



Yearbook Syllabus  
Mr. Booth—Room 105  
Hours: 7:00 a.m. – 3:00 p.m.  
Remind App: @ifaa-yb  
Schoolology Access Code: 2NN8T-7NSMF

### **MAJOR CONCEPTS/CONTENT:**

The Yearbook course encourages student responsibility for the development of personal and staff management skills, for the production of a publishable product, and for adherence to ethical values, while helping students at the same time to refine and put to practical use their thinking, writing, and critiquing skills. Course content includes, but is not limited to, choosing and using appropriate writing techniques in preparing publishable material (applying the conventions of English usage, using effective words, sentences, and paragraphs, writing publishable stories); utilizing accepted techniques in the preparation of yearbook material (applying ethical methods of obtaining information for use in writing, rewriting, editing, and proofreading material, writing headlines, identifying material appropriate for school publication, creating an aesthetic page layout, and practicing assigned staff responsibilities in an efficient manner); recognizing ethical issues in yearbook production (recognizing situational factors affecting publication of material, checking sources to ensure reliability, displaying good taste, and avoiding plagiarism); and demonstrating personal development congruent with print publication practices and career goals, demonstrating the ability to follow work schedules and deadlines, using managerial and supervisory skills, functioning without supervision, and analyzing production materials based upon accepted standards.

### **MAJOR INSTRUCTIONAL ACTIVITIES:**

Instructional activities will be provided in a general classroom setting, and in the school and community environment. Student activities will include, but will not be limited to, reporting, interviewing, writing, rewriting, editing, proofreading, selecting content suitable for a school yearbook, preparing page layouts, photographing, selecting photographs, performing assigned staff responsibilities, making judgments about acceptable and legal yearbook practices, typing/reproducing materials, and managing/supervising staff members.

### **MAJOR EVALUATIVE TECHNIQUES:**

Students will be evaluated on the performance of the tasks assigned them, the quality and the timeliness of the product, the written products, and the demonstration of the understanding of the ethical issues inherent in the practice of journalism.

### **ESSENTIAL OBJECTIVES:**

Upon completion of the yearbook course, students should demonstrate knowledge in the following areas:

- Digital photography, to include editing and cropping images in Adobe Photoshop.
- Layout and design, to include extensive skill development using Adobe InDesign.
- Production development, coordination and deadlines.

### **COURSE GRADING/ASSESSMENT:**

In each quarter there will be four categories in which the students will be evaluated:

- Classwork.
- Projects.
- Assessments, may include Adobe Certified Associate testing.
- Finals, may include Adobe Certified Associate testing.

### **CLASSROOM EXPECTATIONS/CONSEQUENCES:**

Each day in class you will:

- Come to class prepared with paper, pen or pencil.
- Maintain a “portfolio,” a place to keep graded homework and other course materials and notes.

- Because of the unique nature of the work in this class, it is imperative that you maintain and demonstrate “sensible respect and courtesy” for the rights of anyone you interact with in the classroom (e.g. no put downs, don’t talk when someone else is talking, raise your hand to ask or answer a question, etc.).
- Use positive language at all times.
- Bring materials to class (books and articles).
- Meet deadlines.
- Participate in the development of the yearbook.
- Be on time.
- Respect other students and their possessions.
- When evaluating others’ work, offer constructive criticism.
- Be aware of deadlines for long-term assignments and prepare for unforeseen absences.
- Survive the entire period without gum, food or drink.
- Treat all equipment and class material with respect.
- Yearbook and what we’ll study in class is a *discipline* that requires hard work; but it is also fun, so enjoy it!

**ATTENDANCE:**

- Your period attendance is mandatory and absences must be cleared at the office.
- Unexcused tardies and absences will be dealt with according to school disciplinary policy.
- Because some work is impossible to make up, alternative assignments may be given.
- It is YOUR responsibility to check with me about homework or assignments you may have missed while absent. As long as an absence is excused, you will be allowed to make up the work you missed.

**HOMEWORK:**

- Homework will not be accepted late. Special circumstances will be considered on a case-by-case basis.
- Homework will be considered late if it is not presented at the beginning of class when I request it.
- All long-term projects and/or performances will be completed on time. For every day that an assignment is late, you lose a letter grade.

**MAKE-UP WORK POLICY:**

Students must get assignments before they leave school for any pre-arranged absences. It is the student’s responsibility to collect all missing work after being absent from class. There will be a time period given to complete work based on the type of assignment.

**PLAGIARISM:**

Students are responsible for understanding plagiarism. Merriam Webster defines the term “plagiarize” as “to steal and pass off (the ideas or words of another) as one’s own: use (another’s production) without crediting the source... to commit literary theft.” We will discuss this concept at length in class. I fully expect my students to do their own work

**GRADING POLICY:**

This class is based on a point system and follows a standard percent grade scale:

90-100%=A                      80-89%=B                      70-79%=C                      60-69%=D                      0-59%=F

Grading categories and weights are as follows

- Classwork (10%) – daily grades, in class and homework
- Projects (60%) – page design, photography, other out-of-class assignments
- Assessments (20%) – performance-type assignments (Pixami, Adobe Creative Cloud, Nikon Digital SLR)
- Finals (10%)

**TEACHER ACTIONS:**

If you fail to follow classroom rules/expectations, the following will result:

- I will talk with you in private.
- Parent contact by phone.
- Parent/teacher/student conference.
- Referral to administration for disciplinary consequences.