

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, research, journals, working independently, and group work. All students are required to keep an updated portfolio for all work done in this class. Students are required to produce approximately **four** stories for each publishing cycle. Unfortunately, not all stories are published due to limited space, timeliness, appropriateness, etc.

Not turning in work, not maintaining an updated portfolio for review every grading period, performing poorly in class or assignments 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 to contribute current and relevant content to *The Bulldog Times*. There may be times when students will stay after school to meet required deadlines and to work on publication related projects. Not all students will be required to commit 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., stories, 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. If GoogleClassroom or whatever digital platform fails, students may also e-mail their assignment to me as an attachment. My district e-mail address is 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 bring their personal electronic device (Chromebook) so they may save their work and submit their stories for publication. The student will use Google Classroom/Google Drive to turn in their final drafts. Students will also be required to maintain a digital 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 and research
- Write and edit stories
- Create layouts
- Operate the business of a publication

Staff Members

Some of your responsibilities include:

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

Editors

Aside from fulfilling regular staff member responsibilities, editors have a tremendous responsibility:

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

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 digital portfolio for the class. This portfolio will consist of any and all work that the student has produced for the class including any and all published stories, final copies of stories not published, interview transcripts and works cited, any artwork or photos. These digital portfolios will be collected, reviewed, and graded on a regular basis.

Publicity

As a member of *The Bulldog Times* staff, it is your responsibility to reach the Ayala High School community and make sure our publication gets read. This means you need to help with publicizing *The Bulldog Times*. Be positive, courteous, and gracious with all comments about all content.

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.

Professional Conduct

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

Technology

Usage of any electronic device (laptops, cell phones, video game consoles, etc.) is not allowed during class. You must receive explicit permission and approval from the advisor. Any technology use during class time is for educational and professional purposes pertaining to *The Bulldog Times* and Journalism class ONLY. Any unprohibited use of technology will result in confiscation and/or your permission revoked for the rest of the class.

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