

École Secondaire

Windsor

Secondary School

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YEARBOOK12 - COURSE OUTLINE – 2017-2018

Ms. Brooke Sihota

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| **Course Time** | **Room** | **Communication** |
| 1. Monday @ lunch  2. Thursday 3:00 – 5:30pm | Room 211 & Students will be required to take photos all over the school | 1. Yearbook bulletin board outside of room 211  2. Remind App  3. Email |

**BIG IDEAS:**

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| **1** | **2** | **3** | **4** |
| Students will learn more about the publishing industry, terminology and marketing strategies. | Students will understand the basics of Adobe Software- InDesign. | Students will collaborate and work together to meet deadlines. | Students will apply computer skills and design principles to the production of the book. |

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| **General Structure of Content** |
| **Phase One: Introduction to Graphic Design & Publishing Industries**   * Students are introduced to the graphic design and publishing industry through magazines, internet, etc…. * Talk about audience   **Phase Two: Introduction to Equipment**   * Students use multimedia elements to create the yearbook with graphic design software. The introduction of each piece of equipment will be tied to page production. (computer, canner, camera, printer   **Phase Three: Elements & Principles of Design**   * Students learn about design elements through production of a finished yearbook.   + Colour, space, line, shape, texture, value, balance, contrast, variety, harmony, movement, proportion, repetition/pattern, unity, emphasis/dominance   **Phase Four: Journalistic Writing**   * Students learn about journalistic writing through production of a finished yearbook.   + Story writing   + Caption writing   **Phase Five: Typography**   * Students will maintain a consistent typographic theme throughout the yearbook production process.   + typefaces, typographic standard, typographic measurements & typographic guidelines   **Phase Six: Creating & Editing Images for Print**   * Students learn when to use particular image formats for yearbook.   + Formats, resolutions, raster vs. vector, ethics, copyright laws   **Phase Seven: Leadership**   * Students will participate in leadership activities such as: perfect attendance, school involvement, volunteering in the community as well as performing other leadership tasks within the classroom, school and community. |

**COURSE:**

Yearbook is a course consisting of both students and club members. Together, students will research and record Windsor clubs, sports and events through interviews, observation and photography. The group will work collaboratively to build a theme and design for this year’s annual.

The course takes place during an X- block, meaning it will be held during lunch and after school. Exact days and times are to be determined by Ms. Sihota. Students must be prepared to work extra hours in order to make firm deadlines for publishing purposes.

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| **Yearbook Schedule** | |
| **Phase 1** | * Students are introduced to the graphic design and publishing industry through Pintrest, magazines, the internet, etc… Class will begin to talk about target market and design by creating a vision board * Students will learn about the Elements and Principles of Design * Students are to take photos of tryouts, sporting events and school functions |
| **Phase 2** | * Fall and Winter sports and events mugshots and photos are to be submitted * Seniors are to begin making templates for the following: sports, clubs, grad, mugshots and events |
| **Phase 3** | * Students must have 40 pages submitted   + This includes mugshots (first 25 pages) and a handful of sports and events * Students must submit the 40 pages in PDF format (special requirements) * Drafts of Cover Page should be completed based on the theme |
| **Phase 4** | * Students are to collect grad write ups from Ms. Sihota and review them for professionalism. Outlines will be provided by Ms. Sihota when appropriate * Baby photos and parent dedications due. Baby photos that are not already digital need to convert into digital format through Genuis Scan (see Ms. Sihota) * Students need to review Parent Consent forms to assure that students whom do not have permission to be in Yearbook, are not in the yearbook. * *A majority of the pages should be done by the end of February* |
| **Phase 5** | * Spring photos need to be taken almost *immediately* * All pages must be submitted and edited by **April 7, 2018** and no later |
| **Phase 6** | * Surprise for all Yearbook students * Potential scholarship is award to senior student (scholarship can be awarded to both students and club members) |

**CLASS REQUIREMENTS:**

* Complete all assigned pages
* Include names of every person on every photo
* 100% names spelled correctly
* Design to the proper specifications
* Follow the correct theme
* Shoot (take pictures) of all school sanctioned events
* Complete all miscellaneous assignments and projects
* Conduct interviews

**Assessment and Evaluation:**

The following will be graded using criteria developed in class:

Page Production and Assignments (25pts per spread) 150 pts

Self- Assessment (each term) 10 pts

Yearbook Citizenship & Term Involvement (35pts per term) 70 pts

* Leadership
* Ideas & Problem Solving
* Term Attendance
* Interviews
* Journalism
* Contribution

**POLICIES AND PROCEDURES:**

You are responsible for how well you do in this course. It is your responsibility to work to the best of your ability by making a consistent effort to participate in class, be involved in activities, use class time efficiently, complete all assignments on time and bring all necessary materials to class.

**Computer Lab Use and Policies:**

In addition to following the Acceptable Computer/Internet Use Policy as outlined in the agenda book, students are expected to meet and respect the following expectations:

* Food, drinks and gum are **NOT** permitted in the computer lab.
* Personal use of the Internet is NOT permitted during class - ask if you are unsure.
* Please notify the teacher immediately of any equipment that is not working properly.
  + Problem solving is encouraged upon reporting to Ms. Sihota
* **DO NOT** write on desks. **DO NOT** deface equipment (this includes keyboard trays.) Email home and partnership with administration will be a consequence.

**Your Teacher/Classmates:**

* Are to be respected at all times. This includes any replacement teacher who may teach the class.
* There is a zero-tolerance policy for bullying, teasing, and/or insulting and immediate action with administration will take place.

**Attendance:**

* Regular attendance is required for success in this course. This course focuses on hands-on computer use and extremely valuable when meeting deadlines.
* Students lack in attendance will reflect in their overall grade.
* Students must communicate with Ms. Sihota if they will be late or will not be present during class. A note or email from students’ parents is required.

**Forms of Communication:**

* Yearbook vision board in room 211.
* Remind App
* Communication board outside of room 211.

Please read and sign this course outline which will indicate that they have been informed of the Yearbook 12 learning outcomes and assessment and evaluation tools. Any concerns or questions should be directed to Ms. Sihota.

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_