



Photos by Summer Workshop participants

# ILPC

## 2017 Summer Workshop

**June 16-18**  
on the campus of  
The University of Texas at Austin





## Summer Publications Workshop

**ENCLOSED** is detailed information for the 2016 ILPC Summer Publications workshops, June 16-18 at The University of Texas at Austin. Registration is limited to 250 students in the newspaper sequence and 250 in the yearbook sequence. The deadline for online registration is June 2. Others will be accepted on a first-come, first-served basis. Online registration opens March 16. Here is the link: <http://www.uil texas.org/journalism/ilpc> (red button on the right).

### **SMOKE-FREE HOUSING**

The University of Texas at Austin has a no smoking policy. Smoking is prohibited in all University buildings.

This applies to all areas of the University Residence Halls, including individual sleeping rooms.

### **CLASS SIZE RESTRICTIONS**

Spaces in the photography, multimedia and video editing class, newspaper design class and web design class are limited. **Schools may enroll no more than five persons in each of these classes.**

The photo sequence is open to 40 students and will be completely digital. We will allow 20 students in the beginner class and 20 students in the intermediate/advanced class. The newspaper design class is limited to 32 students, and the adviser's InDesign class is limited to 12. Multimedia and video editing class will be limited to 30.

Spaces will be filled on a first-come, first-served basis. Reservations will be confirmed only when payments are received in full. Reserve a space as soon as possible with full payment.

### **PLEASE FILL OUT ALL FORMS**

Every student must complete the medical release and indemnity form and return them **BEFORE THE WORKSHOP BEGINS**. We must have both forms on

file prior to attending the workshop. Students who reside in the dorms must be accompanied by an adult chaperone, preferably the journalism teacher/publications adviser. Permission must be received from the ILPC director for unaccompanied students.

Persons are not considered registered until all forms and payments are received. We suggest that rather than sending individual checks from each student to ILPC, have students write checks to your publications department or school. Then issue a single check to ILPC from your newspaper or yearbook activity fund. It saves us all considerable time. Please make checks payable to ***The University of Texas - ILPC***.

### **TUITION**

Basic costs are \$225 per person, which includes registration, room and board. Registration/housing fees are per person based on **double occupancy** of residence hall room reservations. Cost for single room, community bath is \$285. Cost for single room, connecting bath is \$325. Connecting bathrooms will fill fast and may not be available after June 1. When possible and unless otherwise requested, advisers will be housed on the same floors as their students. Special needs requests must be made to the workshop director as early as possible. Late requests may not be possible to accommodate.

### **COMMUTER TUITION**

Tuition cost for commuters is \$170.

### **CANCELLATION PENALTIES**

A \$40 PER PERSON processing fee will

be assessed for all cancellations after June 2.

### **REFUNDS**

Refunds will be processed after the completion of the workshop. Refund checks will be issued to the party of the original check. *You must fill out a "refund request" form to get a refund. No refunds will be given if a "refund request" form is not submitted by Aug. 1, 2017.*

Registration fees cover room and board in a UT dorm as well as workshop enrollment fees. UT does not provide a separate room and board fee structure.

Are there hidden expenses? No, if you bring the materials suggested. You'll be expected to bring your publication (for newspaper), pencils, pens, a loose-leaf notebook, scissors, a ruler, layout sheets and a few old magazines. Photographers will need to bring a camera and other materials noted.

### **EXPENSIVE KEYS**

UT Housing charges \$75 for lost keys. This fee is consistent for all summer programs. Failure to return keys at the end of the workshop will result in the lost key charge. There are no extenuating circumstances or excuses accepted for not returning keys.

### **ROOMS**

Please, send only final room assignments. We will not change or switch roommates once the workshop begins. Your students will be assigned to rooms according to the instructions we receive on the invoice form. Advisers should double-check with their students to make certain that they can tolerate each other for four days before sending us the assignment sheet. Advisers' names must be listed on the housing form as well.

### **ADVISER/CHAPERONE**

Students must be accompanied by their publication adviser and/or adult chaperones on an adult/student ratio of no more than 1-14. Chaperones who plan to reside in the dorm but who do not plan to enroll in or attend class pay a "room and board only" fee. For information, contact the workshop director. Advisers with groups of four or more students must accompany their students *and reside in the dorm*. Groups of three or fewer may be chaperoned by an adult other than the adviser. Non-chaperoned students are not allowed to reside in the campus residence halls except by permission of the Director of Summer Workshops.

