



**Yearbook Journalism
Grand Haven High School
English Department**



Expectations for Classroom Behavior:

- Be working! There is always something that can be done. If you are finished with current assignment, ask one of the editors or the advisor if there is something else you can work on.
- MEET DEADLINES! The best way to do this is NOT to wait until the last minute and use your class time. Your grade and the completion of the publication depend on it. If you must stay after school until 11pm to meet your deadline, then so be it.
- Be Respectful. This includes being respectful of the environment, the equipment, each other, and other teachers/classes.
- In addition, I adhere to the school policies within the handbook and the rules of the publication room.

Expectations for Out-of-Class Behavior:

These expectations should be followed anytime you are representing the yearbook outside of our classroom. This includes selling ads, conducting interviews, taking photographs, etc. Failure to comply with these expectations may result in losing the privilege to represent our publication outside of the class and will reflect in your grade.

- Conduct yourself with maturity and responsibility.
- On Campus: Do not disrupt classrooms! Ask in advance if you need to interrupt class.
- Photographing Events:
 - Be on time
 - Ask for appropriate locations for taking pictures

Deadlines:

We work to deadlines that must be met. If we miss our deadlines, that means we must pay extra, which means we have to cut a nonessential such as color or length. Please pay attention to these deadlines, and plan extra time during the week preceding. There may be a lot of after school and evening time. **WHEN COVERING SPORTS, CLUBS, OR MUSIC** try to get your photographs as early as possible! You never know when games may get cancelled or photos don't turn out the way you expect.

What you will be doing:

If you cannot commit to the following, this is not the class for you. You will be expected to...

- Take photos outside of class time at sporting events, club activities, and other student life activities on a weekly basis.
- Conduct interviews with students, staff, and possibly community members in person or on the phone. **NO EMAIL!**
- Take part in book and ad sales.
- Write.
- Meet deadlines.

Structure:

-**Editor-in-Chief:** The boss of the publication. S/he will approve and edit your page before it is submitted to the advisor. In addition to being able to answer questions you may have, the EIC may give assignments, fill in for people who are ill, set policy, and help you in any way you may need.

-**Co-Editor:** The Co-Editor can do essentially anything the EIC can do, but must communicate with the EIC.

-**Business Manager:** Handles all business operations of the book including overseeing ad sales, book sales, and communications with the advertisers and publishing company.

*There may be meetings with these three people after school on a weekly basis.

Grading:

40% Participation: Includes weekly/daily goal setting, weekly “professional development” activities, ad sales participation.

60% Assignment-Related Deadlines: Meeting the required deadlines throughout the semester for your particular assignments.

Ad Sales:

All *B&G* staff members are required to participate in ad sales, which will be a portion of your first semester grade. Each staff member is required to make an attempt at every business or person on their list whether in person, by phone, or mail. The class will be rewarded as a whole as sales goals are reached.

Publication Room Rules

1. When finished with the computers, log off and shut down, and **TURN OFF THE MONITOR.**
2. The Internet is for legitimate research only. NO GAMES- they cause viruses, and we can lose valuable information that may not be retrieved once lost. Misuse could result in lowering of your grade.
3. Return things to where you got them from so that others may find them.
4. Clean up after yourself.
5. Only staff members and legitimate guests (interview subjects, advertisers, etc.) are allowed in the publication room.

Equipment Use

Cameras

- a. There are 2 cannon SLR camera
 - i. Know how to use the equipment and what each is used for.
- b. Must sign out a camera with advisor or editor.
- c. Cameras must be returned the next day
- d. Put all photos on the photo computer and clear the memory card BEFORE signing the camera back in.
- e. You are responsible for damage done to any camera while it is signed out in your name.