

## Course Syllabus

Instructor: A. Wall

Room #: 309

Year: 2018-2019

Course Name and Title: Journalism / Yearbook Textbooks Used: None

**This Syllabus is a living document and may be changed at any time to accommodate changes in policy, procedure or circumstances.**

### **Course Description:**

Yearbook is a class different than any other. Yearbook is both an extra-curricular activity and a class for general credit. It is a project-based, production-intensive course that focuses on the entire school with the mission of providing a fun, accurate historical account of the school year for the student body in the form of a yearbook. Not only do you have to complete all class assignments on-time, you have to meet non-flexible deadlines to ensure publication of the yearbook. This is a good class for a mature, motivated student who wants to play a part in presenting our school to the outside world

### **A True Journalistic Product...**

...has credibility with its audience; it contains facts and can be used for record keeping, it covers all aspects of the school year –good/bad, happy/sad, it also strives to include every person in the school. A non-journalistic book, on the other hand, simply will not stand the test of time. A journalistic approach will teach you skills in business, graphic design, visual communication, writing, photography and collaborative relationships; all which will serve you in whatever field you decide to pursue in the future.

### **Course Outline and Content:**

Students address the techniques and knowledge needed to produce and manage a school yearbook. The central focus of the course is related to a successful production of the school yearbook. Each student will:

- write copy and captions in appropriate journalistic style for yearbook
- use good photojournalism techniques
- design a professional, attractive theme-based yearbook
- write effective headlines and captions
- edit, proofread and evaluate their own and others' work
- work cooperatively within time constraints (DEADLINES) and budget limitations
- learn and use effective sales and promotional techniques

### **Special Assignments and Projects:**

Students will be graded on the quality of their work and their ability to meet deadlines. Students will be graded according to how well they meet the assigned tasks according to their various jobs. This may include writing, photography, design, management, editing and other duties. The assigned deadline for each student is absolute. Students not meeting the deadline will not receive credit on the assignment – **There is NO make-up for missed deadlines.**

- Students may reassess on assignments for quality. Rewriting and redesigning are expected parts of the process of making a yearbook. Students must hand in work to the editorial staff before the final deadline. Then they may be reassessed on the work if it needs revision. The reassessed grade will replace the original grade. **However, the final product must still be submitted before the deadline or no to half credit will be assigned.**

### **Outside-of-School Work**

When you signed up for yearbook, you signed up for an extracurricular activity as well as a class. Much of the work of yearbook is completed outside of class. **Students will be assigned (and must attend/work) after school / outside of school assignments that may include but are not limited to: Sporting events, interviews, photography, sales (book and ad), club meetings/events, and overtime work on the book.**

### **Classroom Rules and Discipline Procedures:**

To ensure an optimum learning environment, please adhere to the following:

- Students will be respectful to all adults and classmates.
- Students will be seated in class when the bell rings.
- Students will not display cell phones, portable electronic devices or unauthorized materials in class unless directed by a teacher to do so.

- Students will use computers/technology appropriately at all times.
- When working outside of the classroom you will conduct yourself in a businesslike manner – Remember – you are representing Woodland High School and The Pack yearbook.

### Make-up Work Policies:

Unexcused absences will result in no grades awarded for the work given while absent. Excused absences allow the students to make up the work in the equal amount of time they were absent.

### Grading for Yearbook is slightly different from grading for other courses

Your yearbook grade is primarily based on your layouts. Your layouts will be evaluated based on photographs (are they present? Appropriate?), development of story, deadline (either you meet it or you don't), and captions. You will also get a production grade based on effort, quality, and professionalism. Grades are calculated on a total points basis. Your grade will be determined by the following categories.

- **Spreads / Deadlines:** Spreads will be assigned throughout the semester, and specific grading sheets for each spread will be available at the time the spread is assigned. Because our yearbook is directly tied to specific deadlines set by our publisher, any spread that fails to meet deadline will only be eligible for up to half credit. Any spread that is not complete by the second class after deadline will receive no credit and can be reassigned. Missing deadline is extremely costly for the yearbook and can severely hurt your grade.
- **General Assignments:** These assignments may include but are not limited to: ad sales and design, books sales, distribution, picture days (underclass, club, etc.) covering afterschool/outside school events and fundraising.
- **Participation:** Production of the yearbook is a team effort. Without everyone's participation, we will not be able to turn out a quality book on time. Your participation grade will be determined by both the teacher and your editors, however, the teacher will have the final say in your participation grade.

