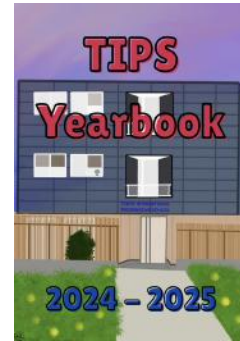# Yearbook Course Outline

Tokyo International Progressive School
Yearbook 2025-2026
Room 32
Teacher: Mr. Maxwell Ebert

Course Description

In this course, students will create and publish the TIPS yearbook for the 2025-2026 school year. Students will plan the contents, take and select photographs, design the yearbook in Canva, edit and proof their work, and finally publish and distribute the finished yearbook to the student body. As students progress through the year, they will learn the skills necessary to work both independently and collaboratively on a long-term creative project. These skills include the basics of graphic design, communicating with peers, and the ability to set and follow deadlines. The end result will be a product that students will be able to enjoy for years to come.

Student Expectations

Students are required to bring a charged computer, notebook, and pencil/pen.

Students may drink from a water bottle freely. Other food and drinks require permission—ask before you open.

Once students enter the classroom, they are expected to follow the instructions for the day and to participate in class discussions.

For school events and other situations that require a photographer to be present, students will be issued a yearbook badge. This badge permits the student to use their phone for the purposes of taking pictures *only*, and must be returned immediately after the event. Misuse of a badge or phone will result in the student not being allowed to photograph future events.

The yearbook must be completed before the end of the year. If we procrastinate, the entire school will not receive the product they look forward to each year. As such, students who fail to participate or do not meet expectations may be asked to leave the class in Semester 2 (or will not be asked to rejoin the class next year).

Earning Your Grade

Your grade will be determined by your work in these categories:

6P's Students are expected to be positive, pleasant, polite, prepared, punctual and productive. This includes following instructions, participating in class discussions, and making daily progress toward the completion of the yearbook.	70%
Projects At the end of Semester 1, each student will be expected to have finished at least one page of the yearbook, which will be checked for quality and content. For Semester 2, all of the student's assigned work must be completed to a publishable standard.	30%

The grading scale for this course will be:

Letter grade	Mark range
A+	97–100
A	92–96
B+	88–91
B	83–87
C+	79–82
C	74–78
D+	70–73
D	65–69
F	64 or below