



Welcome to Yearbook



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Course Overview:

The main objective of this course is to create a yearbook that reflects our school community. Our goal is to present a yearbook in May to the faculty, staff, and student body that reflects the experiences of this school year.

Units of Study

- ❖ Teamwork and school representation
- ❖ Pre-Planning the Yearbook (theme development, fonts, color selection, cover)
- ❖ Advertising, Sales Strategies and related ethics
- ❖ Interviewing skills, student coverage
- ❖ Yearbook vocabulary terms
- ❖ Camera basics, photography, Photoshop, photo editing
- ❖ Basic layout design and color choices
- ❖ Grammar, copywriting and captions
- ❖ Editing
- ❖ Publishing and design in professional workplaces

Learning Objectives

Upon completing of the course, students will:

- ❖ Develop aesthetic sense so that they can recognize and create balanced layouts, which incorporate the principles of design and are pleasing to the reader.
- ❖ Develop writing skills to meet professional publishing standards.
- ❖ Develop critical thinking and analytical skills through the practice of responsible journalism.
- ❖ Learn the use of Yearbook Avenue and basic Photoshop editing functions.
- ❖ Learn the necessity of teamwork and meeting deadlines.
- ❖ Learn to recognize and create well-composed and high-quality photos that tell a story.
- ❖ Learn to edit and produce high-quality images.
- ❖ Learn assertiveness, responsibility and communication skills while working with peers, staff and members of the community.
- ❖ Develop interviewing, listening and note-taking abilities.

Required Materials

- USB Flash Drive
- 1 two-pocket folder
- Highlighters
- Pencils

Rules & Responsibilities

- Class time is meant for working on the yearbook. If you have completed your assignments you should be helping other yearbook students. Ms. Garwood will give you permission to work on other assignments. Unless you have permission, do not assume other assignments are an option.
- Tardiness: All students are expected to be in the classroom when the bell rings.
- Behavior: All school rules apply while in the yearbook classroom and while outside of school when you are representing our yearbook by attending events, recruiting advertisers, etc.
- Out of class expectations: You should have a camera at school events. You should be willing to attend school events in order to cover them in the yearbook and work on yearbook assignments outside of class in order to meet deadlines.
- Treat materials and equipment with care. Avoid damaging materials and equipment. Leave the room the way you found it. If there is a mess anywhere, NO ONE will be dismissed.
- Respect your work and be respectful of other's work and ideas.
- Stay on task and do not disrupt others.
- Listening to music so that only you can hear it is acceptable on an **iPod, MP3, Chromebook or iPad** only during independent work time. **NO listening to music on your phone.** Use is not acceptable during other types of class sessions, especially during lessons. NO MOVIES—NO GAMES!
- Cell Phones are ONLY allowed for learning purposes. Ms. Garwood will announce specific purposes in class. Personal/social use is NEVER acceptable in this classroom. This includes texting. Plan to place your phone in the class cubby.
- Snacking and drinking water bottles may occur during class as long as you do not leave a mess. This is a privilege and will end if messes occur.

How can you be successful in this course?

- ❖ Meet all deadlines.
- ❖ Listen and follow directions.
- ❖ Collect interesting and accurate information.
- ❖ Correctly and appropriately reflect all faculty, staff, and student members.
- ❖ If needed, spend time outside of class in order to complete work.
- ❖ If needed, complete work for other staff members.
- ❖ Revise work as needed during the editing process.
- ❖ Put forth effort and good craftsmanship

Course Requirements & Grading

- **60% Spread and Page Deadlines:** Based on quality and accuracy of work when submitted for major deadlines. Layouts will be graded with evaluations and rubrics.
- **30% Assignments:** Smaller assignments to help you work towards major deadlines and daily participation. The small assignments include, but are not limited to, the completion of individual and section activities, interviews, photography assignments and data collection.
- **10% FINAL: Evaluation & Critique of Completed Yearbook Spreads**
This assignment will consist of 10% of your grade for both first and second semester. You will digitally evaluate one of your yearbook spreads and a peer's yearbook spread. Ms. Garwood will give you a template and criteria for you to follow. The day of the final will include this critique and a written assignment.

WHAT HAPPENS IF I MISS CLASS?

It is the responsibility of the students to make up any missed work due to an excused absence. You have one day for every day you missed to make up any missed assignments. If your absence prevents you from meeting a major deadline you must delegate your work to another staff member or an editor. Notify Ms. Garwood by email or text if you are going to miss a major deadline due to an absence.

Yearbook Staff Agreement

Roles, Responsibilities, and Expectations

As a member of the yearbook staff I agree to the following:

1. I will use my class time wisely. Unless my yearbook instructor has given me permission, I will use class time to complete my yearbook assignments.
2. I understand that I am responsible for taking pictures for yearbook and for having a USB flash drive with me each day.
3. I must accept the assignments given to me and complete them before or on the day of their deadlines. I understand that failure to complete my entire assignment by the deadline, including any editing or photo-retakes, will result in a lower grade. If I am unable to meet a deadline because of illness or other excused absence, I will contact Ms. Garwood and ask another staff member to help.
4. I understand and accept that in order to meet deadlines I may need to work at school, as well as outside of school hours. I may have to help other staff members take pictures, gather information, and layout spreads in order to meet deadlines.
5. I agree to help other staff members finish their deadlines if I have completed mine.
6. I agree that if any yearbook equipment is damaged while in my care, including cameras, camera equipment, computers, and other items, it is my responsibility to replace or pay for the repair of these items. If I cannot be responsible for NPA equipment, I will not borrow it and use my own.
7. I agree that the primary focus of my work on the yearbook staff will be to create a book that is done with excellence and serves as a meaningful and true representation of each student in the school community.
8. I agree never to show information about the yearbook to anyone outside of the yearbook staff and administration. I will hide yearbook-related information when using my device. I understand that the theme is confidential and that it is my responsibility to keep the theme and all other elements of the yearbook confidential until the yearbook is distributed in May. I accept that even if I need to transfer out of this class, I still must abide by this rule.
9. I have read and understand the yearbook units of study, classroom rules, procedures and grading information outlined in this syllabus. These policies were also covered during the first week of class. I will follow the rules and understand the consequences of not following them. I am aware of the required materials and will bring these by **Friday, August 16, 2019. This staff agreement/signature page and required art materials are worth 20 points.**

Printed Student Name: _____

Student Signature

Date

Parent or Guardian of Student Signature

Date