

"The greatest use of a life is to spend it on something that outlasts it."-William James

McLEAN HIGH SCHOOL YEARBOOK

Photojournalism 1, 2, 3 & 4
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Welcome to the *Clan* staff. Congratulations on your choice to be a part of an award winning staff that will produce the 2014 yearbook. You will maintain and raise the standard of excellence that is the McLean High School publications' program tradition. You will find that your choice to be a member of this yearbook staff brings with it privileges, special opportunities and responsibilities. You will work hard, but I expect you will have a lot of fun along the way. With that in mind, please read the course outline below.

Course Objectives

A course in photojournalism (yearbook) has two primary objectives: 1) to produce a quality yearbook that will maintain a tradition of excellence, and 2) to teach the staff the skills required to create that book. In order to accomplish these objectives, yearbook journalism students will devote their time to the following activities:

- Learning their rights and responsibilities of student journalists
- Gaining proficiency in desktop publishing with Adobe InDesign
- Incorporating current design principles into the 2014 yearbook
- Learning and using journalistic writing techniques
- Developing student leadership and decision-making skills
- Finding ways to include every student and staff member in the yearbook
- And most importantly, producing a yearbook the staff, the school and the community can enjoy; a publication of which we can all be proud.

In addition to building on previous skills, students in Photojournalism 2 and 3 will take on leadership roles.

Expectations

Four basic attitudes will be critical to the success of the 2014 yearbook staff:

- **Timeliness:** The staff will be expected to meet all deadlines. All staff members will also be expected to be on time for class, meetings, photo shoots and interviews. McLean High School's attendance policy will be enforced:
- **Teamwork:** The yearbook staff is a team. In order for us to reach our goals of meeting deadlines, telling the complete story of the year and designing a book that we can be proud of, we must work together. There is always work to be done. Volunteering to help one of your fellow staffers instead of waiting to be told to do so is both expected and greatly appreciated.
- **Responsibility:** When a student agrees to take on the responsibility of working on a student publication, the student must also assume responsibility for his/her actions. Whenever a staff member is out in the school or larger community fulfilling yearbook responsibilities, that student must act as a representative of the entire school.

Yearbook time is to be used for yearbook activities only. Yearbook computers should be used for yearbook work only. While we may listen to music when working on the book after school, iPods, CD players and cell phones are not allowed during class.

Academic dishonesty (submitting another person's work as your own, making up quotes, etc.) will not be tolerated. Loss of points for the assignment, discipline and honor code referrals and dismissal from staff are all possible consequences for such behavior.

- **Attention to Detail:** Yearbook is a perfectionist's business. Staff must pay attention to details because details cost money.

Grading

Meeting deadlines is the most important part of your job as a yearbook staffer / editor because a missed deadline means: extra work for your fellow staffers, thousands of dollars in extra charges and a delayed ship date (how happy would your classmates be to get their yearbook in September?).

A student will receive a failing grade in any quarter in which he/she misses a final deadline.

Students are expected to plan for difficulties and put in extra time when necessary to compensate for these problems. When individual deadlines have been met, students will help other staffers and prepare for the next deadline.

Staff members can expect to do a single assignment several times without receiving additional credit because, ultimately, most student assignments will be published in the yearbook.

Your quarter grade will be based on cumulative points. Photojournalism students will earn points for both the quality and quantity of the work they complete each week. Students can expect to lose points – and to earn lower overall grades – when work is sloppily done and/or turned in late.

The approximate point value for each task is listed below:

- Spread Planning: 50 points
- Coverage Week (attending events and taking notes, conducting interviews, taking pictures): 250 points
- Completed Spread (quality): 250 points
- Deadline / Late-Night: 500 points
- Sales / Business Tasks: 50 points
- Skill Building: 50 points

Deadlines & Late-nights

As each deadline approaches, staff members are required to attend a late-night work session to complete pages for their section as well as assist other members of our yearbook team to ensure that we produce a quality product.

Late nights start once school dismisses and go until 8 p.m. each evening, with some students attending right after school and others joining after practices or other after-school commitments.

I understand that many of you have a variety of other commitments so these dates are being provided to you now so that you may plan ahead and adjust your schedule accordingly.

Deadline #1	Deadline #2	Deadline #3	Deadline #4	Deadline #5	Deadline #6
29-Oct	13-Dec	17-Jan	7-Feb	27-Feb	18-Mar
Late-nights Oct. 22 (T) & Oct. 23 (W)	Late-nights Dec. 10 (T) & Dec. 11 (W)	Late-nights Jan. 14 (T) & Jan. 15 (W)	Late-nights Feb. 4 (T) & Feb. 5 (W)	Late-nights Feb. 25 (T) & Feb. 26 (W)	Late-nights TBD

After Deadline #6

Once the yearbook is finished in late March, students will be working on completing both the spring and senior supplements as well as working on a variety of other tasks that will be journalistic in nature and focused on improving students' overall skills in journalism and yearbook production.

Please read this course outline and the attached contract. When you have done so, sign and date it. Please have your parents read and sign it as well. Should you or your parents have any questions, please do not hesitate to ask.

2014 Clan Yearbook Staff Contract

Staff member/parent/adviser agreement:

To create the best working relationship, it is important that we all agree on expectations. Please consider the following expectations, sign and return.

Parent: I understand that my child will need to devote time outside of class to the completion of assigned tasks outlined in their job description. This will include attendance at a "late-night" work session for each deadline and attending events outside of school hours to cover them for the yearbook.

Parent: I understand that my child will be working with specialized equipment and supplies and will be held responsible for any damage and/or waste due to my child's negligence. **Most of our cameras will cost approximately \$600 to replace if they are lost, stolen or damaged.**

Parent: I understand that my child will be responsible for assisting with financial / business aspects of the publication (including book sales) and that these will be a part of the evaluation criteria.

Parent: I understand that my child will receive a failing grade for any quarter in which he/she misses a final deadline.

(Parent's Signature)

Staff member: I have been made fully aware that I will be asked to devote outside time in order to complete assigned tasks. This will include attendance at a "late-night" work session for each deadline and attending events outside of school hours to cover them for the yearbook. I commit myself to being available during those times.

Staff member: I understand the importance of the publication's equipment and supplies, and pledge to treat them with respect. Should I neglect and/or abuse the materials, I will repair or replace them. **Most of our cameras will cost approximately \$600 to replace if they are lost, stolen or damaged.**

Staff member: I understand the importance of being at staff meetings. For whatever reason, when absent, I will contact my team leader or adviser to report my absence so alternate plans can be made to meet deadlines.

Staff member: I understand that I will be required to help with the financial commitment of the publication (including yearbook sales and other fund-raisers).

Staff member: I understand that I will receive a failing grade for any quarter in which I miss a final deadline.

(Staff member's Signature)

Adviser: As adviser, I understand that staff members have other obligations and responsibilities. Therefore, I will work with each staff member to make sure he/she fully understands the commitment that is being made prior to assuming a responsibility. I want an open line of communication between staff members, editors, parents and myself. I will enthusiastically schedule meetings by appointment with parents or students.

(Adviser's Signature)

Thank you for your cooperation in making our yearbook a success!