

Yearbook and Digital Media Production Syllabus

CTE Framework: Prepress/Desktop Publishing and Digital Imaging Design (CIP 10.0303)

Advance CTE: Arts, Entertainment, & Design | Design & Digital Arts

Mr. Moon | c.moon@tlschool.net | 2026-2027



Course Description

Yearbook and Digital Media Production is the creative and technical production team behind Trout Lake School's yearbook and, as the production schedule allows, The Laker Quarterly and The Laker Pod. The course applies the CTE Design & Digital Arts pathway through photography, reporting, captions, design, editing, publishing systems, and collaborative production work for authentic audiences.

The yearbook is the course's primary year-long responsibility. Work on the magazine and video announcements is an extension opportunity for students who are meeting yearbook production responsibilities and are ready to expand their skills. Publication needs and deadlines will determine how class time is allocated throughout the year.

TLS Yearbooks	The Laker Quarterly	The Laker Pod
Primary Publication Create a lasting record of the school year through coverage planning, photography, interviewing, writing, layout, proofreading, and deadline-driven production.	As Production Time Allows Complete final design, layout, and printing for a full-color magazine that draws much of its written content from English classes and other student contributors.	As Production Time Allows Support studio production and complete final editing and publishing for school announcements recorded primarily by ASB.

A Professional Creative Environment

This course functions more like a small publication studio than a traditional lecture class. Students will rotate between individual assignments, editorial collaboration, technical instruction, critique, revision, and production deadlines. They will develop professional habits in project management, file organization, communication, ethical decision-making, and quality control. Students will use Canon EOS R100 cameras and industry-standard platforms such as Adobe Creative Cloud and Jostens publishing tools. Technical skill matters, but every tool serves the larger purpose of documenting the school community accurately, respectfully, and creatively.

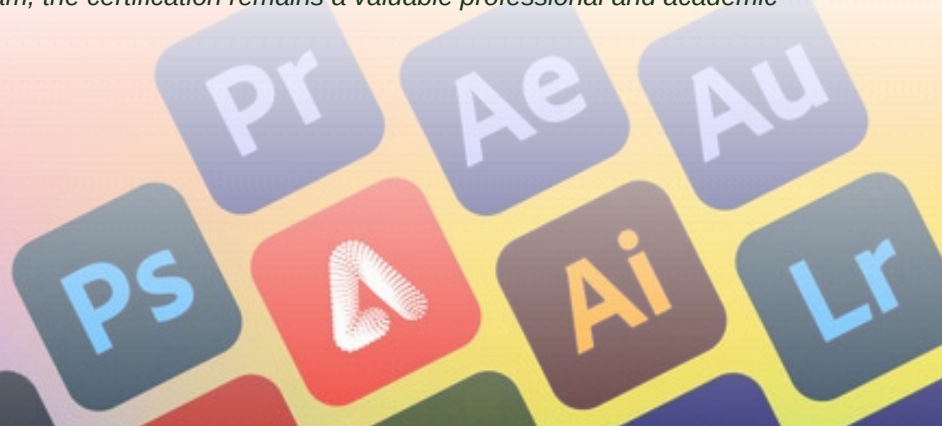
Optional Adobe Certified Professional Credential - Potential College Credit

Students will receive course instruction and hands-on experience aligned with the Adobe Certified Professional exam in Content Creation & Marketing Using Adobe Express. Certification is optional. To earn the official credential, a student must separately register for, pay the current exam fee, take, and pass the proctored Certiport exam. The school does not pay the exam fee. With advance arrangement, students may receive excused time away from school to complete the exam.

Passing the exam earns an official certificate and verified digital badge that can strengthen a resume, portfolio, job application, or college application. Adobe Certified Professional exams are recommended for one college credit per passed exam, and many Washington public colleges offer credit for prior learning. Although the amount and application of credit depend on the college and academic program, the certification remains a valuable professional and academic credential.



Creative Cloud



Course Learning and Production Structure

Course instruction begins with photography and visual storytelling, then expands into editing, design, publication systems, and professional workflow. Because the class produces a real yearbook with fixed deadlines, plans may be adjusted in response to coverage needs, student progress, school events, and production requirements.

