

# Photojournalism 2018 – 2019



Ms. Penny Friend

Time Frame	Unit Titles/Content	Competencies to be included from Virginia Dept. of Education	Implementation Notes
<b>Two Weeks</b>	<b>Class Procedures and Expectations</b>	<b>Mastering Basic Photojournalism Concepts, Expectations, and Procedures</b>	
Week 1	<ul style="list-style-type: none"> <li>✓ Welcome</li> <li>✓ Class Procedures</li> <li>✓ Course Objectives</li> <li>✓ Example Products</li> </ul>	<ul style="list-style-type: none"> <li>• Welcome and explain the importance of                             <ul style="list-style-type: none"> <li>○ Role as “Photojournalism Staff”</li> <li>○ Confidentiality</li> <li>○ Team work vs. independent work</li> <li>○ Contribution of ideas</li> </ul> </li> <li>• Explore other yearbooks: good, bad, other</li> </ul>	
Week 2	<ul style="list-style-type: none"> <li>• Student contracts                             <ul style="list-style-type: none"> <li>○ Confidentiality</li> <li>○ Expectations (professionalism)</li> <li>○ Consequences</li> </ul> </li> <li>• Themes—brainstorming</li> <li>• Introduce: decision-making</li> </ul>	<ul style="list-style-type: none"> <li>• One-on-one review of contract and strengths/weaknesses</li> <li>• Highlight “confidentiality” clause AND consequence</li> <li>• Introduce/practice concepts of:                             <ul style="list-style-type: none"> <li>○ Professionalism</li> <li>○ Brainstorming</li> <li>○ Group decision-making</li> <li>○ Introduce decision-making strategies for “ties”</li> </ul> </li> </ul>	
<b>Six Weeks</b>	<b>DESIGN LADDER</b>		
Week 3 • Divide staff	<ul style="list-style-type: none"> <li>• Explore/decide on Theme</li> </ul>	<ul style="list-style-type: none"> <li>• Allow staff flexibility to vote for their favorite creative ‘group’                             <ul style="list-style-type: none"> <li>○ Theme/topic</li> <li>○ Cover/design</li> <li>○ Layout (of book)</li> </ul> </li> <li>• Assign teams to DEFINE lists of ‘trending’ and ‘traditional’ themes</li> </ul>	
Week 4 • Explore/decide on Cover	<ul style="list-style-type: none"> <li>• Explore/decide on Layout</li> </ul>	<ul style="list-style-type: none"> <li>• Lead group brainstorming &amp; discussion sessions: cover design, book layout</li> </ul>	
Week 5 • Explore/decide on Ladder • Ditto re: ladder (i.e.		what topic goes on each page)	
Week 6 • Explore/decide on Design	<ul style="list-style-type: none"> <li>• Assign Staff to ladder tasks &amp; begin work on pages</li> </ul>	<ul style="list-style-type: none"> <li>• Query staff re: their interest, skills, and personalities. Assign and PAIR staff according to their interests,, skills, AND personalities.</li> </ul>	