### **FINAL NOTES**

Please make it absolutely clear to your students that this is an intense, high-level workshop. There are no dances, no toga-parties, no all-night rowdiness. Students will be expected to attend all classes, complete all homework and observe all residence hall rules. Attendance will be taken in the classes.

Those caught breaking rules will be immediately suspended and sent home, *regardless of the time of day or night the infraction occurs*. We also will notify school administrators and parents regarding the rule violation(s).

Please review workshop regulations with your staff. If you have specific questions, please feel free to email or call Jeanne Acton, Director of Summer Workshops; ILPC - Box 8028, Austin, Texas 78713-8028; 512/232-4924 (office) 512/740-3463 (cell). e-mail: [jacton@uiltexas.org](mailto:jacton@uiltexas.org).

### **UT DORMS OFFER:**

- Air conditioned rooms
- Dining facilities
- Lounge seating
- Telephones
- Vending and ice machines
- Linens



## WHERE DO I CHECK-IN?

Check-in is scheduled from 8:30 to 10:30 a.m. Friday, June 16. Signs will direct students to the registration area. We'll check you into your rooms. The first meal will be served Friday at lunch and a general "welcome and introductions" session will be held at 10:45 a.m. Instructional sessions will begin immediately after the "welcoming session," and, following a lunch break from noon to 1:15 p.m., classes will meet from 1:30 to 4:45 p.m. The registration desk will not open before 8:30 a.m. so plan your travel accordingly.

We're pleased you've selected the ILPC summer journalism workshop. Austin is a great town and The University of Texas has the finest facilities available for summer learning and recreation. Here are a few tips you'll need in preparing for the workshop:

### WHAT TO BRING?

Clothes, preferably something comfortable. Shorts. T-shirts. Blue jeans and the like. There will be no large banquets or dinners, and the dorm dining room is your basic low-key diner. The dorm will provide linens and a pillow. But you might consider packing an extra towel or blanket. **Also, bring a sweater or sweatshirt.** Often, the classrooms are uncomfortably cool.

### WHAT'S COOKING?

You will be eating in the dorm dining hall which serves a varied menu featuring a choice of entrees, vegetables, salads, desserts and beverages. Meal IDs will be given to you at check-in. Regularly scheduled serving hours are 7 - 8:30 a.m. for breakfast, 11:45 a.m. - 1 p.m. for lunch, and 5 - 6:30 p.m. for dinner.

If you get tired of dorm food, a variety of fast-food joints are within walking distance.

### WHERE TO PARK?

Workshoppers traveling to Austin in automobiles are asked to park in one of the pay garages.

After 5:45 p.m. on Friday and all-day Saturday and Sunday, more parking may be available within the campus.

We will mail specific parking instructions and maps upon request following receipt of registration forms and payment.

### WHAT'S YOUR RACKET?

College students are here during the summer to study. UT will host other groups

and individuals as well. Thus, the noise level in the dorms should be kept to a minimum. Frisbees, footballs and the like will be tossed outside. Do not bring your home stereo systems. An iPod is okay, but loud music or other noise on the floors will not be permitted. When is noise too loud? When a workshop dorm monitor or other adult says it is.

### ARE THE RESIDENCE HALLS SAFE?

Yes, but students should take precautions to protect their property. UT is not responsible for lost or stolen goods. Lock your room whenever you're not in it, even if you leave for a minute. Lock your room when you are sleeping. Call the University Police at 512/471-4441 and the workshop director to report anything stolen or lost.

The residence halls are co-educational up to a point – that point comes at the exits from the lounge areas. Visitors of the opposite sex are welcome in the lounge areas, but *not* in the students' rooms or hallways unless accompanied by the publications adviser or an adult chaperone.

Supervision in the residence halls for workshop participants will be provided by University personnel and by high school teachers who will reside on the floors with the students. These dorm monitors will see that rules are enforced during the week and will provide supervision for workshop students.

