# Weekly Outline Suggested Mod 1        Week of: _____

## Getting Started and Building a Team

**Objectives:**        To meet staffers, understand expectations and culture of yearbook.

To build foundation for the year.

To know requirements and responsibilities

To understand the purpose of yearbooks.

To know the language of yearbook terms

**Possibly Lessons:**     Day 1: Video of Purpose of Yearbook with Follow-up handout and discussion **(Notetaking Handout under  PowerPoint Video Handout Folder and Follow Up in Handout Folder called Purpose of Yearbook)** Possibly start session with one of the 30 Days of Icebreakers.

Day 2: Get to know staff **(Staff Info sheet in Handout Folder)** with discussion; Possibly use 30 Days of Icebreakers to get the session started **(Resource Folder).**

Day3: (Optional) Discuss roles and responsibilities of yearbook staff/Create roles and responsibilities.  For example: Editor, Business Manager, Section Editors, Photographers **(In Resources: Yearbook Suite-New Advisers, pp 33, 70-72 plus Staff Management Document-Resources).**

Day 4: Discuss items and decisions to make, possibly by editors, (**YB Decisions to make handout-Handout Folder**) Use only as needed. You could discuss only a few of these items on this day.  This could be a follow-up discussion later.

Day 5: Discuss common terms in the yearbook world: Introduce or show last year's yearbook using terms from terminology handout **(Yearbook Terms to Learn in Resources) OR/BOTH** do the following:

Use Mod 1 Layout markup sheet for just common terms/quiz is also available **(Markup sheet is under Resources Folder and Quiz is under Evaluation Folder).**

Use Mod 1 Cover markup sheet for just common terms/quiz is also available **(Markup sheet is under Resources Folder and Quiz is under Evaluation Folder).**

Day 6: Additional (Could discuss or create staff contract) or do any or all of the quizzes under **Evaluation Folder.**

Day 7: Student and Adviser Assessment at the end of the week/Mod 1 **(Assessment Folder).** Also:
What Learned **(Assessment Folder).**

**Resources:**          Getting Started Video (Purpose of the Yearbook); PowerPoint

Purpose of a Yearbook handout

Student Info Sheet

Terminology List and follow up Quiz (Yearbook Terms to Learn) (Use just layout and cover markup is easier)

Purpose of a Yearbook Quiz (Evaluation Folder)

Yearbook decisions to make handout

For Additional Information:

      Yearbook Suite

      First 30 Days Lesson Plans

***Walsworth*** yearbooks