THUNDERBOOK Disclosure:

**Adviser**

Becky Dajany • School Phone: 801-610-8815 • Cell Ph: 801-414-1374 email: rdajany@alpinedistrict.org. The adviser instructs and guides students in all aspects of yearbook.

**Course Description**

Yearbook is a production class that pulls together a variety of skills. Students learn how to produce a publication a student-directed environment. The work done in yearbook class will probably be the only work that you will keep after you leave high school. As a member of the yearbook staff, you are now a part of that tradition and have joined in the responsibility of producing the best Thunderbook ever!

**Your Duties**

Students are assigned positions of various degrees of leadership and responsibility. Students are also assigned the responsibility of design, layout, and completion of a certain number of pages in the yearbook. **Great importance is placed on the ability to complete layouts before the deadline with minimum supervision. Many projects are performed in groups or partnerships emphasizing cooperation and teamwork. Responsibility for organizing personal time and duties is essential to the success of the yearbook.**

YOUR RESPONSIBILITY AS A MEMBER OF THE YEARBOOK STAFF IS TO (1) TURN OUT QUALITY PAGES, AND (2) MAKE YOUR DEADLINES. What is your biggest enemy? Wasted time! Even though your deadline is four, six, or even eight weeks away, if you use your time wisely, you will find that there is enough work to do to keep you working every class period.

The Yearbook Class requires a large degree of participation, responsibility, and maturity on the part of the students, who will have to be self-starters, to be organized, and to be committed to a quality product. The yearbook is an expensive product that will be referred to in future years; as such, the students who produce it must be prepared to go the extra mile. This may entail working over the weekend, when production deadlines near, staying after school or through lunch when necessary, and covering events after school, some of which begin as late as 8 o’clock. Further, due to the nature of the course, students must be problem solvers, they must be able to overcome the frustrations and setbacks inherent in production classes, and they must be able to work effectively and efficiently with others, often without direct adult supervision. If the student is unable or unwilling to meet these expectations, please consider changing to another elective class.

Due to the nature of this class, and the enormous responsibility placed on producing the yearbook, trust and reliability are essential. WE MUST BE A WORKING TEAM. Any abuse of the freedoms, trust, and responsibility placed on students in this class may result in a student being removed from the annual staff. The following can and will result in your removal from yearbook staff for the rest for the year: constant bickering; being unable to get along with your classmates; damage to computers or other equipment; theft; willfully not doing an assignment and taking a lower grade; willfully disobeying the teacher or substitute teacher.

**Confidentiality**

The contents and the materials involved in the production of yearbook are not to be shared with anyone who is not on the staff. This applies especially to the theme and design of the cover of the yearbook. Unless otherwise directed by your adviser or editor.

**General Class Rules**

* You must have your Press Pass with you when you leave the room during class. You must get permission to leave the room during class from the Adviser. Any student abusing this right by disturbing other classes, excessive sign-outs, or by going to the pop/candy machines will be confined to the classroom.
* When you move something put it back where you found it before you leave. Do not waste materials.
* If there is a problem, ask for help.
* No computer games whatsoever.
* Please limit cell phone use. If it becomes excessive they may be outlawed.
* The expectation is that you will be in class every scheduled work day working from bell to bell. You will be expected to work on your yearbook assignment during class time.
* Claiming the work of someone else is dishonest and can be grounds for your removal from the yearbook staff. Quotes that are not genuine expose you and your parents to lawsuits and are not acceptable in the Thunderbook.

**Grading**

The ultimate evaluation or grade in yearbook class is the final product when it is delivered to our customers and meets their satisfaction. However, to determine the “grade” that appears on your report card, I consider meeting deadlines, and attendance in addition to class work. This is one class where **SUCCESS DEPENDS ON EVERYONE DOING HIS/HER JOB** - if the picture is not taken or information isn’t gathered or copy written, a deadline may be missed and that reflects on the entire staff. A team effort is required and therefore, a cooperative, responsible attitude is essential.

Attendance in this workshop-type class is also important. All copy and layouts should be ready to check on by all posted deadlines. Allow yourself plenty of time to rewrite copy, process photos, gather scoreboards, etc. Plan on unforeseen complications-equipment malfunctioning, coaches being absent, students not identified in pictures, etc. All cause delays, which affect the delivery date of the yearbook. Missing deadlines results in fines being charged to the school. **DEADLINES ABSOLUTELY, POSITIVELY MUST BE MET.**

**Grading is based on your ability to perform the required tasks, on time, with minimum supervision.** Human nature is such that some people do the bare minimum to get by while others go above and beyond. It is not fair that both types of individuals that complete a deadline receive the same grade if one puts in much more effort. While there may be some free time in which to work on the computer or homework, it is your responsibility to make sure that all class related responsibilities are completed FIRST. Your grade will be affected if time management becomes a problem.

