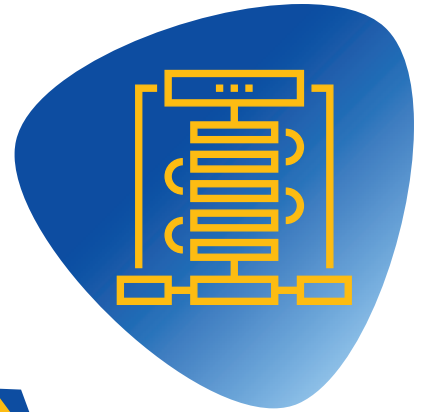


Booklet 2: ORGANIZING YOUR TEAM



ASSIGNMENTS

ASSIGNMENT #1

Ask students to divide into small groups and produce a list of 10 personality traits that each position should possess to contribute in a positive manner to the yearbook production. Once complete, ask students to list 10 skills they could develop/acquire upon completing the yearbook course. Have students choose a spokesperson to present their lists to the class and discuss as a group.

ASSIGNMENT #2

Dividing the class into small groups, have them create job descriptions, complete with roles, responsibilities, and reporting structure, for each position within the yearbook class. Once complete, have a student spokesperson present each position to the class for further discussion and to formalize the positional details.

ASSIGNMENT #3

As a class, brainstorm the key elements that would make up a strong staff contract; specifically, what key points could be used to hold staffers to task. Once complete, divide the class into small groups to create sample staff contracts. Have the resulting contracts presented to the class with the end-goal of developing a formal contract for the class.

ASSIGNMENT #4

In small groups, have the class develop a staff evaluation rubric as well as the ideal frequency of evaluation. Once completed, discuss the results as a class and create the best evaluation rubric and frequency model.