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Week 7 • Design	Teams for remaining ladder tasks	<ul style="list-style-type: none"> <li>• Assign ‘back-up’ buddies/staff/teams to check after each other. Usually this comes as a one-to-one paring.</li> </ul>	
Week 8	<ul style="list-style-type: none"> <li>• Assign DRAFT teams to remaining ladder tasks ...</li> <li>AND assign tasks to be-determined later !</li> </ul>	<ul style="list-style-type: none"> <li>• Gain and include staff input</li> <li>• Make a ‘short list’ for each: fonts and background colors to keep a constant theme throughout book</li> </ul>	
20 Weeks	<b>DESIGN / PUBLISH PAGES</b>		
Week 11	<ul style="list-style-type: none"> <li>• Work on pages, round 1 • Teach how to use Herff-Jones web site</li> </ul>	<ul style="list-style-type: none"> <li>• Check school calendars for conflicts and <b>schedule book distribution 2 weeks before</b> the end of school</li> </ul>	
Week 12	<ul style="list-style-type: none"> <li>• Work on pages</li> </ul>	<ul style="list-style-type: none"> <li>• Brainstorm pros and cons of template layouts</li> <li>• Stress importance of using templates</li> </ul>	
Week 13	<ul style="list-style-type: none"> <li>• Work on pages</li> </ul>	<ul style="list-style-type: none"> <li>• Teach how to customize a template: text box, picture holder, outlines, shadows, rounding, etc.</li> </ul>	
Week 14	<ul style="list-style-type: none"> <li>• Proof, edit, finalize pages • Highlight individual staff pages, using strengths/weaknesses.</li> </ul>		-
Week 15	<ul style="list-style-type: none"> <li>• Work on pages, round 2 • Continue to design and proof pages</li> </ul>		
Week 16	<ul style="list-style-type: none"> <li>• Work on pages</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Ditto ‘round 1’ for each round of pages</i></li> </ul>	
Week 17	<ul style="list-style-type: none"> <li>• Work on pages</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Ditto ‘round 1’ for each round of pages</i></li> </ul>	
Week 18	<ul style="list-style-type: none"> <li>• Proof, edit, finalize pages • <i>Ditto ‘round 1’ for each round of pages</i></li> </ul>		
Week 19	<ul style="list-style-type: none"> <li>• Work on pages, round 3 • <i>Ditto ‘round 1’ for each round of pages</i></li> </ul>		
Week 20	<ul style="list-style-type: none"> <li>• Work on pages</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Ditto ‘round 1’ for each round of pages</i></li> </ul>	
Week 21	<ul style="list-style-type: none"> <li>• Proof, edit, finalize pages • <i>Ditto ‘round 1’ for each round of pages</i></li> </ul>		
Week 22	<ul style="list-style-type: none"> <li>• Work on pages, round 4 • <i>Ditto ‘round 1’ for each round of pages</i></li> </ul>		
Week 23	<ul style="list-style-type: none"> <li>• Work on pages</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Ditto ‘round 1’ for each round of pages</i></li> </ul>	

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Week 24	<ul style="list-style-type: none"> <li>• Proof, edit, finalize pages • <i>Ditto 'round 1' for each round of pages</i></li> </ul>		
Week 25	<ul style="list-style-type: none"> <li>• Work on pages, round 5 • <i>Ditto 'round 1' for each round of pages</i></li> </ul>		
Week 26	<ul style="list-style-type: none"> <li>• Work on pages</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Ditto 'round 1' for each round of pages</i></li> </ul>	
Week 27	<ul style="list-style-type: none"> <li>• Proof, edit, finalize pages • <i>Ditto 'round 1' for each round of pages</i></li> </ul>		
Week 28	<ul style="list-style-type: none"> <li>• Final edits / proofs • Print final proofs for editors and advisor to approve for publishing.</li> </ul>		
Week 29	<ul style="list-style-type: none"> <li>• PUBLISH BOOK • Review all</li> </ul>	<ul style="list-style-type: none"> <li>final proofs and publish pages</li> </ul>	
Week 30	<ul style="list-style-type: none"> <li>• Recap/ gain feedback</li> <li>• CELEBRATE!</li> </ul>	<ul style="list-style-type: none"> <li>What worked with book production; what didn't; what should change? What should remain the same?</li> </ul>	
Six Weeks	<b>BOOK DISTRIBUTION</b>		
Week 31	<ul style="list-style-type: none"> <li>• Plan &amp; schedule book distribution</li> </ul>	<ul style="list-style-type: none"> <li>• Plan book distribution</li> <li>• Consider: staff, grade-level, location, Yearbook Staff helpers, etc.</li> </ul>	
Week 32	<ul style="list-style-type: none"> <li>• Plan &amp; schedule book distribution</li> </ul>	<ul style="list-style-type: none"> <li>• Email KCMS Staff of <i>proposed</i> distribution schedule for feedback/conflicts</li> </ul>	
Week 33	<ul style="list-style-type: none"> <li>• Design Teacher Superlative certificates</li> </ul>	<ul style="list-style-type: none"> <li>• Teach lesson on “award” templates in MS Word</li> <li>• ½ Staff designs an award for each “Teacher Superlative”</li> </ul>	
Week 34	<ul style="list-style-type: none"> <li>• Print &amp; distribute Teacher Superlative certificates</li> </ul>	<ul style="list-style-type: none"> <li>• Print/distribute awards as a class</li> </ul>	
Week 35	<ul style="list-style-type: none"> <li>• Distribute books • Per plan defined earlier.</li> </ul>	<ul style="list-style-type: none"> <li>• Use AM announcements for unclaimed books</li> </ul>	
Week 36	<ul style="list-style-type: none"> <li>• Cleanup, organize &amp; backup photo files</li> <li>• Wrap-up</li> </ul>	<ul style="list-style-type: none"> <li>• Backup file/folders to external storage device &amp; delete from network.</li> <li>• What worked with book production; what didn't; what should change? What should remain the same?</li> </ul>	