**Yearbook Journal**

You are asked to keep track of your yearbook activities and plans in a journal.

**Make a brief journal entry in the last 2 minutes of every period.**

You can journal “online” in MS Word and save it in your documents as “My Yearbook Journal”. I may ask you to print parts of it out to hand in when requested.

The journal should have: **daily entries,**  **thoughts and plans** and **weekly summaries**.

**Evaluation:**

I will do spot checks of your journal from time to time. You will receive marks for having an up-to-date journal in two ways:

1. Journal Mark - this is one component of your course mark
2. Overall assessment – Remember that your mark is partly based on my perception of you as a contributor to the Yearbook. One way to remind me of all the work you’re doing and the great ideas you have is to make sure you jot them down in your journal at the end of each period.
3. This will count for part of your Communication mark.

**Example of a Daily Journal Entry (this example is more than you’d usually do in one day!)**

* *Took part in class discussion on cover design. I need to find a pic of brick wall by Tuesday. – Photo of the one in the gym???*
* *Met with Section Editors to plan the overall layout of the section, who was responsible for what staff, and pages to put them on*
* *Went to talk to Ms. Prescott about when to take a club photo for Tech Crew*
* *Found a custodian (Judy) & took her pic – it’s in Staff/Custodians - she said the others can be found at 3 p.m. near the gym*
* *Uploaded 5 soccer pics to my photo backup folder and the sports folder*
* *Experimented with backgrounds in Photoshop & EDesign*
* *Started my layout for my Soccer page.*

**Weekly Summary**

**Try to do these on Fridays. They help me see what you’ve accomplished and what you need.**

1. **Sum up what you accomplished during the past week**, how it went, what problems you had, how you overcame them if you did, and what you’re proud of. See the “What to Do” page for help on what you should be doing. **Use these headings:**
	1. **Accomplishments** generally what you got done, anything you’re proud of
	2. **Problems/Needs** anything that didn’t go so well, or that you’re not sure what to do about. You can request things like help here.
2. Make a **Rough Plan for the Next Week**: set goals for the next week, and then break these down into what you will do each day where appropriate

**Example of a “Plan for Next Week”**

 *Next week, I Plan to…*

* *Get better photos of Mr. Finn and Ms. John (should be done by Tuesday after school when Ms. John is available)*
* *Get the team list and season stats for last spring’s Sr. girls volleyball from M. Picionne Get help from one of the players in attaching names to the team photo in EDesign (will finish by Friday)*
* *Find the original soccer team pic and improve the lighting in Photoshop (with Kenny or Nicole), add in the missing player (we have the pic) and then re-upload to EDesign and put it back on the page (Wed and/or Thursday)*
* *Finish the layout for soccer*
* *Help with 2nd sales launch promo organization (Mon. & Tuesday)*
* *Meet with Grad section Wed.*