

YEARBOOK/SCHOOL PUBLICATIONS SYLLABUS

ADVISOR: Melissa Wise
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Welcome to Yearbook! This is a class where students design and produce the school yearbook — a memory book, a history book and a publication. In this class, students will learn the importance of working as a team to complete tasks successfully and on time.

Course description

Course description with objectives and performance standards can be found in our Google Classroom Page as well as Ms. Wise's class webpage. This class will follow these guidelines.

Objectives

This course in Yearbook has two primary objectives: (1) To teach students the skills required to create the book and (2) to produce a book which reflects journalistic standards. To accomplish these objectives, the yearbook journalism students will devote their time to the following:

- ★ Learning their rights and responsibilities as student journalists
- ★ Gaining proficiency in desktop publishing with Herff Jones eDesign
- ★ Incorporating advanced design principles such as grid design and use of layered coverage into the yearbook
- ★ Learning and using journalistic writing techniques
- ★ Developing student leadership and decision-making skills
- ★ Finding ways to include every student and staff member in the yearbook
- ★ Creating and executing marketing plans to sell the yearbook and ads in the volume
- ★ And most importantly, producing a yearbook the staff, the school and the community can enjoy

Expectations

There are four basic attitudes critical to the success of the yearbook staff.

- ★ Timeliness: Students will be expected to meet all deadlines. Students will also be expected to be on time for class, meetings, photo shoots and interviews.
- ★ Risk-taking: Yearbook staff members must be willing to take a risk and to try something new. Risk-taking may involve interviewing someone a student does not know or learning new software.
- ★ Responsibility: When a student agrees to take on the responsibility of working on a student publication, the student must also assume responsibility for his/her actions. Whenever a student is out in the school or larger community fulfilling yearbook responsibilities, that student must act as a representative of the entire school.
- ★ Attention to detail: Yearbook is a perfectionist's business. Students must pay attention to details because details cost money.

Grading system

I will grade assignments each trimester on a point system, which translates into a letter grade. At the end of the quarter, the total points will determine the grade, unless a student misses a deadline. A student who misses a deadline will lose half of the possible points for the assignment. It is very important that every student keeps up with his/her assignments and asks for help when he/she falls behind. The grading scale determines the student's final letter grade: 60% of grade comes from classwork/homework and 40% of grade comes from quizzes/tests. Students' final spreads will be considered a test grade.

TYPES OF ASSIGNMENTS

Copy

The adviser, co-editors or section editor assign writing assignments. This is a story written by a student that includes the subject of a section's page. For example, if a section has a page on an activity, the copy could be about the reason for the activity and the people involved. Copy submissions are typed, double-spaced and saved in the student's folder in the yearbook drive. Edit and proof each draft before you submit it for a grade. This copy is worth 10 points.

Final copy

This is the final draft of the copy. Make and turn in corrections on time. Students can earn up to 20 points for this assignment.

Rough Draft/Final Spread

Each of your spreads will be given a due date. This is your final submission date. All corrections need to be made by this date. A rough draft will need to be printed by a co-editor before your due date, edited by 3 peers and corrected before final submission to Ms. Wise. Make and turn in corrections on time as you will lose half of the points if it is late.

Quotes

Each spread requires one or more quotes obtained from students outside the yearbook class. Depending on the number of quotes and the variety of the student population polled, these will be worth up to 10 points.

Headlines

Each spread is required to have at least one dominant headline package (mods may have others). They are worth five points per spread.

Captions

Students are responsible for writing the captions for photographs on their assigned pages. Every picture needs a caption, which must meet stylistic guidelines set by the co-editors. Captions for a two-page spread are worth up to 20 points.

Rough Draft/Final Spread

Each of your spreads will be given a due date. This is your final submission date. All corrections need to be made by this date. A rough draft will need to be printed by a co-editor before your due date, edited by 3 peers and corrected before final submission to Ms. Wise. Make and turn in corrections on time as you will lose half of your points for every day that it is late. Remember, your final spread is a test grade worth 100 points: Quotes-10, Headline-5, Captions-20, Copy-20, Following theme/creativity-20, Photos-25.

Photo assignments

Students are responsible for making assignments for photographers to take pictures they wish to use on their pages. If a photographer is not available for the assignment, the student must take the pictures, following the photography guidelines set by the teacher. Taking photos to use on a spread is worth 15 points.

Each student is responsible for uploading their spreads' photos onto Edesign into the appropriate file and tagged. Make sure all SDC cards are immediately put into the correct camera. Failure to do this will result in a loss of points.

Photo equipment use

Students may use their own cameras, or they may use staff equipment. All staff equipment must be signed out and returned within 24 hours. Students who do not follow the sign out and return policy will not be permitted to use school equipment. Students are responsible for damages to/loss of equipment checked out by them.

Computer use

Each student is responsible for learning to use the eDesign program and using it to prepare assigned pages for the deadline. All school policies for computer use are in effect. In addition, Yearbook students have access to a network drive dedicated to storing all yearbook files. Students who misuse or abuse their access to the yearbook drive (Ex. Hiding personal files on the network drive or taking pictures of files/pictures for their personal use) will lose their computer privileges. Disciplinary action will follow. Students are responsible for damages to/loss of equipment checked out by them.

Selling yearbooks

Each student is responsible for participating in the sale and distribution of the yearbook. Yearbooks will be sold during lunch and at after-school functions. Distribution will follow once published yearbooks arrive at the campus.

Cleaning

The classroom will become disorganized during deadline work. Since deadlines are close together, in order for everyone to find things easily, the co-editors will assign a couple of people to clean the rooms.

Miscellaneous assignments

These include any assignments the teacher gives that lead up to the successful completion of assigned pages or that lead to further understanding of photojournalism. For example, students are expected to know the definitions of various publication terms and will be quizzed on them. Students must also master the basics of yearbook design, so assignments teaching technique will be given. These will vary in point value from 10 to 50 points, depending on the work involved.

Meeting deadlines

Students are expected to complete all assignments for deadlines themselves, but if that cannot be done, they are to seek assistance from other staff members. Any portion of a deadline that is not completed by the assigned staffer will result in deducted points at the end of the quarter. For example, if a staffer does not complete the copy for his assigned pages, then he will have 10 points (Half the total points he could have earned) deducted from his total points earned.

After school

To complete all assignments some students will need to stay after school, come in during lunch, work on Saturdays or holiday breaks just to meet the deadline. This is very important and required. Out-of-school assignments and work days will be scheduled as far ahead as possible.

Camps and workshops

Throughout the school year there will be many learning opportunities.

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Please fill out and return only THIS page

My child and I have both read the syllabus and we fully understand and will adhere to the expectations and responsibilities outlined for Ms. Wise's class.

Regarding any questions I have, I understand I can email Ms. Wise.

Student Printed Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

☐ I have signed up for Aeries Parent Portal

☐ I have not signed up for Aeries Parent Portal but will by _____