Equipment Check-Out

**Hints: Never EVER let a digital camera out of your sight. Do not put a camera in your locker or leave it in your car.**

**Do NOT lend it to ANYONE - not even for a moment.**

**These cameras are expensive TAKE THE RESPONSIBILITY SERIOUSLY.**

**Grading Guidelines**

**A**:

* The Double Page Spread (DPS) assignment can be published as is, with little or no additional revision. All copy is clean, with NO grammar or style errors. Photos are properly placed.
* Meet ALL deadlines
* Quality of all work is excellent
* Good attendance and participation in class
* Checks out camera and takes photos of sports events, and whatever else is needed for all pages in upcoming deadline. Takes photos for his/her page
* Constant upkeep of planner
* Consistent teamwork

 **B**:

* Misses no more than one rough deadline - meets ALL final deadlines
* The DPS can be published with some revision. No more than 5 style or grammar errors
* Layout and Design problems require only minor revision
* Quality of all work is very good
* Positive and productive contribution to class
* Good attendance and participation in class
* Checks out camera and takes photos needed for his/her deadline, but could have taken more photos.
* Constant upkeep of planner

 **C**:

* The DPS assignment requires significant revision before it would be suitable for publication. Passages might need to be rewritten or reorganized; or the assignment might contain extensive grammatical, stylistic or typographical errors. Layout and design problems require significant revision. The assignment is turned in one day after the deadline.
* Misses no more than two rough deadlines - meets ALL final deadlines
* Quality of work is acceptable
* Needs to learn to use camera and check out equipment more.
* Constant upkeep of planner

 **D**: **F**:

* This grade is not given in yearbook. Anything less than a C grade is unacceptable in this production-oriented class.
* The DPS assignment is not usable or adaptable.
* Layout and Design problems require major revisions.
* The assignment is turned in more than one day after the
* deadline.
* Too much time is spent socializing.

As a representative of the publication and school, I will follow all school rules.

\_\_\_\_\_ \_\_\_\_\_ I understand I will be devoting time outside of class (including nights and weekends) in order to complete assigned tasks by deadline. I will fulfill my assignments during those times. If I am involved in other activities, I will make up the time by agreement with the adviser and editors.

\_\_\_\_\_ \_\_\_\_\_ I understand the importance and value of yearbook equipment (cameras, lenses, etc.). I will treat equipment with respect and will not leave equipment unattended by me at any time while in my care. Should I lose, neglect, or abuse the materials, I will have to pay for the difference or replacement costs.

\_\_\_\_\_\_ \_\_\_\_\_ I understand the importance of being in class. For whatever reason, when absent during production, I will call the adviser and/or editor to report my absence so alternate plans can be made for deadlines and materials may be located.

\_\_\_\_\_ \_\_\_\_\_ I will meet all deadlines assigned to me, and will communicate immediately to the adviser and/or editors if circumstances beyond my control (i.e. inclement weather, cancellation of an event, failure of another staff member to complete his/her assignment, etc.) prevents my assignment from being completed.

\_\_\_\_\_ \_\_\_\_\_ I will sell senior ads to support the financial structure of the publication.

Student signature/Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/guardian signature/Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thunderbook

Week 1

* Introduction/Presentation of Theme/Report on Camp
* Disclosure/syllabus/Tutorial on Monarch
* Photography

Week 2

* Photojournalism
* Design Presentation/Layout Assignment
* Make Page Assignments/POSTERS/Big Sales Push
* T-Shirt Design

Week 3

* Use of Fonts Presentation
* Get the Story-Mini notebooks

Week 4

* Captions Presentation/Practice
* Begin putting layouts on every page

Week 5-15

* Big Sales Push-Prices go up on Dec. 1
* **Deadline 1**
* Party!

Week 16-19

* **Deadline 2**
* Party!

Week 20-22

* Big Sales Push-Last day to buy a book is Jan. 31!
* **Deadline 3**
* Party!

Week 23-27

* **Deadline 4**
* Party!

Week 28-30

* **Final Deadline**
* PARTY!!!!!

Week 31-37

* Prepare for TEST

Week 38

* Distribution!