### THE NIGHT LIFE

No one will be allowed to leave the residence hall after 10:30 p.m. Students must be on their floors by 11 p.m., in their rooms by 11:30 p.m. Quiet on the floors will go into effect at midnight.

A sign-out sheet will be placed outside the dorm monitor's door to indicate where you are in case of emergencies.

### NO SECOND CHANCES

## **UNIVERSITY REGULATIONS**

Appropriate behavior and consideration of the rights of others are expected. Excessive noise from parties, stereos, radios, musical instruments or sound amplification equipment; rowdy behavior, water fights, running or throwing balls, frisbees or other items inside the residence halls; elevator misuse or damage; throwing items from windows or roofs or hanging items outside windows; or loud or disruptive behavior is not permitted in the residence hall.

Alcohol or drug use is strictly prohibited.

Violations of workshop rules will result in immediate suspension. If a student is caught violating rules at 1 a.m., then he/she is out of the workshop and residence hall at 1:15 a.m. Dismissal will be without refund. ILPC will transport the student to either the airport or bus station for the trip home. Payment for airfare or bus fare is the responsibility of the student and/or parent.

### **IF YOU NEED A DOCTOR**

Should you require medical attention AT ANY TIME, contact a dorm monitor or the Workshop Director. Except for life-threatening instances, no minors will be treated unless accompanied by an adult chaperone. In addition, the student must have a completed form on file before health care services can be provided. Advisers must print that form during the online registration process.

Emergency services are available in Austin. In the case of illness or accident, the student can be treated at an urgent care facility in Austin or an emergency room of an Austin hospital.

Parents or guardians of the child will be charged for any clinic or emergency room fees, for all diagnostic procedures, medications, and supplies used, and for ambulance services, if needed.

### **WHY BOTHER?**

All of these rules may seem excessive but they exist to protect students and their property. We want everyone's stay at UT to be a memorable one — for all the right reasons. The University campus and community are safe and hospitable, but Austin, like all big cities, has trouble if you look for it. We will do everything possible to see that students don't find it, and it doesn't find students.



## **DORM MONITORS NEEDED**

**Publications advisers are needed to serve as residence hall monitors (12 spots available). Monitors supervise the residence hall floors and assist in activities. Monitors receive free room (double/community) and board. Contact Jeanne Acton at [jacton@uiltexas.org](mailto:jacton@uiltexas.org) for more information.**

# **General schedule**

A more specific schedule for students in all sections will be provided in your registration packet, but here's a thumbnail sketch of the week's work.

## **FRIDAY, JUNE 16**

8:30 - 10:30 a.m.	Registration
10:45 a.m.	Welcome and Introductions
11:15 - noon	Classes
Noon - 1:15	Lunch
1:30 - 5 p.m.	Classes
5 - 6:30 p.m.	Dinner
6:45 - 9 p.m.	Classes
10:30 p.m.	All students must be in Dorms
11 p.m.	All students must be on their floor
11:30 p.m.	All students must be in their rooms
12 midnight	All quiet in rooms

## **SATURDAY, JUNE 17**

7 - 8:30 a.m.	Breakfast
8:45 - 11:30 a.m.	Classes
11:30 a.m. - 1 p.m.	Lunch
1:15 - 5 p.m.	Classes and/or General Assemblies
5 - 6:45 p.m.	Dinner
7 - 9 p.m.	Classes
10:30 p.m.	All students must be in Dorms
11 p.m.	All students must be on their floor
11:30 p.m.	All students must be in their rooms
12 midnight	All quiet in rooms

## **SUNDAY, JUNE 18**

7 - 8:30 a.m.	Breakfast
8:45 - 11:30 a.m.	Classes
11:30 a.m. - 1 p.m.	Lunch
1:15 - 5 p.m.	Class
5:15 - 6 p.m.	Final Awards Ceremony



