

Yearbook

Email: danylle.miller@wccusd.net

Office Phone: 510-231-144

- c. Students will identify those tasks that must be accomplished to complete the yearbook project including concept, reporting, design, photography and production procedures.
 - d. Students will identify, master and apply the skills necessary in financing the yearbook.
- B. Students will understand the financial commitment and obligation of the staff member in meeting sales quotas to remain within budget.
- a. Given a set of bid specifications, students will identify the cost factors involved with the production of the yearbook.
 - b. Students will plan an advertising campaign and book sales campaign to finance the yearbook as defined in the specifications.
 - c. Students will fully develop the advertising and book sales campaigns to ensure a secure financial plan including pre-sales campaigns, actual transactions and all follow-up business procedures including receipts, billing, posting of records and financial reports.

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F. Students will ident

REQUIREMENTS

Required Reading:

As assigned

Software:

treering.com

Google Classroom

Google Drive

Hardware

SD card 4gb or larger for cameras to be checked out.

Cameras that can be checked out

Each student is assigned a computer in the class with lab hours for work outside of class time (lunch period & after school by appointment). However, it is helpful to have these programs installed on your personal laptop or home desktop. A different version of Adobe Creative Suites (CS) is acceptable. All of your class work must be stored on your Personal Folder along with a backup. I can't help you unless I can see what you are doing.

Storage media:

You will store all your work in your folder on Google drive and the Yearbook Google drive. But, it is recommended that you also backup your data on another storage device like a thumb drive.

General familiarity with OS navigation:

It is assumed that you have a basic knowledge of OS navigation concepts such as 'double-clicking', menu navigation, data saving and retrieval, and Internet browsing. Since we use Macs, and you might be a PC person, I understand at the beginning of the quarter the awkwardness of using a different OS. However, you'll need to get over that awkwardness quickly. Should you be completely new to computers, please see me immediately as this course does not start from the absolute beginning with computers.

Finally, it is expected that you will research your problem thoroughly before contacting me for a solution. It isn't that I don't want to help. Rather, I don't want to enable a dependency on me for solutions, especially when they are easily found using a simple online search. Don't be surprised if I use "Let Me Google that for you" if you ask us a question whose solution is found through a simple Google search.

STUDENT/TEACHER EXPECTATIONS

Equality and community are paramount in this year's curriculum. We will

ATTENDANCE AND PARTICIPATION

During every class day, there will be assignments and/or notes given. Therefore, if you are absent, you will have work that needs to be made up. Just one day of being behind in class will already affect your workload (trust me, I've been there and it sucks trying to catch up). If you are absent, you should check Google Classroom and/or with at least three of your classmates to find out what you have missed. If that fails then you may ask me (but I will tell you "I don't know, look on Google Classroom"). Your classmates are your best resource so remember "Ask three before you ask me!"

You will need to make up any time that you miss from class before your work is considered for credit. If you are absent and have a note from a parent, a doctor or a call slip from a counselor or admin, you will not need to make up class time.

Participation and completion of class work is also mandatory. Each student is expected to work to the best of his/her ability to earn full points in this class.

GRADING

All assignments are due at the beginning of the class. Late work will be accepted for only 60% of the credit and not accepted after two weeks past the due date. Students must receive the grade of a "C-" or better for the class in order to attend special field trips.

Homework/Class work, Participation, Tests/Quizzes: 5%

Participation, Prompt Attendance 5%

Project: 90%

Grading Scale

A	94-100	B	84-86	C	74-76	F	59 and below
A-	90-93	B-	80-83	C-	70-73		
B+	87-89	C+	77-79	D	60-69		

ASSESSMENT

Work for this course consists of:

Photos of events

Spreads/pages of yearbook

ACADEMIC DISHONESTY AND PROPER USE OF INTELLECTUAL PROPERTY

+(!+)

