

Yearbook Syllabus

Contact:

- Instructor: Sharon Roberts
 - Students please contact in person or through TEAMS, srobert2
 - Parents please contact through email, srobert2@houstonisd.org
- Classroom: A216
- Class assignments: Multiple locations
 - Assignments and class work: Google Drive> Yearbook Google Drive
 - Designated/directed Yearbook work: Google Drive> YB23
 - Balfour > Spreads, images, and construction of YB23

Staff requirements:

- Must bring a charged computer to class daily.
- Student will need an SD card (size 16mb)
- Student should have a personal SD card reader
- Yearbook contract
- Camera contract
- Staff shirt to wear for photography assignments

Objectives

- First and foremost to build a quality yearbook that represents the school year.
- All staff members will meet deadlines.
- All staff members will maintain integrity, active participation, and responsibility to assignments.

Course:

This class is exciting, challenging, stressful, and occasionally fun. I look forward to working with you all. You will be publishing the only historical document to commemorate the 2021-22 school year. By the end of the year you will have produced a collection of the stories that represent Westside. This will be a book like no other.

“What is written without effort is in general read without pleasure” – Samuel Johnson

Instructional Goals

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|-------------------|---------------|--------------------|
| ● Page Layout | ● Journalism | ● Public relations |
| ● Graphic Design | ● Photography | ● Leadership |
| ● Publishing | ● Advertising | ● Time management |
| ● Business skills | ● Copyright | |

- News, feature, editorial, sports, and creative writing
- Components of content, style, and technique
- Headline and caption writing, layout design, and copy-reading techniques
- Sales and promotion

Resources

To be successful in yearbook, you must:

- | | |
|--|--|
| ● Advance your computer skills | ● Get along with others |
| ● MEET ALL DEADLINES | ● Develop camera skills and confidence |
| ● Sell yearbooks | ● Excellent attendance |
| ● Proficient with Studio Works | ● Work hard |
| ● Proficient with Photography workflow | ● Work outside of class |
| | ● Work as a team |

Materials:

- A computer, and a good wifi connection
- Notebook & pens/pencils
- SD card & card reader
 - Cameras - you have access to a variety of Canon cameras and lenses.
 - You can check out a camera for yearbook use. Contracts must be on file.

**Should we move to Virtual School: camera's will only be checked out to returning staff members. Once we return to face to face we will start a camera check out rotation.

A deadline is a deadline, is a deadline. - SRoberts

Honor System:

Being a member of the Yearbook staff is a huge responsibility. The staff is a team, and each team member must complete their assignments by their deadlines. If one team member fails, everybody must pick up the slack. We can't publish incomplete pages.

It is your responsibility to keep the ideas, photos, stories, designs and finished pages private. Any staff member publishing elements of the yearbook on social media, or even in a private group text, will immediately be removed from the class.

You are expected to exhibit the highest level of professionalism at all times when representing the Yearbook program. When covering events for yearbook coverage you are to dress appropriately, conduct yourself in a professional manner, and maintain a quiet presence.

General Guidelines

1. If you cause a problem, you will solve it.
2. If Ms. Roberts or an editor solve your problem, your grade will reflect it.
3. If you are overwhelmed or underprepared, let Ms. Roberts know about it. Creating your first page is hard.
4. Be prepared for class.
5. No excuses. We can't publish incomplete pages, every problem must be solved.
6. In the yearbook room - no food or drinks.
7. Use your yearbook time to work on the yearbook. After the book is published, you will have all the time you want.
8. Yearbooks are read, and scrutinized. Be thoughtful with your work.
9. Never go into a teacher's class without prior permission.
10. We have no choice, we will be using cell phones this year. Once we return, Ms. Roberts will set a phone policy for the classroom.
11. Should we move to a VIRTUAL SCHOOL your attendance in class is important.
12. You will be required to complete your assignments on time. There are no opportunities for late work in this class. Deadlines are set by the publisher. They must be met.
13. Be timely with your work. Don't let more than a week pass between the event you covered and the content gets put on the page.
 - a. *I'll call myself out from 2020: I was responsible for Cross County. The season was Aug-Oct. I did attend 4 meets & had a good file of images. But I didn't get around to working the page until February. It's terrible to ask students to give you a quote 5 months after the event happened. SRob*
14. You will have some say in your assignments. But you will also have pages that you have no connection with. Be patient, and work hard.
15. Ask questions. If you are overwhelmed and panicked, and you don't ask for help...we will all have a problem.

Grading policies;

I will get into how you make your grades a little later. Many times our deadlines don't match our 6 wks schedules. It will come together a little later, because we have not set our deadlines with Balfour yet.

Briefly:

- Layouts, Images, Copy - Major Grades
- Photography submits - Maj & Min grades
- Interviews, written copy - Maj & Min grades
- Covering events, page progress, use of time - Minor Grades
- Deadlines - Always a MAJOR!