

Yearbook Syllabus

Teacher: Hillery Griffin

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Planning: 9:00-10:40

Class Goal: To create an affordable yearbook that tells the unique story of the school year in a manner that other students will want to purchase the book.

Grading

- Daily Grades: Assignments will be posted to Google Classroom. Some are individual assignments. Others are group task assignments.
- Weekly Grades: There will be weekly photography assignments. There will also be weekly assignments related to selling and designing ads. You will be responsible for contacting advertisers either via telephone, e-mail, or in person. These will be posted to Google Classroom as well.
- Design Grades: We have four deadlines (December, January, February, and March) of approximately 40 pages each time. When we begin collecting photos and information to complete pages, there will be assignments that the team will work together to complete.
- Leadership Grades: Team members will take on leadership roles. There will be a weekly grade for completing your leadership assignments.
 - Business Manager - This person will handle the money. They will enter money into the yearbook website, complete the paperwork, and turn all money into Mrs. Julie in the office.
 - Photography Editor - This person will make sure pictures are only uploaded once, tagged in a logical manner, and indexed. They don't have to do all the indexing, just make sure it does get done. They will also keep track of activities that need to be photographed.
 - Copy Editor - This person will review all copy for errors and design. They will also work with the photography editor to determine any events that the yearbook needs to cover.

Protocols

- Be respectful of other team members, their ideas, and their space.
- When you leave the room to take pictures or gather information or go the bathroom, sign out so that Miss Griffin knows where you are going.
- Do not disrupt other teachers when they are giving direct instruction.
- Make yearbook your priority during yearbook class.
- Be a team player. Do your part so that your teammates do not have to pick up your slack. Help your teammates meet their goals.
- Be mindful of our deadlines. It is essential to meet them in order for the book to be delivered in a timely manner.