

## **Class Expectations – Journalism**

### **Ms. Tse**

Welcome to the staff of the *Bulldog Times*! As a student in this class, you are the one in complete control of your grade. Your grade will reflect the effort that **you** have put into this class. Student grades are based on a total point system. Assignments include but are not limited to writing articles, team/staff projects, in-class assignments, working independently, and group work. All students are required to keep an updated portfolio for all work done in this class. Reporters are required to write approximately **six** articles for each publishing cycle of the newspaper. Unfortunately, not all of the articles are published due to limited space, timeliness, appropriateness, etc.

Not turning in work, not turning in a portfolio every grading period, performing poorly on assignments or in class will result in a loss of points. Students' grades are transferred to letter grades at the end of each grading period (97-100%=A+, 93-96%=A, 90-92%=A-; 87-89%=B+, 83-86%=B, 80-82%=B-; 77-79%=C+, 73-76%=C, 70-72%=C-; 67-69%=D+, 63-66%=D, 60-62%=D-; 0-59%=F). Semester grades are determined by the **total** amount of points earned throughout the semester.

Journalism is a class that requires students to work together as a team in order to produce several successful editions of the *Bulldog Times*. There may be times when students will stay after school to meet required deadlines and to work on newspaper related projects. Not all students will be required to stay after school hours. Some students may be asked to work on weekends or during a school break. This is determined based on job assignment. Students will be expected to present themselves in a professional manner when representing the Bulldog Times and Ayala High School.

Assignments missed due to an **excused** absence may be made up without a loss of points. However, students will only have **one** day for each day missed in which to make up missed work for full credit. Long-term assignments with prearranged deadlines (i.e., articles, projects, etc.) must be turned in **on** or **before** the due date. If the student is absent from class when such an assignment is due, it is his/her responsibility to get the assignment to me (or my mailbox in the office) the day the assignment is due. Students may also e-mail their article to me as an attachment. My district e-mail address is [Eileen\\_Tse@chino.k12.ca.us](mailto:Eileen_Tse@chino.k12.ca.us). **No assignments will be accepted late unless prior approval granted by the advisor.** Plan ahead and be responsible.

Each student will also be required to have access to a computer and jump/flash/USB drives so they may save their work and turn in their articles for publication. Each student will present a hard copy of their article on their respected deadline date. The student may use the CVUSD e-mail to turn in their final drafts. Students will also be required to maintain a portfolio.

### **Objectives**

This is a class for the interested student in the subject area of Journalism. This class is **not** a study hall or an "easy A" class. Journalism is a serious, rigorous, stressful, often frustrating, but an **enjoyable** class. To achieve excellence, you will require a good work ethic, and an investment of time in and out of class.

In this class, students will learn how to:

- Interview
- Research
- Edit
- Write articles
- Create layouts
- Operate the business of a publication

### **Sections**

- News
- Sports
- Arts and Entertainment
- Features
- Opinion/Editorial

## **Editors**

Section editors have a tremendous responsibility:

- Accountable for the work and actions of yourself and your staff
- The content, presentation, accuracy and deadlines of your section
- Consistent attendance
- Being a good example for your staff at all times
- Attend all editorial staff meetings (usually after school)

The Editorial board has the responsibilities of a section editor but on a much larger scale:

- Accountable for the work and actions of yourself and the entire staff
- The content, presentation, accuracy and deadlines of all of the sections
- Consistent attendance
- Being a good example for the entire staff at all times
- Attend all editorial staff and editorial board meetings

## **Staff Members**

Some of your responsibilities include:

- Obtaining accurate and correct **facts** for your story
- Present your story in an interesting manner (angle)
- Complete and turn in a **minimum** of six to eight stories per issue
- Provide a picture(s) for each of your articles, if applicable
- Respect your Editor and fellow staff members
- Keeping and maintaining a portfolio in the classroom
- **Meet your deadlines**

## **Assignments**

Editors and staff will be expected to complete all work assigned to them. Everyone will be expected to meet all deadlines; exceptions are very rare. You will be required to complete a portfolio for the class. This portfolio will comprise of any and all work that the student has produced for the class including any and all published articles, final copies of articles not published, any artwork or photos. These will be kept in the classroom and will be collected, reviewed, and graded on a regular basis.

## **Distribution**

As a member of the *Bulldog Times* staff, it is your responsibility to make sure that the editions reach the Ayala High School community and gets read. This means you need to help with the distribution of the newspaper. Be positive, courteous, and gracious with all comments about each edition.

## **Attendance/Participation**

This class requires that all students be in class and **actively** involved in their work. Frequent tardies and/or absences will limit your success and may result in your removal from the class. We are a team and as a team, we must work together.

## **Work Area**

Students are responsible to clean up after themselves. This is a business and all information is important and confidential until publication. Be respectful with all equipment and materials in this class.

This class operates as a business. You must consider yourself as a professional inside and outside of this classroom. You represent the eyes and ears of Ayala High School.

## **Electronic Devices**

Usage of any electronic device (cell phones, iPods, mp3 players, etc.) is not allowed during class. The advisor must approve any exceptions. Exceptions may include but are not limited to using a phone as a camera or to take notes for an interview, etc.

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