# Workshop Regulations

- The University of Texas has a no smoking policy. Smoking is prohibited in all University buildings. This policy applies to all areas of the University Residence Halls including individual sleeping rooms.
- Evidence of alcohol or drug use will result in the student being dismissed from the workshop and residence hall and sent home without refund. Students caught violating rules will be suspended from the workshop at the time the infraction is reported, regardless of the hour of day or night. UT or Austin police may be called to make a report.
- Report illness, loss of money, clothing or personal items to your adviser, to the residence hall supervisor or to one of the instructors immediately.
- Students are required to attend the classes for which they are registered. Attendance will be taken and absences could result in the participant being sent home without refund.
- Students should be appropriately dressed for classes and meals. Bare feet will not be permitted in the classroom or dining room.
- Students will be responsible for any and all damage to University property. Please make certain that electrical appliances (hair dryers, curlers, lights, etc.) are turned off after use. Rooms should be kept clean and orderly.
- Students must be in dorms by 10:30 p.m., and will not be allowed to leave their floor after 11 p.m. and must be in their rooms by 11:30 p.m. Excessive noise is not tolerated in rooms or on the floors at any time. Violation of this rule could result in suspension without refund. Advisers who take their students out of the dorm must have them back in the dorm and in their respective rooms by 10:30 p.m. unless they have notified the dorm supervisor or floor monitors regarding their plans.
- Members of the opposite sex are not allowed in a dorm room *at any time* unless accompanied by an adviser or adult chaperone. Lounges are to be used STRICTLY for workshop study and activities. Non-workshop visitors are not allowed on the residence halls floors after 10:30 p.m.
- Pizza and other foods may not be ordered after 9:30 p.m. Students are responsible for disposing of trash and “leftovers.”
- Under NO circumstances will students move from their assigned rooms unless approved by the residence hall supervisor and the workshop director.
- Radios, stereos and other equipment must not be loud enough to be heard in the next room or in the halls. Because we are sharing the dorm with other groups, excessive noise or rowdy behavior is not tolerated in dorms at any time.
- If it becomes necessary to dismiss a student, registration and housing fees will not be refunded. Students will be dismissed from the dorm and will assume responsibility for return home costs. A letter will be sent to the adviser, the school principal and the parent explaining the nature of the infraction and the action taken. ILPC has established an excellent reputation and we expect to continue this. It is important that you remember this is a WORKshop.

# 2017 Summer Workshop Class Descriptions

## UIL CONTEST PREP CLASS

★ **UIL Prep Class** - If it's your dream to compete at the UIL State Academic Contest, this is the class for you. Award-winning adviser Mikyela Tedder will teach students skills and strategies to be successful in the UIL Journalism Contests. All four contests will be covered. This class will be writing intensive. Laptops are not mandatory but highly encouraged.

## NEWSPAPER

★ **Beginning Newspaper** - Basic reporting/writing/editing/design. A quick overview for beginners and staff reporters.

★ **Intermediate Newspaper with a focus on Newspaper Packaging** - This session is for students who need to polish reporting and writing skills. This sequence will focus on developing in-depth coverage, including conceptual planning, writing and design, as well as proper coverage through layered reporting, infographics, photography, headlines and other elements.

★ **Newspaper Section Editors** - This sequence will cover editorial content, news and feature writing styles, ethics, libel, design, student press rights, editorial leadership and management skills. Students in this class should bring along the first draft of an unpublished story for editing and development.

★ **Newspaper Design/Production** - This section will concentrate on newspaper design strategies and techniques, including page one, centerspread, photo page, special section and feature pages. Students are asked to bring past copies of their newspaper. We will have a beginner class and an advanced class. Limited to 18 in each class.

★ **Newspaper Editorial Leadership** - This section will cover staff management, policy development, advanced reporting, editing, legal issues, ethics, design and editorial page leadership.

★ **Advanced Writing** - This intensive writing sequence will focus on advanced techniques. This class is restricted

## NEW MEDIA/VIDEO

★ **Online Newspaper/Social Media** - Participants will learn about building a news website. Along the way, participants will create a social media strategy and organize coverage and staff in a way that will work for their school. This workshop will help advisers, editors and newspaper/yearbook staff build a plan for a successful online newspaper. LIMITED to 18 participants (advisers and students).

★ **Multimedia Packaging for Broadcast and Online Newspapers** - This sequence is focused on video editing and creating multimedia packages for online newspapers. All schools **must bring a laptop** with either iMovie or Final Cut Pro for their students. Students **must also bring their own cameras** for the class. Other software must be approved. Broadcast students will film stories with their own equipment and then edit and produce a segment. Online newspaper students will create videos, audio slideshows and podcasts.



