyses.

- The journal will also be checked periodically, and will include a daily entry, consisting of a fill-in story, a quick-write, or a journal prompt. Handwritten story drafts or planning should be completed in the journal.

Creative Writing III, IV, and V Honors Syllabus

Adviser: Ms. Betances

cbetances@dadeschools.net

Room 318

Course Overview:

The Creative Writing III, IV, and V Honors curriculum is designed as a student-run literary magazine publication called *Catharsis*. The idea is to challenge talented writers to produce their best work and create an award-winning publication.

Building on the foundations learned in Creative Writing I and II, students will further their writing skills through publishing both online and in print. Students will also enter writing contests on both the local and national level. The focus will be on producing finished pieces in a variety of genres.

Course Fee:

There is a \$20 course fee associated with this class. Fees will be collected during the first few weeks of school.

Course Requirements:

1. Students will be required to publish a monthly and a bi-weekly post on the class blog. The web address is: www.catharsismag.com. Students must register for the blog to receive a username and password for publishing privileges.
2. Students will be required to submit at least one piece per month to be considered for publication in *Catharsis*.
3. Students will be required to enter all writing contests assigned by the adviser and editor-in-chief.
4. Additional requirements are explained in the staff manual, available to all staff members at www.catharsismag.com.

***If you do not have a home computer available to you, please make arrangements to use the school or local library's computers before or after school. See me if you need assistance in this matter.*

Grading Policy:

Catharsis is a student-run publication; therefore, much of your grade in this class will be determined by your peers. All writing submissions will be given to the literary editor, specific genre editors, and to the adviser for final review before a grade is earned.

Even though this is a writing class, students are encouraged to submit artwork to the magazine as well. Students may earn extra points toward their grade for these submissions.

Your grade will be determined by an average of class participation, grades received on submissions, and class work completed. This is a very independent course and you must stay on task to succeed.

Remember, this is an *honors course* and excellence is expected. Assignments should be completed on time and to the best of your ability. Earning less than a "C" in any given nine weeks may result in removal of the student from the honors program.

I have reviewed the staff manual online at www.catharsismag.com and agree to the terms listed above and in the online manual. I understand that if I do not comply with these terms, my grade may be lowered and I will be subject to removal from the staff.

Student

Print: _____

Sign: _____

Date: _____

Parent/Guardian

Print: _____

Sign: _____

Date: _____