Photography & Storytelling Subject, setting, perspective, candid, posed and studio photography, timing, composition, light, flash exposure, focus, and depth of field	Reporting & Writing Story planning, interviews, research, names and facts, captions, headlines, copyediting, attribution, and audience awareness.	Design & Visual Communication Hierarchy, typography, color, spacing, templates, image selection, accessibility, branding, and cohesive page systems.
Editing & Technical Production File formats, creative image adjustments, color grading, masking, non-destructive editing, polished exports, and professional publication.	Workflow & Project Management Pitches, assignments, calendars, checkpoints, peer critique, proofing, revision, deadlines, and responsibility to the team.	Publishing & Portfolio Yearbook submission, magazine and video extensions, performance evidence, reflection, and a portfolio of polished work.

Core Tools and Materials

- Assigned Canon EOS R100 camera kit with two lenses and required accessories
- Adobe Creative Cloud, including Adobe Express, Lightroom, Photoshop, and InDesign as appropriate
- Jostens yearbook planning, design, proofing, and submission tools
- Chromebook or assigned computer, headphones, notebook, and basic writing supplies

A Performance- and Knowledge-Based Course

Students are building an overall portfolio and contributing to public-facing school publications, but they are also expected to learn, recall, and apply explicit technical and editorial knowledge. Grades will reflect both what students know and what they can produce independently, collaboratively, and under authentic deadline conditions.

Performance Tasks	Camera operation, photography assignments, editing demonstrations, layout work, critique, proofing, and production procedures.
Portfolio Assessments	Curated evidence of growth, technical competence, visual storytelling, revision, reflection, and finished work.
Publication Submissions	Approved photographs, captions, spreads, proofs, magazine or video extensions, and other work used in actual publications.
Writing Projects	Captions, headlines, interview notes, story plans, copy, reflections, and other concise publication writing.
Multiple-Choice Tests	Application and recall of photography, software, design, publication, and production concepts.

Outside-of-Class Coverage

Students should expect a minimum of one outside-of-class coverage assignment during each 15-school-day assignment/grading period. Assignments may include athletics, performances, clubs, assemblies, field trips, community events, or other school activities. Additional on-campus or class-time coverage will occur throughout the period, and publication needs may require changes. The instructor will work to keep assignments equitable and to use on-campus time and on-campus activities whenever practical.

Coverage assignments will normally be communicated at the beginning of the assignment period. A student who has a conflict, transportation concern, accessibility need, or other barrier must notify Mr. Moon within 24-48 hours of receiving the assignment so that a different event, an equitable alternative, or another arrangement can be made. Transportation to an off-campus or outside-school-hours activity may be available when requested in advance. Normal school permission and travel paperwork will still be required for individual off-campus activities.

 Learning Environment	Class Norms
<p>Our classroom will support creativity, responsible risk-taking, accurate reporting, constructive critique, and the respectful representation of the school community. Students will work with people, images, and stories drawn from different ages, identities, experiences, and activities. We will evaluate ideas, evidence, craft, reliability, and publication choices - not one another.</p>	<p>Mutual Respect: Treat classmates and subjects with care. Seek to understand before responding. Professionalism: Be prompt, positive, polite, productive, and open to revision. Reliability: Communicate early, meet checkpoints, and complete assigned work. Stewardship: Protect equipment, files, access, and community trust.</p>

Equipment Checkout and Financial Responsibility

There is no fee for camera use. Before accepting a kit, students must document any existing damage or functional concerns. Students and families are responsible for securely storing the equipment and for repair or replacement costs resulting from loss or damage beyond normal wear and tear, up to the kit's \$750 replacement value. Any loss, damage, malfunction, or missing component must be reported immediately; students may not attempt repairs.

Academic Integrity and AI Use	Grading and Corrections
<p>Most planning, writing, editing, and production work will be completed in class. Pitches, notes, drafts, mock-ups, file versions, and production check-ins may be assessed as part of the final work. AI tools may be used only when express written permission appears in the assignment directions. Unapproved AI use will be treated as plagiarism. Sources, images, media, assistance, and permitted tools must be acknowledged when required.</p>	<p>My goal is to provide grades and feedback as quickly as possible. Under normal circumstances, work completed or submitted by Friday will be entered in the Gradebook by the following Friday. Larger heavy grading periods may require additional time. Students should check grades regularly, read handwritten feedback and rubric scores, and ask questions when clarification is needed. Approved corrections earn one-half of the points missed, which are added to the original score.</p>

Professional Communication Matters

When a student anticipates a missed deadline, coverage conflict, equipment problem, or workflow barrier, early communication creates the greatest opportunity for a workable solution. Waiting until after an event or deadline may limit available alternatives.

