

**ARLINGTON BAPTIST COLLEGE
PUBLICATIONS CM 1200**

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Fall 2001

College Mission Statement: Arlington Baptist College endeavors to prepare men and women for Christian life and ministries, both lay and professional, through studies in Bible general education, church vocations, and practical service, interpreting faith and learning in the context of a Christian world view.

GOAL: A. Producing a yearbook depicting a pictorial history of Arlington Baptist College for the 2001-02 academic year is the ultimate goal. In attaining this goal the following ancillary goals will be realized.

1. Determining the section groups and choosing a leader for the individual groups.
2. Determining the photographs needed for each section.
3. Scheduling the needed photography
4. Following up on photography (shooting and developing)
5. Choosing the best photo for the section.
6. Planning the page layout to fit the theme in an aesthetically balanced manner
7. Cropping the picture to fit the layout plan.
8. Pasting the photo according to the publisher's instructions.
9. Writing captions and paragraphs identifying the persons and event.
10. Proofing the pictures, captions, paragraphs very carefully.
11. Detailing each page and placing in the "finished" box.

B. Producing a monthly campus newsletter. In attaining this goal the following ancillary goals will be realized.

1. Writing paragraphs of various subject matters
2. Researching materials for the paragraphs
3. Editing and correcting the article for errors and for better word usage.
4. Submitting the article for publication in "Patriot Focus", the campus newsletter.

LEARNING OBJECTIVES: As the student attains the above goals, he/she will learn

The goals for the annual

1. To lead as a section leader
2. To follow directions of the section leader, yearbook editor, and faculty sponsor.
3. To schedule photography and follow up on the schedule.
4. To view every aspect of campus life as a photo opportunity.
5. To develop his/her aesthetic nature while planning the layout for each page.
6. The self discipline of sticking to a plan and finishing the task.
7. The joy of accomplishing the ultimate goal.

The goals for the newsletter

1. To formulate an idea into words.
2. To do the necessary research, interviews, etc. for accuracy.
3. To write the idea in a writing style that will stimulate and inspire others.
4. To write, not for length of the article, but for substance.

BENEFITS: In reaching the above goals the student will learn the skills needed to produce bulletins, tracts, newsletters, etc. These skills will aid him/her in whatever aspect of ministry the Lord leads.

GRADING: The grade will be awarded according to the current ABC Catalog. The grade for this class will be based upon performance, therefore the grade will not be based on tests. The grade will be based on the following: Attendance, 40%; quality of writing assignments and layouts, 30%; meeting deadlines, 30%. There will be no incomplete grade for this course.

NOTE: Since attendance is 40% of the grade – for each 3 absences your grade will be lowered 5 points.

CLASS STYLE: Basically this class is not conducted in a lecture type format. The student will learn by instruction as the projects are worked on. Hands on experience will be the mode of learning in this class. Roll will be silently checked, not called. Be assured that your attendance will be on record.

No text

Groups:

Newsletter: Editor/Typist-Distributor/Proofer/Writers

Annual:

Photographers
Introduction Page
Presidential Greeting
Faculty/Staff
Student Sections
Organizations
SPF
SMA
Ensemble
Publications
LIFT
4-12 Groups
SGA
Annual Staff
Campus Life/Dorm Life
Athletics
Volleyball/Basketball/Cheerleading/Baseball
Ads

Class Schedule: See attached Academic Calendar & Volleyball Schedule

Newsletter and Annual staff will cover the student events listed on the Academic Calendar.

First Class Day -- Introduction & Planning Sessions

Assignment of Sections in Annual

Assignments for Newsletter

Each class day thereafter will be spent doing planning/writing/and layouts. Specific dates will be assigned during class. See deadlines listed below.

Final Exam for this class will be spent finishing the layouts. If the layouts are finished there will be no Class during Finals Week.

Newsletter Deadlines:

Last Week in August
Last Week in September
Last Week in October
Last Week in November

Introduction & Planning Sessions
First Issue of *Patriot Focus* completed
Second Issue of *Patriot Focus* completed
Third Issue of *Patriot Focus* completed

Annual Deadlines:

Last Week in August
First Week in September

Assignment of Sections
Mailing out of Last Years' Annual (Seniors and Ads)

Assigned section leaders should have layouts completed two weeks after each Student Event listed on Academic Calendar

Arlington Baptist College

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Activity Calendar – Fall 2001

August 13	Fall Semester Opens
August 13-16	New Student Orientation & Testing
August 17	Faculty Workshop
August 20-21	Registration
August 22	Late Registration
August 22	General Assembly
August 23	Classes Begin
August 25	“First Saturday Night Back”
August 31	Last Day to Drop A Class Without Penalty
September 3	Labor Day Holiday
September 7	Student Chapel (election of class officers)
September 10	Cluster
September 22	Ranger Game
October 5	Student Chapel
October 15	Cluster
October 26	Costume Party
October 31	Timothy Day
November 2	Student Chapel
November 2	Last Day To Drop a Class
November 12	Cluster
November 8	Leadership Conference (Tim Elmore)
November 17	Class Olympics
November 22-23	Thanksgiving Holiday
December 1	Christmas Party
December 10-14	Final Exam Week
December 21	Term Closes

Training Servants For Greater Service