




Yearbook Journalism Class Rules and Procedures

Course Description:

The yearbook course has been designed to provide students with the journalism skills and the ability to apply those skills to the actual production of the yearbook. Units of study include teamwork, responsibility, brainstorming, content, coverage, concept, reporting, writing, headlines, captions, editing, photography, typography, design, graphics, finances, yearbook campaigns, advertising and distribution.

Supplies Needed:

Reporting notebook (of the student's choice), pens/pencils, USB drive (for copy and photo storage), and cell phone (for yearbook purposes only). Personal cameras and laptops or other similar devices are optional but recommended.

Behavior Expectations	Methods of Assessment
<p>Y - is for "Yes!" This is your response when asked to take on a yearbook task by the adviser. Each person will be responsible for completing all elements of his/her designated page including but not limited to research, interview, layout, copy, captions, headline/subheadline package, photos, editing, and much more!</p> <p>E - is for Effort. You will be expected to put forth your best effort in every step of the page design process.</p> <p>A - is for Ads! You will be expected to sell the required amount of ads to subsidize the yearbook budget. Those who exceed expectations will receive cash incentives.</p> <p>R - is for Revise. In the class, you will be revising your pages MANY TIMES. Your best work will result after numerous revisions.</p> <p>B - is for Busy! You will be busy for the duration of the class, especially on weeks with deadlines. Please make this class a top priority as your grade is determined within 25 weeks versus the standard 36 week credit.</p> <p>O - is for Original! All of your work for your assigned spreads is to be your original work and ideas.</p> <p>O - is for Others! This is not a book about you or your closest friends; rather, it is a chronicle of the entire school year's history. Your goal is to feature EVERY student in at least two places in the yearbook!</p> <p>K - is for Key. You are the KEY to making this book the best Trinity has ever seen. If you do not cover it in the book, the memory could be lost forever. Always strive for excellence in everything you do, and you will be successful.</p>	<ol style="list-style-type: none"> 1. Template Placed on Page and adjusted for Spread (HW) 2. Template Printed and Annotated for each section of Research (HW) 3. Headline, Subheadline, and copy for Spread (QZ) 4. Photos and Captions for Spread (QZ) 5. Final Spread (Test) 6. Corrections to Final Spread for Publication (Test) 7. Video Submission for Spread (QZ) 8. Other assessments include ad sales test grade, terminology test grade (Journalism I students only), online curriculum test grade, and ad project (Journalism II/III students only). 

I HAVE READ & UNDERSTAND THE GUIDELINES FOR YEARBOOK

PARENT SIGNATURE.....

STUDENT SIGNATURE.....