

42Fifty Article Prep Sheet

CYCLE 3: NOVEMBER/DECEMBER

Directions: Fill out this sheet as you complete assignment tasks this cycle. *You must have at least one article byline piece per cycle that will be graded with a 60-point rubric.* The other 40-points per cycle are graded on [cycle contributions](#). Journalists may complete more tasks that are *not* for an academic grade; when completing more than the monthly minimum assignments, journalists may select which tasks are assessed with the [60-point cycle rubric](#).

1. ARTICLE SLUG:

(this is a short phrase: 2-3 words)

2. ARTICLE ANGLE:

3. SECTION (highlight one; '23-24 section editors listed):

NEWS [Alex King] **FEATURES** [Nat Raabe] **SPORTS** [Jaylene T-Garcia, Miranda Cook]
ARTS & ENTERTAINMENT [Ryker Stevenson] **OPINION** [Nola Quinn] **PODCAST** [Eddie Phelps]

4. MEDIUM (highlight all that apply): ARTICLE / VIDEO / PODCAST / PHOTO ESSAY

5. TEAM (fill in names or write "n/a")

- a. Section Editor:
- b. Writer(s):
- c. Photographer or Illustrator/Artist:
- d. Videographer:
- e. Podcast Host(s):
- f. Other (list name and team role):

6. SOURCES: (minimum of 3 key stakeholders/sources) Who needs to be interviewed and what research needs to be done? (May hyperlink sources already published.)

- a. TOP:
- b. NEXT:
- c. ALSO:
- d. AND:

7. FACTS/ NEWS DETAILS:

- a. WHO:
- b. WHAT:
- c. WHEN:
- d. WHERE:
- e. WHY:
- f. HOW:
- g. SO WHAT:

8. INTERVIEW QUESTIONS: (prepare at least 5! Make sure you are thinking about your different SOURCES from #6)

- a. .
- b. .
- c. .
- d. .
- e. .

ALL TEAM MEMBERS SHOULD WRITE DOWN THE FOLLOWING:

CHECK-IN MEETING: Week of November 20th <i>You must check in with the team at least once.</i>	DRAFT DEADLINE: Monday, November 27 <i>Allow enough time for a second round of edits.</i>	HARD DEADLINE: Friday, December 1 <i>The story needs to be READY TO PUBLISH this day by class start time.</i>
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