YEARBOOK SYLLABUS

Course Description:

Students in the Yearbook class are the leaders and decision-makers of the yearbook staff of Gracemont Public School. In Yearbook class students will complete the myriad of tasks to create a quality yearbook that reflects the pictorial history of the activities for the present school year. The following list is extensive, however, probably not inclusive.

- Develop a theme
- Design cover, end sheets and title page that reflect the theme
- Create master designs for each section
- Create a workable ladder
- Set up type specs and graphic elements for each section
- Determine story ideas
- Determine photo ideas
- Set up story and photo assignments: “shoot to the shot”
- Organize sale and distribution of book
- Sell advertising
- Finalize completed computer pages
- Establish and meet publication deadlines
- Edit pages

Students will use computer programs such as Adobe InDesign and PhotoShop, Jostens YearTrack program and Excel to complete the tasks. In addition they will learn how to use a digital camera with zoom lens and scanners.

Standards of Evaluation:

- Grades are based upon the effort and quality of completed work.
- The quality completion of individual and group assignments.
- Meeting the staff established deadline schedule.
- Quality completed work ahead of deadline schedule earns bonus points: Error free 100 points; 1-5 corrections 85 points; 6-10 corrections 50 points; 11-20 corrections 25 points.
- Failure to meet deadline results in the deduction of one letter grade for every day late.
- Letter grades are based upon achieving the specified goals set for each grading period.
- Grading will include the following along with any additional material the Instructor deems necessary:
  o Adherence to staff established deadlines
  o Section and page development
  o Writing stories, captions and headlines
  o Creativity and design
  o Editing
  o Selling Ads/Yearbooks
  o Completing Photo Op Assignments

Text/Materials:

There is no established text used. Material will be provided by Instructor.

Standards of Conduct:

- Take pride in the staff…we are an elite organization. Please protect our reputation and privileges.
- We are a family! Treat others with respect and dignity. Above all maintain, the integrity and secrecy of the publication.
- While individual work is necessary, working as a team member is essential.
- Maintain computer equipment, provided cameras and press passes
- Clean, organized work areas promote a good working environment
- Attendance and punctuality to class and to all deadlines is paramount.
- Be prepared to celebrate when deadlines are met and any other highlight.
**Expectations:**
- Take Responsibility: You Are Responsible For You
- Contribute To The Learning Of All Students-That Includes You
- Work To The Best Of Your Abilities Which Includes Asking For Help
- Criticize in Private, Praise in Public
- Be Respectful of Others
- Abide By The Handbook
- Be In Class Ready To Work Before The Second Bell
- Do not work on assignments from another class during our class time. It will be taken up and kept.
- Do not bring food or drinks into the classroom.
- A grade cannot be given for work completed due to an unexcused absence. However, the work will be required to be completed since assignments build on each other.
- Cell phones, iPods, and other electronic devices are not to be seen or heard during class time. All phones should be left in lockers or in the basket provided in the classroom. Disciplinary actions will be taken if this is not followed.
- Students are to remain in their seats until the bell rings.
- Cheating, including comparing or checking answers will result in a zero and a referral to the administration. Some other examples of cheating include, but are not limited to the following:
  - Printing another student’s work and changing/adding your name.
  - Cutting and pasting information from a website.
  - Using information from a source (website, book, magazine, pictures, etc.) without appropriately documenting the source.
  - Working collaboratively with another student(s) without permission from the teacher.
  - Talking during a test, quiz, etc.

**Grading:**

Grading will be on a point-based system rather than percentage. Example: Possible points= 20, attained a score of 18 points, translates to a percentage score of 90% (18/20).

**Course Policies:**

**Missed Classes:** The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor.

**Assignments:** All assignments are due at the beginning of class on the date due. Late submission of assignments will be assessed a penalty of 10% per day. No exceptions are made.

**Academic Dishonesty:** Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course. For more information refer to the "Academic Dishonesty" policy in the Student Handbook. For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments.

**Need for Assistance:** If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.