

Yearbook/Media Arts Course Outline

Francis Libermann Catholic High School



Course Code: ASM3/4

Credit Value: 1

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Edmodo Code: see me

COURSE DESCRIPTION:

In this course students will gain skills in one or more of the following areas: page design, advanced publishing techniques, copy writing, editing and photography while producing a creative, innovative yearbook which records school memories and events. There is an emphasis on journalism skills in this class. Participants gain useful, real world skills in time management, marketing, teamwork, and design principles.

INSTRUCTIONAL PHILOSOPHY:

Students will be given challenging real world projects and assignments typical of the graphic design and publishing industries. High quality work is expected and students will be given opportunities to redo work until it meets standards specified during instruction. Classroom activities will include reading, research, projects, and problem solving. Students will often work in teams, but will be expected to complete individual assignments in relation to the team's work. Assessment methods will include written exams, tests, and quizzes; oral and written research reports; reading assignments; and projects.

COURSE GOALS:

1. Students will learn publishing industry terminology.
2. Students will become familiar with Design software.
3. Students will work with various types of technology to produce a 'book of memories' such as digital camera, computer, and scanner.
4. Students will apply computer skills and design principles to the production of yearbook pages.
5. Students will learn copy writing techniques.

COURSE OUTLINE:

Unit 1: Intro to the Graphic Design and Publishing Industries

Unit 2: Intro to the Equipment and Software

Unit 3: Elements and Principles of Design

Unit 4: Journalistic Writing and Website Assignment

Unit 5: Typography

Unit 6: Creating and Editing Images for Print

Unit 7: Leadership

Unit 8: Final Submissions

TEXT & MATERIALS:

Students will become familiar with Adobe Photoshop Elements, and they will also utilize an online publication generation site by Jostens called Yearbook Avenue

www.yearbookavenue.com

CLASS REQUIREMENTS – STUDENTS WILL:

1. Complete all assigned pages
2. Include names of every person on every photo
3. 100% of names spelled correctly
4. Design to the proper specifications
5. Follow the correct theme
6. Shoot (take photos) as assigned at least 10 times throughout the school year
7. Complete all miscellaneous assignments and projects

ASSESSMENT:

- Page Production: 30% of Final Mark (Unit 8: Final Submission)
- Participation Points: 15%
- Assignments/Presentations: 20%
- Tests/Quizzes: 15%
- Production Process: 20%

Total Mark = 100%

PARTICIPATION POINTS:

10 Points

- On time to class
- All materials ready for class
- Full Participation

5 Points

- Excused Absence with admit
- Late to class

0 Points

- Unexcused Absence
- No Materials for class
- Disruptive or off-task behaviour

Points will be subtracted for disruptions or off task behaviour. It will be assumed that you are having a hard time and need a reminder to respect the classroom environment. A verbal reminder of appropriate behaviour will be given to you. It will be your signal that you are in charge of your own behaviour. If you choose to continue to disrupt the class you will be asked to move seats. If you can manage to get back on track, there will be no consequences. Further disruptions to the learning environment may require extra time in practicing appropriate classroom behaviours before or after school.

OUT OF CLASS PARTICIPATION:

Students are expected to participate in outside of class time activities. To produce a complete yearbook, students will be required to attend school activities to take photographs and gather information to be used in the yearbook. Due to the nature of publishing deadlines students will be expected to work periodically after school to meet publishing deadlines.

LATE WORK:

Due to the nature of publishing deadlines late work cannot be accepted for full credit. Any work turned in after the deadline will be granted no credit.

LATE POLICY:

If student receives a detention at the teacher's discretion, the student will have one week to serve detention; the time/place/date will be assigned. If the student does not show up to detention the time will automatically double and student will have to make up the detention within one-week. The second time a student does not show up to detention, student will be referred to the administrator.

EXPECTED BEHAVIOURS:

- On time daily
- Participate and complete classroom activities
- Participate in all out of class activities and assignments
- Use appropriate language and behaviours
- Cooperate with others
- Show respect and courtesy toward all students, staff and guests
- Follow safety rules and procedures
- If you are having a bad day tell me before class starts so we can problem solve

COMMITMENT CONTRACT:

By signing the commitment contract Parent/Guardian, student and the advisor agree to:

>>Parent/Guardian

- I grant permission for my child to work on yearbook-related errands in the community outside of school hours.
- I understand that my child will need to devote time outside of class to the completion of assigned tasks outlined in their job description.
- I understand that my child will be working with specialized equipment and supplies and will be held responsible for any damage, loss and/or waste due to negligence.
- I understand that if my child is going to be absent that he/she needs to make arrangements for his/her out of class duties to be covered.

>>Staff Member

- I pledge to behave responsibly reflecting the best of myself, the staff and school when on staff related assignments in the community.
- I have been made fully aware that I may be asked to devote outside time in order to complete assigned tasks outlined in job descriptions for deadlines. I commit myself to making those times available.

- I understand the importance of the publications' equipment and supplies and pledge to treat them with respect. Should I neglect, lose and/or abuse the materials, I will repair or replace them.
- I understand the importance of my being at staff meetings. For whatever reason, when absent, I will contact the advisor via Edmodo to report my absence so alternate plans can be made to meet deadlines.

>>Advisor

- As Advisor, I understand that a staff member has other obligations and responsibilities. Therefore, I will work individual with each staff member to make sure that he/she fully understands the commitment that is being made prior to assuming a responsibility. I want an open line of communication between staffers, editors, parents/guardians and me. Please feel free to contact me during my planning period, but other conference times convenient for parents/guardians will be made by appointment. Thank you for your cooperation in making this a great year.

REPLACING LOST OR DAMAGED EQUIPMENT:

>> Parent/Guardian

- I acknowledge responsibility for equipment's physical condition.
- I acknowledge responsibility for physical security of the equipment.
- I acknowledge financial responsibility for school equipment when in the possession of my child. If equipment is damaged, lost or stolen I agree to pay for the replacement/repair of that equipment.
- All students who signed the check-out form are held fully and totally responsible for all of the costs associated with lost/damaged equipment.

>>Staff Member

- I acknowledge responsibility for equipment's physical condition.
- I acknowledge responsibility for physical security of the equipment.
- I acknowledge all students who signed the check-out form are held fully and totally responsible for all of the costs associated with lost/damaged equipment.

PLEASE TEAR OFF BELOW AND RETURN ONCE SIGNED:

 Student Name (Printed): _____

Student Signature: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____