# YEARBOOK

★ **Intro to Yearbook** - An extensive overview for beginners who have never been on a yearbook staff. This session will introduce students to all aspects of yearbooks. Special attention will be paid to copy writing, design and layout.

★ **Section Editors** - Designed for section editors and others who have staff experience but who are in secondary leadership positions, this session will cover writing, management and design concept of individual sections. This sequence also includes some discussion of trends and innovations.

★ **Advanced Yearbook Design** - Designed for those who have mastered basic design, this sequence will cover advanced design and graphics, typography, trends, planning the content and innovations. Special emphasis will be placed on effectively packaging the visual and verbal stories. **Students should bring laptops, if possible.**

★ **Advanced Writing** - This intensive writing sequence will focus on advanced techniques. This class is restricted to students who have one year of newspaper or yearbook experience. Class size will be limited to 25. **Laptop required**

★ **Editors Theme Concept and Development** - There's a difference between "expected" and "snappy" themes. This sequence can make a huge difference in the impact you make on your readers. You will be inspired to take a deeper and more creative look at your cover, endsheets, introductions and closures. If (and when) you are ready to push the graphic envelope on thematic presentation, enroll in this class. An understanding of basic design, graphics and typography is essential for success in this class.

**Students are encouraged to bring their own computers for working in residence hall rooms. However, the ILPC workshop does not accept responsibility for security of personal or school computer equipment or software.**

# PHOTOJOURNALISM

★ **Beginning Digital Photojournalism** (limited to 20 people) The workshop is designed for the beginning photojournalist who have little to no photography experience. Students will learn the functions of their specific camera, basic exposure controls, composition, effective use of a basic flash and covering general school assignments. Students must have their own digital cameras and other equipment. Students will shoot photos both on campus and around the university. Photographers are required to travel in pairs or more when they are out the of classroom shooting. There will be no darkroom experience provided in these sessions. **Students should bring laptops, if possible.**

★ **Intermediate/Advanced Photojournalism** (limited to 20 people) The workshop is designed for the intermediate and advanced photographer looking to learn more composition techniques and correct bad habits to improve the overall impact of their photography. You must have ONE YEAR EXPERIENCE on your publication staff to be in this class. Students must have their own digital cameras and other equipment. There will be no darkroom experience provided in these sessions. Students will shoot photos both on campus and around the university. Photographers are required to travel in pairs or more when they are out the of classroom shooting. Upperclass students are preferred. **Students should bring laptops, if possible.**

# ADVISERS

★ **Advising School Publications** - This sequence is designed to help and motivate advisers. It will focus on learning the fundamentals of staff management, team building, law and ethics, coverage, reporting and writing, editing, design and graphics.

★ **In-Design/Photoshop for Advisers** - This sequence is designed to help advisers learn the basics of InDesign and Photoshop. Class size is limited to 14 advisers. Laptops are encouraged.



## YEARBOOK WORKSHOP — June 16-18

**Adviser:** Please circulate this information among your staff members.

In addition to the medical forms, each student is asked to bring to the workshop the following supplies and materials:

- Your school's most recent yearbook/If your most recent book has not been delivered, bring some copies of designs or proofs
- Scissors, pica rulers (if you are not bringing a laptop)
- Notebook for taking notes and small notebook for interviewing
- Plenty of pencils and pens
- Five old magazines that you don't mind cutting to pieces (if you are not bringing a laptop)
- Glue or some other adhesive for layout purposes (if you are not bringing a laptop)
- Yearbook layout sheets in the size of your most recent yearbook. Some rough drafts will be available compliments of different yearbook companies (if you are not bringing a laptop).
- Computers are a HUGE help. Computers are the responsibility of the staff, not workshop personnel. If you bring a computer, put a blank yearbook template on it for design purposes.
- For the **theme class**, bring your yearbook ladder (if you have one), a design resource handbook (if you have one), candid photos on your computer (if you bring one) and a jump drive if you are using a computer.

