



YEARBOOK PRODUCTIONS
COURSE OUTLINE & EXPECTATIONS
MS. AMANDA SMITH
Room 102
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Website- <http://smithclassroom.tripod.com>



The yearbook production course is a practical course designed to produce the official yearbook for the school. All phases of yearbook production, including photography, copy writing, page layout, and book and advertisement sales are included. The concept of accurate photojournalism is balanced with the need to present the events, activities, and personalities of the school year in a positive manner.

Instructional activities will include teaching students the basics of yearbook production. Students will photograph people, places, and events important to the school year as well as lay out pages and care for all financial aspects of yearbook production. It is essential that all students in this class are able to work together as a team in order to meet publisher deadlines.

By the completion of this course students should be able to:

- Engage in group writing projects
- Use prewriting strategies when organizing information
- Create appropriate titles for copy
- Demonstrate the ability to perform proofreading and editing techniques
- Demonstrate layout and design techniques for publications and presentations
- Use computer graphics to enhance communications
- Demonstrate the ability to use software packages associated with publications
- Demonstrate proficiency with Microsoft Publisher
- Use a computer to enter and to retrieve information
- Use local and world-wide network
- Convey ideas using publishing and communication tools
- Demonstrate acceptable use of computer and ethical use of information and graphics
- To demonstrate an understanding of copyright laws and the relationship to multimedia products

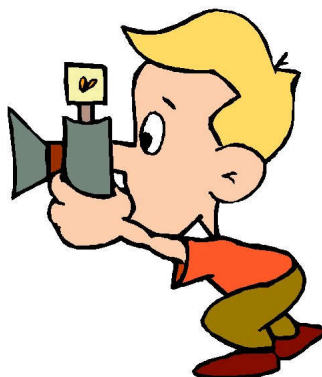
Expectations:

This class is designed in a way that allows students to work at their own pace on their independent projects. Uploading photos and completing yearbook page designs can be done in class, as well as at home on personal computers. Due to the nature of the class, students will be expected to put in additional time during lunch and after school to photograph sporting events, concerts, plays and other extracurricular activities when they occur.

Students will be handling expensive camera equipment. It is expected that students will treat all equipment carefully and return it to class when he/she is finished with it. **Under NO circumstances are you to take ANY equipment home without prior consent of the instructor and/or photography editor.**

Required Materials:

- Student Planner
- Interview Notebook
- Canon Memory Card (checked out to each staff member and must be returned to the teacher at the end of the school year)
- White, college rule notebook paper
- Pencil with eraser
- Blue or Black ink pen



Grading:

Students will be evaluated on their daily work, ability to follow instructions and work cooperatively, organizational skills, and daily participation in class. It is essential that we meet our quarterly deadlines, so each student will be expected to complete his/her assigned part.

During this class students will also be given training on the use of the online yearbook software, cameras, photo editing software and yearbook design. To ensure students' understanding projects will be assigned at the completion of these trainings.

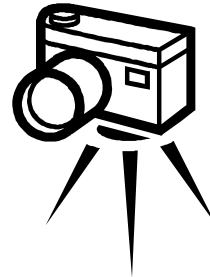
Grading Scale:

A 93-100%	C+ 77-79%
A- 90-92%	C 73-76%
B+ 87-89%	C- 70-72%
B 83-86%	D 60-69%
B- 80-82%	F below 60%

Additional Requirements:

In addition to the normal classroom activities and projects, completion of 15-20 hours of outside-of-class participation per semester is required for an A grade. This could include:

- selling ads (all students **must** sell at least 1 page of ads)
- selling yearbooks
- working at fundraisers
- covering after school sports and other activities
- occasional Saturday session prior to deadlines



Student Resources:

Yearbook Avenue Website: <http://yearbookavenue.jostens.com/>

This site is where students will build their pages and upload photos. All yearbook staff members will be given a login and password. Since it is Internet-based, students will be able to access their projects from their home computers as well.

Classroom Website: <http://smithclassroom.tripod.com>

This website is designed to assist students with their work in yearbook productions class. Students can find the classroom agenda, homework assignments, project outlines, copies of handouts, and updated grade reports.

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I strongly encourage students and parents to contact me at any time with questions or concerns. I am available to assist students before or after school as well as by appointment.

Please sign the bottom indicating that you have read and understand the above outline and expectations.

Print Student Name _____

Student Signature _____

Parent Signature _____

Please detach this section and return to Ms. Smith by Wednesday, September 3, 2008