



Annual Production

Ms. Christina Walker

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IMPORTANT LINKS:

- 📄 <https://myhjyearbook.com/>
- 📄 <https://www.office.com>

COURSE OVERVIEW:

Welcome to Annual Production!! This course is like no other at John Oliver. You will gain real publishing and design experience, which will translate into real life work experience. This year you and your classmates will collaborate on the design, organization, and publishing of the 2019-2020 Yearbook. *Students in this class can explore layout & design, copy-editing, photography, sale & advertising, and financial planning. While this course requires a great deal of personal responsibility and time management, it also offers students the opportunity to plan and develop a successful publishing project.*

CLASS MATERIAL:

MANDATORY

- USB Memory Stick or Portable External Hard Drive (Student must supply and bring everyday)
- Headphones
- Office 365 Account/Office Teams
- Pens & Pencils
- Sketchbook/Journal

OPTIONAL

- Laptop (Students are entirely responsible for their devices, and are expected to use their device in a way that is consistent with the John Oliver COURAGE Code of Conduct, as well as the VSB Internet Use Policies).
- Online Storage (OneDrive)

COURSE CONTENT:

Students in this course will be expected to:

- *Complete training modules and tutorials related to our annual software, and general design principles.*
- *Collaborate with classmates to create the theme, layout, and design of the annual.*
- *Design and submit a variety of spreads (annual pages), covers and writing assignments.*
- *Organize and participate in marketing and sale strategies in order to maximize annual sales.*
- *Participate in a variety of additional media and promotional activities to support the John Oliver school community.*

Your grade in this course will depend on successful completion of ALL of these elements. Additional and alternate work will be assigned by the teacher to support the publication of the annual, and community events at John Oliver.

CLASSROOM EXPECTATIONS -

COMPLETING WORK:

A high school annual is a great source of memories and photographs of your time here at John Oliver. It is also a business. A business that relies on the commitment of its students, and most importantly, **meeting deadlines for spreads and design work.** This next sentence is key...**Students who do not meet deadlines for submissions will not receive a passing grade in this class.** Also, Students who participate in extra-curricular activities are expected to complete their work by the assigned deadlines. Extra time will not be given to accommodate extra-curricular schedules.

PREPARATION:

Students are expected to be prepared to learn in the class everyday, which includes:

- Bring pen, sketchbook/journal, and USB/hard drive to class everyday.
- Checking Ms. Walker's website regularly for information, links, and documents.
- Participating actively in class, on the Office Teams app, and in layout analysis/critiques.
- Behaving politely and in a respectful manner, in line with the *John Oliver Code of Conduct.*
- Working independently: This class requires a great deal of trust between teacher and students, and amongst you and your classmates. Students will be frequently allowed to work on their own at various locations throughout the school. Students are expected to use this time effectively and respectfully to complete their work and meet our deadlines.

CELL PHONES & ELECTRONICS:

Students will be expected to use school computer labs and Herff-Jones HJ Yearbook software in the design of this yearbook. Students will be required to use design software, including Adobe Photoshop, InDesign, or Illustrator to complete assignments. Students in this class will be required to communicate and collaborate via the Office 365 app, *Teams*. There are both an online and mobile device app available to download for free. Again, students are expected to adhere to both the VSB and John Oliver's respectful use of technology

RESPECT:

You are expected to show respect to your classmates and teacher by acting politely and in a safe manner, and by respecting the learning environment of the classroom. Students should refer to the *Jokers Code of Conduct* for specifics on acceptable classroom and on-line behaviour. Sexist, racist, homophobic, transphobic, and other derogatory behaviour will NOT be tolerated at anytime in the classroom. *Students are expected to follow John Oliver Secondary's rules on acceptable use of technology and social media when taking photographs in and around the school.*

policies. Cellphones and personal devices are NOT permitted in class at any time, unless specifically directed by the teacher. *Student may not use school devices for non-yearbook projects during class time (e.g. using YouTube to watch videos slows down bandwidth, which stops your classmates from effectively uploading materials to Friesens).* Students found to be using computers inappropriately will be asked to leave, and will be required to make up the work after school hours.

Please contact me via e-mail to schedule appointments or discuss student progress, as I teach in different classrooms.