

# MRS. TOOKEY'S YEARBOOK CLASS SYLLABUS

## goal

This year's book will be another prize winning book. To achieve this goal we must include excellent photography and create appealing layouts to carry our theme throughout the book.

## expectations

As a member of the yearbook staff you are making an important commitment and as a result you are expected to have pride in the work you do (craftsmanship), be positive and responsible, and contribute your ideas to help contribute to having a successful year. Your work should be executed with care, presented in an orderly manner and should be executed at your highest skill ability. If you put in your best, your work will reflect the care and pride you take in yourself.

Attitude and Responsibility are two important factors for you to possess in order to help produce a great publication. You need to be motivated in a positive direction in order to help make the yearbook and the year run smoothly. The more eager you are to contribute, the more fun you are likely to have. You are expected to clean your work area prior to leaving class.

Contribute your ideas, thoughts and feelings in an appropriate way. Working with a staff of many people with different ideas will be an invigorating experience but understand that compromises will need to be reached. Make sure your voice is heard, but also support the group's decisions once a decision has been reached. You will be expected to perform any requested duty with a good attitude.

## quality and coverage

We need to remember that you represent the whole school and that a record of your work will last for ever. This is your book; a strong staff commitment of excellence is reflected at the end of the year when we look at the yearbook.

## why take yearbook as a class?

Because this class provides students with a real-world education that will help them:

- write better
- read more critically
- analyze information more carefully
- pay attention to even the smallest of details
- learn to use adobe software and hardware that is being used by professional publications the world over
- develop skills that can be used throughout their educational and professional lives.

## accountability

Consistent quality is an important part of your evaluation as a staff member. Grades will be determined by your individual workload since some individuals have more tasks than others.

Deadlines must be met, period! The more time, energy and dedication you place into this project, the more personal rewards you will receive. You are expected to work to the very best of your ability on everything assigned to you. Missing a deadline is costly and completely unacceptable. When you miss your deadline this causes others to get behind on their projects.

Photographers are expected to shoot the events they are assigned each week, of which some will take place after school and at random locations. You **must** document who the picture is of and what they are doing at the time you take the photo. Also, interview the subject of the photo and get their side of the story to help captions and/or copy be written. Working with a partner (a recorder) will make this process easier. Photos must be loaded after each assignment. You must have another photographer cover your assigned event if you cannot make the assignment. Do not expect the Lead photographer or Mrs. Tookey to find a replacement for you. Remember to help each other out and work as a team but don't let absences become a habit.

Grading will be based on the following weighted system:

Criteria	Worth
Meeting Deadlines	30%
In Class Assignments & Evaluations	30%
Fundraising	10%
Mandatory Meetings / After School Participation	30%