

Booklet 3: ORGANIZING YOUR BOOK



ASSIGNMENTS

ASSIGNMENT #1

As a class, dissect last year's book. Go through all elements of the book and rank them into various categories. Decide what worked, what did not work, what should be improved, what should be eliminated and what changes need to happen for this upcoming year.

ASSIGNMENT #2

In small groups, have your class discuss various publication expectations you can set for this upcoming year. Have them come up with:

- Five publication expectations
- Five process expectations
- Five staff growth expectations
- Two other book and/or team expectations

Once complete, have each group share and open the discussion with the entire classroom. At the conclusion, look to set the following for the class as a whole:

- Three publication expectations
- Three process expectations
- Three staff growth expectations
- One other book and/or team expectation

ASSIGNMENT #3

In small groups, have your class discuss the merits and drawbacks of each book organization standard – Chronological vs Sectional. Once complete, open the discussion up to the entire classroom and select a standard for this year's book.

ASSIGNMENT #4

Break the class up into small groups and have each group come up with 15 team motivating ideas that could be applied this year. Select a representative from each group to present the top 10 ideas to the class.

ASSIGNMENT #5

As a class, go over last year's yearbook creation process. How did the year go? Did the team stay motivated throughout the entire year? How could the process have been done better? What changes can be made to make the process smoother?