Office Hours: I make an effort to be available via email or phone for communications with students and parents on school days from 7:30 - 4:30 . I usually respond to all communications within 1 school day.

Late Work: Late work receives a 10% deduction but may be submitted until the final day of the current unit. After the unit closes, missing work may no longer be accepted unless an extension was approved in advance.

Absences	
<p>Absences: For every day a student is absent, the student has that many school days to make up work without a late penalty. Students who know they will be absent should request work beforehand when possible. Because publication coverage is time-sensitive, a missed event or deadline may require an alternate assignment rather than the original task.</p>	<p>Tests and Performance Tasks: Students are responsible for arranging a make-up time for missed quizzes, tests, demonstrations, critiques, or other supervised assessments. Some technical demonstrations or collaborative production experiences may not be fully posted online; absent students should obtain notes and follow up with Mr. Moon.</p>

Acknowledgment Summary and Signatures

- ☐ The yearbook is the course's primary publication; magazine/video work occur as time and production allow.
- ☐ The course includes knowledge assessments, performance tasks, portfolio assessment, and real publication work.
- ☐ Students should expect at least one outside-of-class coverage assignment in each 15-school-day grading period.
- ☐ Adobe certification is optional, requires a separately paid and passed exam, and does not guarantee college credit.
- ☐ Students are responsible for ethical media use and for the security and condition of assigned equipment.

Outside-of-Class Coverage and Travel

I understand that timely event coverage is a graded course requirement. Assignments will normally be communicated at the beginning of each 15-school-day period. Conflicts or barriers must be reported within 24-48 hours so another assignment or equitable arrangement can be considered. Transportation may be available when requested in advance. Individual off-campus activities remain subject to normal school permission and travel requirements.

Student Initials: _____ **Parent Initials:** _____

Responsible Photography and Publication

Students are entrusted with access to school events, activities, and professional-quality equipment. This access must be used only for assigned publication work and in ways that protect the dignity, privacy, and trust of the Trout Lake School community. Media-release permissions determine whether an image may be published, but respectful photography remains the student's responsibility. Students should identify themselves when appropriate, respond respectfully to discomfort, and avoid images that embarrass, exploit, demean, or intrude. Consent should be treated as an ongoing relationship built through professionalism and trust. Recording is prohibited in restrooms, locker rooms, health or counseling spaces, and other private settings. School equipment may not be used for inappropriate, unsafe, deceptive, or personal content. Course media may not be personally posted or shared without permission and must remain within approved school workflows. Violations may result in removal from assignments, loss of equipment privileges, alternate coursework, and consequences under school policy.

Student Initials: _____ **Parent Initials:** _____

Equipment Checkout and Financial Responsibility

There is no fee or insurance charge for camera use. Before accepting a kit, the student must inspect it and document all existing cosmetic damage and functional concerns below.

By signing, the student and parent/guardian accept responsibility for securing the equipment and for repair or replacement costs caused by loss or damage beyond normal wear and tear, including accidental loss or damage, up to the kit's current full replacement value of \$750.

When not actively in use, the kit must be kept on the student's person, in the classroom's locked equipment cabinet, or in the student's school locker secured with a school padlock. Equipment may not be left unsecured. Loss, damage, malfunction, or missing components must be reported immediately; students may not attempt repairs themselves.

Assigned Kit

Kit No.: _____ **Body Serial No.:** _____

Lens 1 No.: _____ **Lens 2 No.:** _____

Inventory Confirmed

- ☐ Camera body ☐ Lens 1 ☐ Lens 2
- ☐ Battery ☐ Battery charger ☐ Bag
- ☐ SD card ☐ SD card reader ☐ All lens caps

Condition and Function Check

- ☐ No existing damage or functional concerns observed.
- ☐ Existing damage or functional concerns are recorded below.

Cosmetic condition / visible damage:

Functionality issues / missing components:

Student Initials: _____ **Parent Initials:** _____

By signing below, we acknowledge that we have read and understand the course description, publication priorities, assessment expectations, outside-of-class coverage requirement, late-work policy, optional certification information, responsible-media expectations, equipment condition record, secure-storage requirements, and financial responsibility for assigned equipment.

Student Name (printed)

Signature

Date

Parent Name (printed)

Signature

Date