### School-wide Grading Requirements as follows (year-long grading):

#### Semester Final Average:

Final exam or EOC/Milestone Assessment- 9<sup>th</sup>- 12<sup>th</sup> grade level courses- 20%

Course Final Average- all 9<sup>th</sup>- 12<sup>th</sup> grade courses- 80%

#### Formative assessment:

- Participation- 15%
- General Assignments – 25%

#### Summative assessment:

- Spreads /Deadlines- 60%

Note: \*the Formative and Summative Assessments equal 100% but fall under the category of Course Final Average which is 80% of the Course Final Average.

Course Final Average- Year-long Average (80%) and Final Exam/EOC Milestone (20%)

\*Grades for each 9 week grading period should include a minimum of the following: 1 in the Spreads / Deadlines category, 3 in the General Assignments category and 9 Participation grades.

Grades for first semester will carry a smaller weight than those from second semester

### Learning Outcomes

Yearbook operates as a business; therefore, you need to be here and ready to work.

- The Executive editor is in charge of assigning work, monitoring progress, and the daily running of the class.
- The Executive staff are directly under the executive editor – they have been through at least one full cycle of yearbook from beginning to end and know what has to be done and when.
- If you are absent on the day of a deadline, you MUST find a way to have everything turned in by 4<sup>th</sup> period.
- There is a great deal to accomplish and your fellow staff members are relying on you.
- You must be on time to class. Tardies will result in loss of daily points.
- You must be responsible, respectful and courteous when you are outside of class – You represent Woodland High School, the Yearbook Staff and Me.

### **Academic Integrity Policy:**

Academic integrity is a fundamental value of quality education; therefore, Woodland High School will not tolerate any acts of cheating, plagiarism, or falsification of school work. Should it be determined that an academic integrity violation has taken place, the school reserves the right to assign a grade of a zero and submit a disciplinary referral to the appropriate Assistant Principal. The school also reserves the right to remove or suspend enrollment in any Advanced Placement/Honors classes as well as Academic Honor Societies.

### **Staff Manual**

Every staff member will receive a copy of the Staff Manual. It is your responsibility to read and understand all that will be required and expected of you.

**Students may not use copyrighted characters, logos, trademarks or any other material without prior approval from the teacher.**

### **Materials Needed:**

- 1 – 2 inch 3 ring binder
- Access to a computer with internet at home (see me if this is an issue for alternative accommodations)
- A positive attitude

**Technology Information:** This requirement will change during this year due to the implementation of the 1:1 technology program

# Journalism (Yearbook)

Ms. Wall

## STUDENT/PARENT CONSENT OF UNDERSTANDING:

I have read and understand all of the objectives, requirements, and expectations for Journalism / Yearbook taught by Ms A. Wall as outlined in the course syllabus.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

## For Students:

It is very important that you understand the commitment it takes to be part of the yearbook staff. Working on a school publication is not the same as taking another class at Woodland High School. Your participation directly affects the productivity of the staff, and the business of yearbook. Yearbook is a business—we are responsible for creating a product that costs more than \$20,000 a year to produce. We must raise the money, meet deadlines as established by the publishing company, and create a quality product we can be proud of and also pleases our customers.

Please initial below that you understand this commitment.

\_\_\_\_\_ I am fully aware that I will be asked to devote outside time in order to complete assigned yearbook tasks. These tasks include, but are not limited to attending and covering school events such as sporting events, plays, and concerts, as well as attending scheduled work nights and weekends. I fully commit myself to making those times available and completing my assigned deadlines.

\_\_\_\_\_ I understand the importance of the publication's equipment and supplies and I pledge to treat them and all classroom materials with respect. Should I neglect, abuse, lose, damage or waste any or all materials provided for staff use, I will repair or replace them at my own expense.

\_\_\_\_\_ I understand the importance of attending all staff meetings, classes, and outside assignment events necessary to complete my assignment properly. I promise to inform the adviser and my editor(s) if I am unable to attend these activities or meet my deadlines, so alternate plans can be made. I understand this may affect my grade as well.

\_\_\_\_\_ I understand that I will be asked to help with the financial aspects of the publication, including fundraising activities, properly handling certain monies, advertising sales, publication sales and distribution, etc., I pledge to fully, honestly, and properly participate in any and all activities, knowing that these too will affect my grade in this course.

\_\_\_\_\_ I understand and agree to the Staff Expectations as outlined in the course syllabus and the Staff manual. I also understand that if I do not meet the Staff Expectations, I may be removed from staff.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date