

# PHOTOGRAPHY MANUAL

## OVERVIEW

I am so excited that you have chosen to become a part of the journalism family. I am even more excited that you are a new member of the photojournalism family. This year is going to be so much fun. No, this is not a study hall and, yes, this class is a lot of hard work. However, it is going to be one of the most rewarding experiences you have ever taken part in.

I will teach you how to properly use a camera and what a good yearbook photograph looks like. By the end of the year, I want you to be comfortable with your camera.

I do not want any of you to be intimidated to ask questions. You can come to me whenever you want. You can go to your peers whenever you want. DO NOT be afraid to ask questions. We are a family. Yes, we are co-workers on a staff, but more importantly, we are a family. Like I said, this class is a lot of work, but when I see that you have put in 100% effort, I will reward you.

This is a class, therefore, you will be graded on your work. I do not say this to intimidate you. I say this to motivate you. You will be graded on content and on effort. If I see that you are putting in 100% of your time and effort, you will receive an A in the class. If I see that you are not putting in 100% of your time and effort in the work assigned, you will receive lower than an A. All I ask is that you do the work assigned to you on time and with a good attitude.

## ASSIGNMENTS

Each of you have been assigned a color. I will write assignments on the calendar. You will look at the calendar and look for your specific color. You will also receive a photo slip which tells you where and when your assignment is. You will find the photo slips under your name on the board. After you have taken the photos you will upload them. This process will be taught to you in class. After you have successfully uploaded your photos, you will go through your photos and highlight three of your favorite photos. (This will help decide which photo gets chosen for photo of the month). After you have finished going through your photos, please return the photo slip to the Head Photographer (Samantha Mote) or to the Photography Assistant (Lizzie Adams). You will be graded on 1) the quality of your photos, 2) the effort put in to taking the photos, 3) your attitude, and 4) getting your assignment in on time.

You will be expected to treat the cameras well and to treat the equipment well. There is a cabinet full of cameras and camera equipment. There is a sign out sheet on the inside of the cabinet door. You will need to sign out your camera any time you take it out of the classroom. This is so we can keep people accountable for the cameras. Try and have a camera with you at all times (you also have a camera on your phone). You never want to miss a good photo opportunity! Tell your teachers at the beginning of the year that you are a photographer on staff for the yearbook. Ask them if it is alright if you get your phone out to take pictures when fun things are happening.

NOTE: Only take out your phone if 1) the teacher has allowed you to, and 2) to take yearbook photos!

## FINAL COMMENTS

Every month I will choose a photo for "Photo of the Month." Whoever receives this title will be rewarded! This year is going to be so much fun, especially if we go into the year with a great attitude!