

YEARBOOK

2007-2008

Instructor: Mrs. Patti Vandebroek
Phone: 978-368-8544 x 161

Email: patti@sla-browning.org

Course Description

This class is a hands-on learning experience into the creation of a school yearbook, including financing and fund raising, photo taking, page layout, editing, and proofreading. The student will be asked to do various tasks as requested by the instructor and/or the editor to assist in the creation of the school's yearbook. Tasks may include photography, fund raising (visiting area businesses), sales promotion (PDA's personalizations, etc), page layout, and bulk mailing organization..

Course Textbooks

None required

Use of Equipment/Yearbook Classroom

Students will be using computers and digital cameras extensively. Students are expected to use extreme care when using the digital cameras. Students will sign out a camera and return the camera immediately after its use. Students who misuse the cameras, which includes not returning the camera after using it, will lose class participation points. Organization within a teamwork project, such as the creation of the school's yearbook, is vital. Class participation points will include the student's teamwork ability and attitude. Students are expected to help in keeping the yearbook classroom organized, clean, and clutter-free. Students who habitually leave papers and other personal items in the yearbook classroom and/or do not clean up their working area will lose class participation points.

Class Evaluation

The students grade will be based on total points. Points will comprise of the following:

- a. Class Participation
- b. Project Assignments

Class participation points can be earned by good class attendance (being in the classroom on time is an important part of this grade), using digital cameras and computers carefully, staying on task, following directions, leaving work area clean, being respectful to everyone in the classroom, having a good business-like attitude, and being cooperative. (See above for more details.)

Since the production of the yearbook is tied into Josten's deadlines, the student is expected to complete his/her assignments on time. Late work is unacceptable, and if a student is not meeting the deadline, other yearbook staff members will be asked to assist in completing the work in order to ensure meeting the deadline. Should this happen, the student's grade will be significantly affected.

Grading Scale

The grading scale is based on the school's established scale as outlined in the Student Handbook.

We have read this syllabus for Yearbook and understand its contents. We will do all we can to make this a successful school year. We understand that if we need to contact Mrs. Vandenbroek, we can reach her at the school during school hours at 978-368-8544, ext. 161 or by email at patti@sla-browning.org.

Student's Name (***Please print clearly***)

Parent's Name (***Please print clearly***)

Student's Signature

Parent's Signature