

## Yearbook Syllabus

**Course Name and Number:** Yearbook Production/AAY301

<http://zahscarver.wikispaces.com/>

**Course Description:** The yearbook course is designed to strengthen the students' skills in listening, speaking, and writing. The content includes, but is not limited to, developing group discussion skills; writing commentary responding to social, political, and literary concepts; developing individual criteria for the aesthetic appreciation of the arts; recognizing and understanding the use of literary and stylistic devices; using the media center research facilities; and designing layouts and using visual media.

**Textbook(s):** NONE

**Statement of Purpose:** The yearbook staff produces the school yearbook. This is a very important part of any school -- producing a lasting record of our time here. Students create the entire yearbook. They create layout designs, write commentary, take, edit, and crop pictures, and complete each page design on the computer.

**Philosophy:** As a teacher, I need to facilitate learning by providing a stimulating environment for interaction and discussion. Students should feel comfortable asking questions, relating interests, and making decisions. I offer a curriculum that balances the student's need to be challenged and successful in their education. At all times, students will be actively engaged in learning through hands on activities, problem solving, and class discussions. Students are given appropriate choices that expand their minds, encourage creativity, and incorporate diversity in thought.

**Mandatory Materials:** School Agenda/Calendar, writing utensils, paper, a folder, highlighters, flash drive

**Grading:** Each student will be graded on class projects, page design, layout, number and type of revisions, photographs taken, editing and cropping of photographs, and meeting deadlines.

**Grading Policy:** (DoDEA Grading Scale)

90-100= A

80-89 = B

70-79 = C

60-69 = D

59 or below = F

**Class Grading Policy:**

Production Deadlines 30%

Weekly Projects 20%

Page Design 15%

Page Layout 15%

Editorial Elements 20%

**Assessment:** Assessment will be accomplished by checking student work in progress to ensure that timelines are developed and followed throughout the course. The students must also successfully complete all projects deemed appropriate by the facilitator.

**Homework:** This class **requires time beyond the scheduled class period, beyond the regular class day!** Students will be given advance notice of after school or weekend work times.

Students will be assigned different pages of the yearbook and will be required to take photos for those pages. This means there will be times where the student will be required to be present after school hours in order to take the photos. All assignments will have a deadline for completion that must be met by students.

**Late Work Policy:** If a student realizes he/she is not going to make a publication deadline due to a scheduled absence, then prior arrangements need to be made. Deadlines are set on days, regardless of whether a student is present in class or not. A missed deadline is a missed deadline! The deadlines must be met to keep the school from suffering a financial penalty. **Meeting deadlines is a MUST!!! NO EXCEPTIONS!**

**Make-up work:** Students are expected to make up all work for excused and un-excused absences. Please refer to the *Parent/Student Handbook*. **\*NOTE:** Since we are working with deadlines, some work cannot be made-up. In deadline situations, another student may have to finish a page, etc. that another student was assigned. The best way to prevent that is to always be ready to turn in work prior to the deadline date!!

**Tutoring:** Students can arrange to receive assistance during seminar, before school, and after school.

### **Classroom Management:**

- \*All rules and policies as stated in the school handbook will be in effect in the classroom.
- \*All computer and internet use policies will be followed.
- \*All students should be in their assigned seats and ready to work when the tardy bell rings.
- \*Bring all materials to class on a daily basis. This includes your notebook which will be checked on a random basis.
- \*Students are expected to demonstrate behavior that is safe and acceptable in the classroom.
- \*Students should treat others and their possessions with respect at all times.
- \*Unacceptable behavior will result in student-teacher conferences, parent notification, and/or parent conferences.
- \*Extreme cases will be sent to the office.

### **Consequences:**

- \*First Violation – Verbal Warning
- \*Second Violation – Student-Teacher Conference
- \*Third Violation – Parental Notification and/or Conference
- \*Fourth Violation- Detention

\*Fifth Violation- Office Referral

**Content Outline:** The yearbook production course is a practical course designed to produce the official yearbook for the school. All phases of yearbook production, including photography, copy writing, page layout, and book and advertisement sales are included. The concept of accurate photojournalism is balanced with the need to present the events, activities, and personalities of the school year in a positive manner.

**Computer Policy:** The computers will be open each day by 7:10 a.m. and will be available after school (see adviser for dates and times). If a student needs access to a computer during off hours, the student may be able to make arrangements with other faculty who may be willing to supervise him/her. The computer workstations should be kept orderly and neat. There will be no food or drinks allowed around the computers. All photos taken on school grounds or at school activities with school equipment is the property of ZAHS. Students are not allowed to use school photos for their personal use. **NO EXCEPTIONS!**

**In Summary:** Being a part of a yearbook staff is hard work, but it is also one of the most rewarding classes a student can take while attending school. This class teaches real-world strategies to help a young person become ready for the work force and the demands of college life. Please be aware that this class encompasses all of the needs of the yearbook production process, from planning, raising money, selling ads, taking pictures, writing captions, laying out pages, and much more. This is a student-run production class. Dedication and maturity are needed for success in this class.

Please sign and return this page to your yearbook adviser.  
This states that you have read all of the policies and understand what is required to be a member of the yearbook staff.

Date: \_\_\_\_\_

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

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

If you have any questions or concerns as a parent or a student, please feel free to contact me.  
Thank you very much! This is going to be a great year!!

Standards covered in Yearbook: [http://www.dodea.edu/curriculum/docs/pt/stn\\_pts\\_im.pdf](http://www.dodea.edu/curriculum/docs/pt/stn_pts_im.pdf)