And don't forget to bring:

- An umbrella
- An extra towel
- A sweater or sweatshirt
- An alarm clock
- A radio
- Comfortable shoes

We're looking forward to meeting you. If you have questions, contact:

**JEANNE ACTON**

Director of Summer Workshops

ILPC • Box 8028

Austin, TX 78713-8028

(512) 471-5883

FAX 512/232-7311

jacton@uiltexas.org

*Linens, blanket, pillow, towel, washcloth, small bar of soap and a plastic glass are included in each dorm room. You may bring your own bedding and bathing supplies for additional comfort.*



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## **NEWSPAPER WORKSHOP — June 16-18**

**Adviser:** Please circulate this information among your staff members.

In addition to the medical forms, each student is asked to bring the following supplies and materials:

- Several copies of this past year's newspapers
- A copy of the staff's editorial policy
- Notebook for taking notes and small notepad for interviewing
- Plenty of pencils, pens and notebook paper
- Computers are a HUGE help. Computers are the responsibility of the staff, not workshop personnel.
- If your class has a design component and you are not bringing a computer, please bring scissors, layout sheets and glue.

And don't forget to bring:

- An umbrella
- An extra towel
- Comfortable shoes
- An alarm clock
- Radio for your room
- A sweater or sweatshirt

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## MULTIMEDIA/VIDEO WORKSHOP — June 16-18

**Adviser:** Please circulate this information among your staff members.

The Web design/building class will be limited to 18 students, available on a first-come, first-served basis.

**Computer equipment will be available for the Web design/building class ONLY.** Students may bring their own laptops for working in residence hall rooms. However, the ILPC workshop does not accept responsibility for security of personal or school computer equipment or software.

For the Multimedia Packaging for Broadcast and Online Newspapers, **students must bring their own equipment** including, but not limited to, a computer, a camera (video or still - depending on pathway), audio recorder, tripod, etc.

In addition to the medical forms, each student is asked to bring to the workshop the following supplies and materials:

- Three or four CDs or a jump drive
- Notebook for taking notes
- Plenty of pencils and pens

For the workshop, participants in the video editing section will be expected to film on campus and/or around Austin. Participants are required to travel in pairs or more when they are out of the classroom filming.

And don't forget to bring:

- An umbrella
- An extra towel
- A sweater or sweatshirt
- An alarm clock
- A radio
- Comfortable shoes

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## PHOTOGRAPHY WORKSHOP — June 16-18

In addition to the medical forms, photography students are asked to bring to the workshop the following supplies and materials (one of each per student):

- A digital camera, preferably the one you will be using this fall. Beginning students or students with new cameras should bring the instruction manuals.
- A jump drive
- All software and hardware needed to load images onto a computer for your camera. In addition, bring card readers, extra batteries or battery charger, extra storage cards and any cables or other connectors that come with the camera.
- Sharpie pen
- One roll of masking tape

### SUGGESTED SUPPLIES:

- an electronic flash
- any additional lenses you have (other than the standard 50mm lens)
- **a laptop computer the student can use to edit the pictures (this is very helpful!!)**

The photography sequence will be **LIMITED TO 40** students, with no more than three students per school allowed.

For the workshop, photographers will be expected to shoot images on campus and/or around Austin. Photographers are required to travel in pairs or more when they are out of the UT building shooting.

Don't forget to bring:

- An umbrella
- An alarm clock
- An extra towel
- A radio
- A sweater or sweatshirt
- Comfortable shoes (you will be walking a lot)

We're looking forward to meeting you. If you have any questions, contact:

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## **STRATEGIES FOR SURVIVING AND THRIVING AS A PUBLICATIONS ADVISER**

This session will address issues for novice, intermediate and veteran advisers. Among the topics to be discussed are:

- Time management
- Grading
- Desktop publishing tips
- Packaging
- Networking
- E-mail
- Strengthening student writing
- Design trends and innovations
- First Amendment issues
- Creating balance in your life
- Training editors to be leaders
- Working with yearbook representatives

Advisers are asked to bring with them one copy of their most effective lesson plan, assignment, helpful handout for students, mini-lesson or other published material that they would like to swap with other advisers. Include name of author or source on the copy.

Advisers may be asked to participate in panel discussions offering their expertise. Ample time for small-group networking will be provided as well.

Advisers also may attend regular newspaper or yearbook classes or general assemblies with their students. Space is not available for advisers in the photography workshop.

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