

Pearl River Community College
Office of Public Relations
Electronic Publishing - Compact Disk Yearbook
College Publications JOU 1111, JOU 1112, JOU 2111, JOU 2121
Course Syllabus 2008-2009

Objectives

The objectives of the College Publications (JOU 1111, JOU 1112, JOU 2111, JOU or 2121) classes are:

- To instruct the class in the use of various graphics editing and HTML editing programs.
- To instruct the class in the operation of digital equipment including: the digital still camera and the digital video camera.
- To instruct the class in the process of producing an electronic publication.
- To produce a complete yearbook each year, professionally published by an outside source and delivered to the entire student body by no later than the first week in May.

Class Requirements:

As a College Publications (JOU 1111, JOU 1112, JOU 2111, or JOU 2121) class member, the student is required to devote a minimum of three hours per week during each semester. The student will be held to the same rules applying to any academic class according to "The 'Cat Country Guide" student handbook. (Attendance: Absences: Regular semester day and all night classes: Academic and Technical students missing a class more than twice the times it meets in a week during a semester will be dismissed from that class due to excessive absences...)

The attendance requirements are:

The students are required to devote one hour per week class time and two hours per week laboratory time during fall semester and three hours per week during spring semester.

Class day will be determined at the initial staff meeting. Class time will begin at 5:30 p.m. and end at 6:30 p.m. During class, students will learn the programs and methods by which the year disk is produced electronically.

Laboratory time is the method used to construct and complete the compact disk yearbook. Each student must initial a sign-in sheet located in the Public Relations office workroom no less than three times per week. At the time that the student signs in, he or she will check for assignments. Failure to sign in for one week will constitute an absence. Four absences (four weeks without signing in) constitute a failure, loss of scholarship and dismissal from the class.

The students are required to devote one hour per week class time (during fall semester only).

Grading:

The student will receive a grade based on his/her participation and timely completion of assignments. Each student will begin the course with the grade of "A." One unexcused absence will lower the student's grade by one letter, two absences by two letters, etc. Failure to turn in an assignment by the due date will lower the student's grade by one-half letter for each day the assignment is late. If the student is having trouble meeting his/her deadline, he/she must inform the advisor or senior editor of the

problem in a timely manner (This must be prior to the due date.)

Additional Requirements and Responsibilities

During the fall semester, each staff member will be responsible for 250 pictures, due by November 1. During the spring semester, each staff member will be responsible for taking 50 pictures (if required by advisor), due by February 15 making the total number of required pictures for the school year of 300. Extra pictures taken during the fall will apply to the spring requirement. Pictures taken on assignment will not count toward the 200 picture requirement. These pictures are to be taken on campus and in the classroom and all pictures are to be taken of students and faculty, not buildings, flowers, trees, etc. in order to count toward the assignment. Out of focus or action-blurred photos will not count toward the assignment.

Each staff member will be required to be available to cover at least two after-hours events per month (athletic event, concert, or other college related function).

Use of computers

Using computers for personal activities must first be cleared with the advisor. Staff work takes preference to checking email or other personal activities. If the student is using a computer for personal use or work for another class' activities and the computer is needed for yearbook related work, the computer must immediately be relinquished to the student needing it to complete his/her yearbook assignment. The webmaster's computer is for staff use only when it is not needed by the webmaster's work study and by special permission from the advisor. The advisor's computer is not for staff use and may not be used by any staff member unless otherwise directed. The public relations director's or the public relations assistant's office or computer are not to be used by the staff for any purpose. There will be no downloading of pictures, .mp3 files, or any other type files on any computer in the building. Personal computers are never allowed to be connected to the network for any reason. Any type hacking or other related activity will be cause for immediate dismissal from class, an immediate failing grade will be recorded, and scholarship will be revoked.

The staff office, workroom, store room, portrait studio and kitchen are available for staff use. The staff is encouraged to keep these areas clean and free of personal materials. If a student needs to leave articles, books or papers, he or she should inform the advisor or another member of the office staff so that these items are not thrown away. Failure to inform the advisor will result in materials being discarded.

Since the student has no further assignments after the April 1 deadline, the student will be dismissed from all activity. As the deadline for submission for publication nears, each staff member may be called on to complete additional assignments and may be required to contribute additional hours.