

Print Media Productions  
Dr. Milliren  
Room 143

---

Course Description:

**Print Media Production** is designed to provide the students an opportunity to explore the various print news venues encompassed at Elizabeth Forward High School. The outcomes from this course include: The High School Yearbook, the High School Magazine, and website upkeep for the High School. Second year students will form the editorial staff of each publication while first-year students will experience each genre on a rotational basis. Students will learn how to write articles, the basics of photography, layout and design skills, how to use the software affiliated with each media, managerial skills, and problem solving skills. Attendance at afterschool activities is required for this course.

Staff responsibilities/Topics Covered:

- Attend afterschool events to take pictures. There will be a calendar of assignments.
- Assume full responsibility of all assignments received, including reporting and writing, planning, designing, and photography.
- Contribute to the financial stability of the yearbook by selling advertisements.
- Index pages as assigned.
- Develop an awareness of audience needs.
- Become familiar with production process.
- Edit copy, captions, headlines and other page elements.
- Be responsible for all assigned deadlines.
- Check every name in print for spelling accuracy.
- Assist other members with their tasks when necessary.
- Create a positive atmosphere through cooperative work.
- All Yearbook and Paper Layouts are final when agreed to by editorial staff. No changes are to be made to the final layouts without the consent of the editorial staff and the advisor.

## Class and attendance policies:

- Be on time or have a pass. A detention will be assigned after your 3rd tardy and every subsequent tardy.
- Cellphones and iPads are a way of life. You can use your cell if you are working on the direct publication of one of our media outlets.
- There will be after school photographers/videographers needed. You will be assigned to a page/interest at the beginning of the year. It is your job to ensure photographs are taken for your article or page.
- Always sign out your camera and SD card on the camera closet. You are solely responsible for the equipment when you sign your name.
- You are expected to adhere to the PBIS Classroom Expectations:
  - Be Safe:
    - Listen to staff
    - Maintain personal space
  - Respect Others:
    - Be on time
    - Be polite
    - Use appropriate language and tone
  - Accountable:
    - Be prepared
    - Be honest
    - Do your own work
    - Use electronic devices only when permitted
  - Victorious:
    - Do your best work
    - Celebrate academic success
  - Enthusiastic:
    - Have a positive attitude
    - Take ownership of learning

---

## Fundraising:

Each print media staff member is asked to participate in fundraising. Students are asked to raise \$200 (\$50/nine weeks). Students can choose to sell yearbook ads or an alternate assignment can be made in lieu of sales.

## Grading:

Students will be graded on:

- Meeting deadlines
- Completing assignments
- Assignment quality (Rubric Provided per assignment)
- Fundraising/Alternate Assignment
- Knowledge and understanding of production principles

There will be assignments each nine weeks on eBackpack, Yearbook Avenue, and PhotoShop.

25% = Articles with accompanying retouched pictures and captions

25% = PhotoShop Design Projects

25% = Photography Shoots

25% = Fundraising/Alternate Assignment

## Academic Integrity for The Fine Arts:

- Do authentic work
- Be honest with your work
- Cite referenced work

## Assignment Submission Policy:

Assignments are due on the submission deadline. If you fail to submit your assignment on the due date, you will lose 10% per day for up to three days. Upon the fourth day, the grade will be forfeited.

In case of absenteeism, you will receive an equal amount of days you were absent to complete the work without penalty. (If you miss one day, you will have one day to complete the assignment after your return.)

---

## Contact Information:

Join me on Remind: Text @abmpm23 to 81010

*\*\*This is my preferred method of communication. I will send out reminders and notifications throughout the year through Remind.*

Email: [amilliren@efsd.net](mailto:amilliren@efsd.net) or [angiemilliren@gmail.com](mailto:angiemilliren@gmail.com)

Website: <https://www.efsd.net/Page/109>

Phone: (412) 896-2358