

OHHS CTE Department Course Syllabus



Course Name: Yearbook Productions

Course Code: CTO23A / CTO23B / CTO23C

Course Description:

In this course, students create the school's yearbook, "Acorn". Students develop and further their skills in graphic design, writing, interviewing, marketing, project management, teamwork and leadership. Students will learn good work habits, further their knowledge of Adobe's Creative Cloud (InDesign, Photoshop and Illustrator) and are responsible for all phases of the publication of the yearbook. This class works closely with the Photojournalism class and requires work to be done outside of normal class and school hours to interview students, teachers and/or coaches, design pages and/or photograph events.

Prerequisites

Application process with teacher approval. Successful completion of any of the following: Basics of Visual Communications, Digital Photography, Advanced Digital Photography, Graphic Design, Advanced Graphic Design.

Course Resources

- Balfour Yearbooks
- Industry publications
- Websites applicable to the field
- Find more information on the program's website www.fraujansen.com

Course Fees

None

Required Material

- OHHS Google Account
- Sno-Isle Library Card
- Binder to organize your work

Course Outline/Instructional Units

See www.fraujansen.com → Courses → Yearbook Productions for detailed information.

Unit 1 – Course Introduction

Unit 2 – Yearbook Production Basics

Unit 3 – Creating the Yearbook

Unit 4 – Closure

Major Assessments

The yearbook is completely created by the student staff. Without contribution by all students deadlines cannot be met and this project cannot succeed. That is why all students are expected to be dedicated – which means being on task each day in class as well as spending extra time each week working on this project outside of school hours. This will include, but is not limited to:

- Taking photos of athletic, ASB, club and other events
- Interviewing students or staff
- Reporting about events
- Designing the pages
- Organizing material

Performance will be assessed on dedication, completion of assignments and quality (within competency matrix guidelines). Skills will be assessed based on industry standards.

Extra Help

Teachers will provide information regarding tutoring in classroom procedures. Students are encouraged to take advantage of tutoring opportunities and assistance will be offered in class.

Re-Do Policy

OHHS is an effort based school where we believe all students can learn. We also know that students learn at different rates. Thus, we are implementing a re-do policy that recognizes the needs of individual learners.

- 100% Re-do: Students can correct/re-do all assessments (with exception of the Final exam), assignments and projects to improve grade within one week of deadline.
- Late-Work: Projects and assignments are accepted if turned in late. All work that is turned in late will lose 10% of the grade. Assignments might have a **final** deadline (usually the due date of the following unit).

Weighted Categories

Performance is assessed in two categories:

- Daily Work – 90%
 - includes participation in class, homework and quizzes,

- as well as completion and quality (within competency matrix guidelines) of projects and tests.
- Professionalism – 10%
 - Students earn 10 pts per day by being in class, being on time, being prepared, being on task, doing their best, being respectful, acting appropriately and being safe.
 - Points that were not earned due to being absent, being off task, not being prepared, etc. can be made up by coming into the class after hours to work or working at home (a work-make-up-slip can be found in the classroom and needs to be signed by a supervising adult).

Grading Scale

Regular Scale	
Letter Grade	Percentage
A	93% and Above
A -	90%-92.99%
B+	87%-89.99%
B	83%-86.99%
B-	80-82.99%
C+	77%-79.99%
C	73-76.99%
C-	70-72.99%
D+	67%-69.99%
D	60%-66.99%
F	59.99% and Below

OHHS Plagiarism Policy

Any student, who knowingly turns in any work that has been done by someone other than himself or herself, and fraudulently represents it as his/her own, shall be considered to have cheated. Cheating also includes: aiding someone else in cheating, the use or preparation of written, pictorial, electronic or other materials not authorized by the instructor during a test or assignment, the use of testing materials obtained previous to the test date, or plagiarism of any kind. Students found cheating will also be subject to an

office referral, which could result in a suspension. As an effort based school, students who have plagiarized/cheated must still demonstrate their learning. Thus, students will be given the opportunity to complete the work. This will fall under the “Late Work Policy” of the teacher where total possible points may be reduced.

Contact Information

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Classroom C119

Mon. 7:30 am–1:30 pm

Tue.–Fri. 7:30 am–3:00 pm