



CHES 2012-13 Yearbook CLASS

Instructor: Carol McFarland

Email address: carolmcfarland@chessclasses.org

Alternative means of communication:

Mrs. McFarland 703-368-5410 (home) or 703-220-1839 (cell)

What can students expect?

Yearbook is a year-long course emphasizing final product. Students will learn computer graphics, design and photography skills to create the yearbook the first semester. After the yearbook deadline, the students will hone their photography and photo-editing skills and complete a personal photography portfolio. For the 2012-13 class beginning in September, students will be chosen *very* selectively by work ethic (as attested to by former CHES teachers), ability to work on a team and not get distracted by the social possibilities, ability to shoot a great photo (after instruction), and owning a digital camera and laptop with Microsoft Windows installed, both of which must be brought to every single weekly class. Also, students must have ready access to an email account for all assignments, and check it regularly, and check it *every day* as the yearbook deadline gets nearer. Students will need to install (free) software for the staff to communicate with each other and transfer files. We should have enough copies of Microsoft Publisher for each student to use during the year.

What skills will the students acquire?

In 2012-13, students will receive valuable photography, photo-editing, desktop publishing, classic composition/layout, and caption writing instruction from Mrs. McFarland.

Students in this class will take the lead in designing the CHES yearbook. They will:

- Learn design, photography/computer graphics techniques
- Develop a yearbook theme
- Design a cover and title page that reflect that theme
- Choose the font and graphic elements for page layouts, copy writing and editing (writing effective headlines, captions for photos, information blurbs, and the finer points of digital photography)
- Develop a basic understanding of digital images & digital photograph storage, retrieval, and transmission.
- Take pictures each week at CHES, and label and upload them to the yearbook gallery and/or bring on thumb drive for transfer to Mrs. McFarland's computer
- Assist Mrs. McFarland taking formal portraits as his/her schedule permits
- Transfer page files to Mrs. McFarland in a timely manner
- Check email messages daily to communicate with Mrs. McFarland and staff members
- Edit the final proof & make corrections as necessary
- Be willing to spend additional hours working on the yearbook as the deadline approaches
- Meet publication deadlines (both the teacher's AND the printer's)

Additional activities may include:

- Participating in a Photowalk, weekly "Scavenger Hunt" photos, a Photo Contest, a final portfolio project, as well as helping with fundraising for yearbook software and supplies.

By what means will these objectives be achieved?

The usual elbow power with some celebrations along the way. =)

Grading Information

Pass / Fail. 50% WORK ETHIC, 50% quality of work.

(Continued next page.)

McFarland: YEARBOOK

PARENT E-UPDATES: Mrs. McFarland will send assignments to both the students and parents, and timely email reports to parents of students who don't deliver or come up with two excuses in a row.

WORK ETHIC

Arriving on time with all equipment ready to use, meeting deadlines, willing to go the extra mile if someone needs help, meeting deadlines every time, think team (not a social club). FOCUS is the big thing. We'll have a lot of fun, but it won't get in the way of work.

Bring to every class:

▶ **MOST IMPORTANT: Right from day one, your digital camera with *extra batteries...or if your camera is rechargeable: freshly charged!***

▶ **SECOND MOST IMPORTANT: PRINTED PAGES OF WORK YOU HAVE DONE AT HOME & any photos on disk or thumb drive, and any typed captions or headlines on a disk or thumb drive as well as hard copies of the above.**

▶ Laptop loaded with Publisher and GIMP software. If you do not already own Publisher, it will be loaned to you for the duration of the class. GIMP is a **free** photo editing software we will download from the internet.

▶ Yearbook notebook for assignments and notes

▶ Mechanical pencils (no time to sharpen pencils unless you bring your own sharpener!)

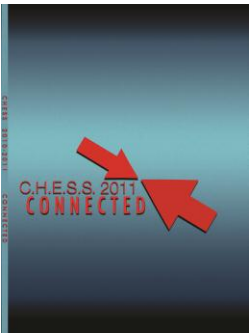
THE ROLE OF THE PARENT:

Please make sure your teen is always prepared for class—they will be toting a ton of equipment to class. Please don't leave them completely on their own to remember all their equipment (as you would for a regular academic class) because a failure of even a few times will SERIOUSLY delay the yearbook project.

IF YOU DESIRE A GRADE AFTER THE CLASS IS OVER:

Remind your teen to faithfully maintain a portfolio with a copy of each week's work or finished project inside. **Trying to recreate this after a year of hard work is a nightmare you don't want to deal with! =)**

AFTER the yearbook is finished, if desired, Mrs. McFarland will evaluate a portfolio of work from your teen and combine it with what they observed about the student's work ethic in class, then translate it into a numeric grade for a one semester elective (1/2 Carnegie unit=60 hours; Estimated hours spent on the Yearbook course: 1 hour in class, 1 hour at home each of the 33 weeks). If your student has spent more than the estimated time working on the yearbook, you may want to count it as a full year credit.



2012-13 CHESS YEARBOOK APPLICATION

Instructor: Carol McFarland

Email to: carolmcfarland@chessclasses.org

or Mail to: 10478 Labrador Loop, Manassas, VA 20112

Date _____

Student Name _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Age _____ Grade level (9th-12th is preferred) _____

1. What do you feel are your gifts and/or skills that will make you an essential part of the yearbook staff? _____

2. Please write a brief description of your educational experiences (ie, how long you have been homeschooled, what types of English, Art, Design, or Photography classes you have taken):

3. You MUST bring your digital camera each week. What model do you have? _____

4. You MUST have a laptop installed with **Microsoft Windows** to use MS Publisher, and bring it each week. Do you? _____

Briefly describe your skill level with the following:

5. Photography (ie, how often you take pictures, are you a beginner, expert, etc.): _____

6. Desktop Publishing experience: (ie, newsletters, letters, papers using computer **and** which program you use) _____

7. Do you own Microsoft Publisher (if not, it will be provided to you)? _____ If so, which version? _____;

8. Do you own Microsoft Word? _____ Which version? _____

9. Do you own Adobe InDesign? _____ If so, which version? _____

10. Photo Editing (manipulating or correcting photos **and** which program you use): _____

11. Do you own Photoshop? _____ If so, which version? _____

12. Do you have the GIMP software? _____ If so, which version? _____

Describe your skill level with GIMP: _____

13. Writing (poetry, articles, newsletters, letters, songs, journal, etc): _____

14. Please attach a sample of your writing; it can be a poem, short story, or short writing assignment from your school work.