

ECOLE PANORAMA RIDGE SECONDARY YEARBOOK COURSE OUTLINE

Ms. Mayer

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DURING THIS COURSE YOU WILL LEARN:

- **Graphic Design**
 - Lettering/font styles
 - Selecting, cropping and page layouts
- **Computer skills (Friesens online publishing design program)**
- **Camera/Photography skills**
- **Elements of Business**
 - Preparing and planning for deadlines
 - Marketing
 - Sales and Advertising
 - Distribution
- **Reporting/Journalism Skills**
 - Interviewing
 - Writing and Editing Text

STUDENT RESPONSIBILITIES:

Students are expected to put forth a sincere effort at all times and must complete and submit all assignments. You must be prepared to meet all deadlines as **MISSING DEADLINES COSTS MONEY**. You must be prepared to work at lunch, after school and/or evenings in order to meet all deadlines. You may also be asked to cover certain events at the school that occur in the evening.

Students are responsible for backing up and saving their work. Missing or lost work (for any reason) is NOT excused.

EVALUATION

A variety of assessment and evaluation techniques will be used. Constant self-assessment and feedback, as well as formal and informal evaluations will be used to track individual work in and out of the classroom.

Yearbook layouts: 60 %

Photography and journalism assessment: 20 %

Sales and marketing: 20 %

***note:** This is an X-block course which will be offered outside of the regular time table to allow for the unique circumstances of producing a published book. Yearbook 11/12 will run from 7:15am-8:30am 3 days a week (Tuesday, Wednesday, Thursday). This course will run from the second week in September^t – April 30th. Running this course during this time slot will not only allow for more focussed and progressive attention to our yearbook, it will also provide students with more flexibility in their schedules to take other courses and attend to after school commitments.

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STUDENT EXPECTATIONS

Respect Yourself and Others

This includes all teachers, substitutes, your peers and guests.

Stop what you are doing and listen when the teacher or anyone else is speaking to the class.

Listen to any announcements that come on during class.

Wait for the teacher to dismiss you, do not line-up at the door.

Respect Effort and Learning

Be prompt – lates will not be tolerated.

Attend all classes. It is your responsibility to ask the teacher about any work missed.

Priorities – deadlines take priority over ALL other commitments.

Complete and hand-in all homework/assignments.

Respect Your Community and the Environment

Cleanup your own desk and assist with the general class cleanup.

Treat all property with respect. All camera equipment must be signed out before use.

Do not damage or alter the work of others.

Absolutely no food or drink in the computer lab.

Suggested Supplies

The following is a list of supplies that is helpful in order to fulfil the requirements for this course:

- A **USB storage device**: A.K.A: large capacity thumb drive, external hard drive (many students may already have these) as storage space may be limited on classroom PC's. When working with programs such as Photoshop or GIMP, files can get large rather quickly.
- A **digital camera**, (SLR style preferred but a 'point and shoot' will do). There are some available for sign-out but the numbers are very limited.
- A **binder**. This is to hold handouts and for notes that students may need to take.
- A **pencil case** containing a ruler, scissors, glue stick, pen, pencil, and eraser.

Students are expected to bring these supplies to every class.

*All projects must be presented in **completed** formats to receive marks. This ALWAYS includes your name, block, and date, as well as the specific requirements for each project.

* Projects must be presented on assigned **due date** This is vital in Yearbook where time lines are critical and cost the school money if not met.

* You may **borrow** a digital camera to take photos for this class, however, if you do, you understand that: You must **sign it out first** and you must **return it by the end of your contracted period of loan**. Also, it **must** have the battery in it, be undamaged (you are responsible for any damaged or missing items), and you must check in with the teacher who will sign out your name with a signature. **Do not** just leave it somewhere in the class or on the teacher's desk, it must be **signed** back in by the **teacher or it is not considered to be returned**.