

Trinity Christian Academy
YEARBOOK
Syllabus Overview

Course Overview:

Yearbook is a yearlong elective course that requires enthusiasm, creativity, responsibility, and a dedication to the production of a quality yearbook. In this hands-on course, students will develop skills in digital photography, copy writing, caption writing, proofreading, editing, interviewing, business skills, and graphic design. Students will work collaboratively to create and publish the 2018-19 Trinity Yearbook.

Instructional Philosophy:

Students will be given challenging real world projects and assignments typical of the graphic design and publishing industries. High quality work is expected and students will be given opportunities to redo work until it meets standards specified during instruction. Classroom activities will include reading, research, projects, and problem solving. Students will often work in teams, but will be expected to complete individual assignments in relation to the team's work. Assessment methods will include written exams, tests, and quizzes; reading assignments; and projects.

Course Goals:

1. Students will learn publishing industry terminology.
2. Students will become familiar with Design software.
3. Students will work with various types of technology to produce a “book of memories” such as digital camera, computer, and scanner.
4. Students will apply computer skills and design principles to the production of yearbook pages.
5. Students will learn copy writing techniques.

Out of Class Participation:

Students are expected to participate in outside of class time activities. To produce a complete yearbook, students will be required to attend school activities to take photographs and gather information to be used in the yearbook. Due to the nature of publishing deadlines students will be expected to work periodically after school and on Saturdays to meet publishing deadlines.

Class Requirements: Students will:

- o Complete all assigned pages
- o Include names of every person on every photo
- o 100% names spelled correctly
- o Design to the proper specifications
- o Follow the correct theme.
- o Shoot (take pictures) as assigned at least 5 times per semester
- o Complete all miscellaneous assignments and projects

Assessment:

Everyday an assignment is late there is a 10 point deduction. After 3 days the assignment will receive a 0.

Page Production 50%
Participation 25%
Tests & Quizzes 25%

Expectations:

The success of our publication is dependent on our staff members. Active participation & cooperation from everyone is expected.

Prompt attendance is required.

Deadlines:

September 18, 2017 - Cover and Endsheets Proofs Due back at plant

October 2, 2017 - 20 pages due

October 23, 2017 - 20 pages due

November 13, 2017 - 20 pages due and 2 signatures

December 11, 2017 - 20 pages due and 1 signature

January 22, 2018 - 12 pages due and 1 signature

February 19, 2018 - 28 pages due

March 12, 2018 - 28 pages due FINAL DEADLINE

After the first deadline we must work tirelessly until March.

Classroom Guidelines

Roundtable Meetings

“The Vault” - Keep yearbook themes and pages secret.

Must obtain permission to leave the classroom. Must wait to be dismissed from class.

Don't abuse Yearbook Pass

Expected Behaviors:

- On time daily
- Participate and complete classroom activities
- Participate in all out of class activities and assignments
- Use appropriate language and behaviors
- Cooperate with others
- Show respect and courtesy toward all students, staff and guests.
- Follow safety rules and procedures

- If you are having a bad day tell me before class starts so we can problem solve

Expectations:

YEARBOOK ADS

Each student is required to sell \$500.00 worth of advertising.
At least 2 Pages

- Commitment Contract
By signing the commitment contract Parent/Guardians, students and the advisor agree to:

TCA Yearbook Contract

The purpose of our yearbook is to be a record of the school year, to provide a sense of pride among students and staff, to serve as a community awareness tool, and to serve as a public relations tool.

Description and Aims of the Course:

Yearbook is a challenging course in which students have the unique opportunity to write a book, prepare a publication for printing, run a business, and record history. This course is designed to provide students the opportunity to work with advanced technology, strengthen their analytical and problem-solving skills, improve their communication skills, and manage **tremendous** responsibility.

Students will plan and apply proper journalistic skills to publish a yearbook for Trinity Christian Academy. All students in this course spend a great deal of time on independent study. Students must be **passionate** about yearbook in order for them to be able to do a good job and to endure all the hardships that yearbook production entails. They need to be **committed, dependable, self-motivated, ethical, discreet, and careful**. They must be able to **cooperate** with each other in an unbiased and unprejudiced manner. They must be able to treat and view the administration, faculty, staff, and student body in an unbiased manner. A great deal of information must be covered in a short period of time.

Yearbook Staff Contract

Being on a yearbook staff means added responsibilities, as described below. By signing up to be a staff member, you have agreed to these responsibilities. Discuss these responsibilities with your parent(s) as well.

- I agree to complete my assigned work well and on time.
- I understand it may be necessary to work on pages after school to meet deadlines.
- I understand I may be assigned to help others with their work in order to meet deadlines.
- I agree to sell at least 2 business advertisement for the yearbook. Ad Sales are based on a points scale, NOT DOLLARS, Every ad sold is worth 250 points. Students must acquire 500 points in Ad sales to earn an A. Businesses that do not purchase ads will still earn the student 50 points.
- I agree never to take advantage of my position on staff for personal gain (sabotage people, names, pictures, pages...ditching class, etc).
- I am willing to cover events that take place outside of school, on my own time, even if the event was not my top pick.
- I am able to get transportation for selling ads and covering events outside school, on my time.
- If I borrow a yearbook camera, I will be physically and financially responsible for it and any damage that may occur while in my possession.

****If ever you should not follow through on 1 or more of these rules, you will be warned, your parent will be contacted and if the problem continues, you will be dropped and will receive an 'F' for the class. NO EXCUSES!**

Student Contract: _____ **I understand that, as a member of the staff, I will be responsible for working after school, early dismissals, weekends, and during school vacations if necessary to meet my deadline obligations.**

Parent/guardian understanding of contract: _____

Parent/guardian name (hand written):

Parent/guardian phone number:

Parent/guardian email address: