

**Oceanside Collegiate Academy Yearbook Staff Application 2019-2020**

Name \_\_\_\_\_ Grade Level (Circle one) 9 10 11 12

Email \_\_\_\_\_ Phone Number: \_\_\_\_\_

Have you ever been on a yearbook staff before? *If so, tell where and what position you held*

**DEADLINE for application submission: Thursday, August 22**

**Please return hard copy to Mrs. Lyon/Room 122, or email to LLyon@landsharks.org.**

**As a yearbook staff member, you will:**

- A. Work as a team to complete all sections of the yearbook.
- B. Write articles/captions and take photos for the yearbook; meet with advisers, administrators, students, and/or coaches to get background information or interviews.
- C. Work with community leaders and parents to sell advertise sales of the yearbook and senior congratulatory ads.
- D. Meet deadlines & be responsible for completing your pages; designing layouts, proofing, editing, etc.
- E. Come to class on time and prepared to work. Because it is a class, it takes precedence over extracurricular activities!

**List your 19-20 school schedule, along with ALL extracurricular activities/sports in which you plan to participate.**

<p align="center"><u>1AM CLASS PERIOD</u></p> <p>Class Name: _____ Teacher: _____</p> <p align="center">OR</p> <p>Sport/Activity: _____</p>	<p align="center"><u>1PM CLASS PERIOD</u></p> <p>Class Name: _____ Teacher: _____</p> <p align="center">OR</p> <p>Sport/Activity: _____</p>
<p align="center"><u>2AM CLASS PERIOD</u></p> <p>Class Name: _____ Teacher: _____</p> <p align="center">OR</p> <p>Sport/Activity: _____</p>	<p align="center"><u>2PM CLASS PERIOD</u></p> <p>Class Name: _____ Teacher: _____</p> <p align="center">OR</p> <p>Sport/Activity: _____</p>
<p align="center"><u>3AM CLASS PERIOD</u></p> <p>Class Name: _____ Teacher: _____</p> <p align="center">OR</p> <p>Sport/Activity: _____</p>	<p align="center"><u>3PM CLASS PERIOD</u></p> <p>Class Name: _____ Teacher: _____</p> <p align="center">OR</p> <p>Sport/Activity: _____</p>
<p align="center"><u>4AM CLASS PERIOD</u></p> <p>Class Name: _____ Teacher: _____</p> <p align="center">OR</p> <p>Sport/Activity: _____</p>	<p align="center"><u>4PM CLASS PERIOD</u></p> <p>Class Name: _____ Teacher: _____</p> <p align="center">OR</p> <p>Sport/Activity: _____</p>

**APPLICATION CONTINUED ON BACK....**

**PLEASE ANSWER THE FOLLOWING TO THE BEST OF YOUR ABILITY:**

Are you willing to make the yearbook one of your priorities this year?

Are you willing to work after school and occasionally on weekends to meet yearbook deadlines?

Are you willing to accept a leadership role involving more responsibility and commitment?

Are you capable of having fun and getting work done – at the same time?

Some of the duties of the staff include selling ads, talking to teachers/coaches, and asking questions/interviewing. This requires being somewhat comfortable talking to people you do not know. Will you be able to perform these duties?

**With 1 being the least appealing and 5 being the most appealing, rank your interest/abilities in the following jobs:**

Talking to friends	1 2 3 4 5	Creating Layouts	1 2 3 4 5
Photo Editing	1 2 3 4 5	Photography	1 2 3 4 5
Attending School Events	1 2 3 4 5	Writing Articles	1 2 3 4 5
Supervising/teaching others	1 2 3 4 5	Interviewing people	1 2 3 4 5
Designing artwork/drawing	1 2 3 4 5	Proofreading	1 2 3 4 5



OCEANSIDE COLLEGIATE ACADEMY  
**YEARBOOK 2019-2020**

**Course Syllabus**

Advisor: Mrs. Lyon

[llyon@landsharks.org](mailto:llyon@landsharks.org)

Class Periods: 3AM or 1PM ONLY ON A-DAYS  
 (Mondays, Wednesdays, and every other Friday)  
 Full-Staff Lunch Meeting Two Times/Month

Yearbook is a hands-on course where the students and teacher work closely together to produce Oceanside Collegiate Academy's annual. Students will learn many aspects of publication production as the yearbook is designed and produced.

**Materials**

All students are expected to furnish his/her supplies for this course. A student's grade will be negatively impacted if he/she does not have supplies when needed.

- Pen/pencil/paper
- Phone with camera or personal camera if involved with photography department
- Instagram access if involved with the marketing department

**Course Objectives**

To learn the many aspects of yearbook production:

Journalistic writing	Headline Writing	Photo Captions	Page Text
Photo Cropping	Marketing Strategies	Business Skills	And More...

To produce and deliver the 2019-20 issue of OCA's yearbook **ON TIME** by meeting a predetermined deadline schedule as detailed by Jostens, OCA's yearbook production supplier.

**Student Expectations and Responsibilities**

- You are expected to take **complete ownership** of the design and production of **our** yearbook.
- You are expected to meet **ALL** deadlines **WITHOUT** exceptions. Yearbook is a deadline-driven and deadline-sensitive course.
- You are to understand the yearbook is an on-going process resulting in a publication for the yearbook staff to be proud. It is a year-long project that will be reviewed by all of the OCA high school and OCA's civic communities.
- You are responsible for managing your time to make sure assigned events and other OCA activities are adequately covered for inclusion in the yearbook.
- You are responsible for assignments – especially when they are away from the school.
- You are to challenge yourself creatively and expand your talents to other areas such as photography, sketches, text design, etc.

- You are to communicate with Mrs. Lyon, all other teachers, administrators and staff as well as the OCA student body so as to best represent all of the OCA community in the pages of the yearbook. It is also imperative that you immediately discuss issues or problems that may affect the deadline schedule.
- You are to conduct yourself at all times responsibly. The yearbook staff must remember that they are representatives of an important OCA entity.
- Because of the nature of the yearbook preparation, you **MUST NOT** abuse any liberties you are granted – behind the scenes inclusion at sporting events, meeting with teachers and/or students during class times, etc.

### **Teacher Responsibilities**

I will treat all students with the utmost respect, not only as individuals, but also as important creative thinkers. My responsibility is to guide you in your journey towards news gathering and communication – and to ensure you grow as a prospective journalist, a member of this community and as an individual.

### **Classroom Rules**

1. Respect yourself, your fellow students and your teacher. Provide others the same amount of respect you want others to provide you.
2. Plagiarism is not tolerated. Stealing someone else's work and putting your name on it will result in a loss of that grade AND additional disciplinary action.
3. All assignments are to be completed and submitted by the time indicated. We are journalists and have to work within strict deadlines.
4. You are expected to be in your seat and prepared for the day's lesson before the bell rings.
5. You are responsible for having all technology, books, paper and other school supplies needed for this class.
6. All writing assignments are to be completed using proper grammar, syntax and punctuation in the AP style. No slang, shorthand, code, "text" language or obscenities will be accepted.
7. Hate speech of any sort will not be tolerated.

### **Yearbooks will be treasured 100 years from now**

Publishing a yearbook is a complicated, creative, time-consuming process. It is the only complete record of this particular school year that will ever be published. So it is your job to be accurate, fair and well-rounded in covering all the events of the school year. If you don't do it, no one else will.

Every student in school should be included in the book multiple times. In addition, a variety of activities should be presented in balanced coverage. The yearbook will be considered an authentic, accurate record of all the events of the school year. Facts, figures, scores and dates must be verified to preserve the record.

Skills that every employer is looking for are taught and practiced in yearbook production classrooms. Students must use human relations skills to achieve common goals and meet deadlines. In addition, they learn marketable skills in computer, writing, photography, bookkeeping and desktop publishing. Students must also be responsible journalists operating under the same legal guidelines as professionals.

## **Grading:**

**Your grade will be determined by the following categories.**

**Spreads:** Spreads will be assigned throughout each semester. Because our yearbook is directly tied to specific deadlines set by our publisher, any spread that fails to meet deadline will only be eligible for half credit.

Any spread that is not complete by 48 hours after deadline will receive no credit and can be reassigned.

Missing deadline is extremely costly for the yearbook and that's why deadlines become imperative.

**Participation:** Production of the yearbook is a team effort. Without everyone's participation, we will not be able to turn out a quality book on time. Your participation grade will be determined by both the teacher and your editors and is based on overall participation; however, the teacher will have the final say in your participation grade.

**Grade Scale:** 90%-100% **A** 80%-89% **B** 70%-79% **C** 60%-69% **D** 0%-59% **F**

**Special Notice:** *This is a production class. Work must be drafted, edited, revised, and simply perfected, before each deadline, otherwise you will earn a failing grade. This isn't like any class you've taken, and the accountability is much higher. The plus side is that you'll be far more ready for the real world as a result.*

**Yearbook Syllabus Agreement:** I have read, I understand, and I agree to the terms outlined in this syllabus. I have read, agreed to, and initialed/signed the course syllabus. I agree to meet all deadlines and complete all assigned work to the best of my ability. I understand that, at times, I will be required to work outside of class (including nights and weekends) to meet the academic and performance requirements of OCA Yearbook.

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Student Signature & Date

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Parent or Guardian Signature & Date

### **STAFF CONTRACT for the OCEANSIDE COLLEGIATE ACADEMY HIGH SCHOOL YEARBOOK STAFF**

The yearbook publication is unlike any other class on campus. Because we have the tremendous responsibility of preserving the memories of high school for every student who goes to our school, we have got to have an extraordinary team and a fair and firm set of rules. Each staffer and his/her parents must read and sign this contract. Staffers initial in the space provided and return it to the adviser.

***For Staff to Initial:***

\_\_\_\_\_ 1. I understand the importance and cost of publication equipment and supplies and agree to use care when using all equipment. Should I neglect or abuse equipment, I will pay for repair or replacement.

\_\_\_\_\_ 2. I understand that I will be asked to run errands, take photos, do interviews, etc. on campus during the class period assigned for yearbook, during lunch, and before and after school. I commit to being where I am supposed to be and doing what I am supposed to be doing at all times.

\_\_\_\_\_ 3. I understand that I am responsible for learning all aspects of yearbook publication. I will pay attention to instruction, take good notes and apply what I have learned in class to my yearbook assignments. I will get help if I am not sure what to do BEFORE I get behind.

\_\_\_\_\_ 4. I understand that my course grade will be based on the quality of my work, my participation in all yearbook activities (including outside of class) and my timeliness at meeting deadlines.

\_\_\_\_\_ 5. I understand that my attendance is vital to the work of yearbook publication. In the event that I must be absent, I will promptly make up any work, even if it means that I must work outside of class time. I will also notify my team and the adviser (by email, if possible) of my absence.

\_\_\_\_\_ 6. I understand that it will be necessary for me to work outside of class time (before school, during lunch, after school) to complete yearbook production. I will make necessary arrangements to do so.

\_\_\_\_\_ 7. I will meet all deadlines assigned to me, and will communicate immediately to the adviser and/or editors if circumstances beyond my control (i.e. inclement weather, cancellation of an event, failure of another staff member to complete his/her assignment, etc.) prevents my assignment from being completed.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_