

Yearbook Syllabus

2018 - 2019

Perry High School

Ms. Stueber, Adviser | Room C222 | 480-224-2892 | stueber.erika@cusd80.com

Course Description

Yearbook is a production-based elective course that creates the *Concolor* yearbook. Because the staff is solely responsible for the content, design, layout, and sale of the book, students who choose to be a part of this business must ensure that it runs efficiently and effectively. Staffers must be cooperative, punctual, professional, creative, and productive. Students are responsible for taking digital photos, conducting interviews, managing clerical operations, making announcements, maintaining signage, and composing, designing, and editing all elements of text, graphic art, and digital photography layouts. This course requires students to be available outside of regular class hours to attend sporting events, student activities, etc. Students are expected to be organized, motivated, and possess strong reading and writing skills upon entering the class.

Supplies

Students must bring the following to class each day:

- Flash Drive (given to each student & must be returned at end of year)
- SD card (given to each student & must be returned at end of year)
- Staff ID & Lanyard (given to each student)
- Planner or calendar
- Notebook, folder, or other organizational materials
- Pen/pencil
- *BYOC optional (digital camera, cell phone camera)

***Our class would also appreciate donations of **Kleenex** and **cleaning wipes** to be used throughout the year. Students who bring in items will be put in a drawing for a chance to win prizes including a planner, a journal, a Dbacks Bobblehead, and a gift card to Little Caesar's. Each item donated is a separate entry to the drawing. Drawing will be held August 3rd.

Grading

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

- **Content (70%):** This portion of the grade is based on production, participation, and contributions to the content of the yearbook. Assigned tasks will be given throughout each semester. Work is graded on completion, quality, adherence to the Style Guide, and timeliness. Late work is not accepted. ***The yearbook spreads/pages are the most significant portion of a student's grade and missing/late work will significantly and negatively impact the overall grade.*** Students may be assigned one to three spreads during a semester, so there are limited opportunities to salvage a grade if students do not follow through.
- **Participation & Class Work (20%):** Production of the yearbook is a team effort and it is crucial that students participate and attend class. Students will receive points (10 possible) for daily attendance. This grade will be based on overall participation in the classroom that day including preparedness, motivation, work completed, professionalism, etc. Students will receive a 0 for days they are absent, but they may make up the points in other ways (i.e. taking on additional projects/work, volunteering for activities, coming in additional hours during lunch or after school, running extra errands during class, assisting classmates' with their work, etc.). Points may easily be made up either before or after an absence. This category also includes quizzes, tests, and general assignments (mostly during first quarter) given to teach students the skills necessary for production.
- **Final Exam (10%):** The 1st semester Final focuses on knowledge of the Style Guide and editing/writing skills and is a paper-based test. The 2nd semester Final is participation in the assigned distribution days of the actual yearbook.

Attendance

Points are given each day for attendance and productivity. **In order to meet deadlines, it is imperative students attend class each day, but especially during deadline weeks, picture days, and distribution days.** Time outside of class will be required for interviewing, reporting, and shooting photos at various school and community-related events. Students must notify the teacher when they will be absent.

Late Work

LATE WORK IS NOT ACCEPTED. As a business, it is *imperative* that deadlines are met. If a student has an issue meeting a deadline because an event was rescheduled, canceled, etc., the student needs to inform the teacher immediately to make alternate arrangements. Lack of opportunity due to procrastination is not an excuse.

Plagiarism & Academic Dishonesty

Plagiarism and academic dishonesty are not tolerated. **Students are required to submit their own work and cite their sources when necessary.** Interviews should be conducted in person when at all possible and should be reported accurately and honestly. Copyrighted images may be manipulated as long as they adhere to fair use guidelines. Any student caught plagiarizing, manufacturing quotes, fabricating facts and/or using non-legitimate sources/fact-gathering practices will receive a 0 for the assignment, a referral, and a phone call to the parent/guardian.

Guidelines

- Students are expected to draft, edit, revise, and perfect their work before each deadline.
- Students must have a pass to leave the classroom for any reason and should use established sign-out practices.
- Students must demonstrate respect, professionalism, and efficiency at all times.
- Standard school policies—dress code, food/drink, gum, electronics—will be followed unless an exception is warranted.
- Students must use all equipment—computers, software, cameras, scanner, etc.—properly and responsibly.
- Students are to properly return all equipment, log off computers, and pick up after themselves before the end of the class period.
- Students will communicate professionally with their co-staffers, the adviser, the student body, administration, and other clientele.

Remind

Ms. Stueber utilizes the Remind text message service to communicate deadlines, assignments, and other class-related information that is pertinent to the entire class. **It is required for students to subscribe.**

Send a text to this #:	Text this message:
81010	@244623



Students and parents/guardians must understand that this class is a business. It is not an “easy, fun” class, though there are many perks to the course! Students who always complete work on time and are self-motivated, outgoing, organized, and conscientious tend to do very well in Yearbook. Please be sure this class is the right fit for you to ensure your own and the yearbook’s success.

Syllabus Acknowledgement & Student Information Form for Ms. Stueber's Yearbook Class



This page is to be completed only by the student's parent/guardian.

Please return to Ms. Stueber by Friday 7/27.

Student Name _____

Student Address (street/city/zip) _____

Student Email _____

Student Allergies _____

Student Health Alerts _____

Parent/Guardian(s)' Name(s) & Relationship to Student _____

Student resides with _____

Parent/Guardian(s)' Email (include names of parent/guardian) _____

Parent/Guardian Phone (include names & phone type, ex. work, cell) _____

Student has access to Internet at home: Yes No Other: _____



My signature indicates I have read and understand Ms. Stueber's syllabus, including the **Course Description** and policies for **Grading, Attendance, Late Work, and Plagiarism and Academic Dishonesty.**

Student Name (Printed)

Parent/Guardian Name (Printed)

Student Name (Signature)

Parent/Guardian Name (Signature)

Please use the back of this page to include additional information you wish for Ms. Stueber to know about your student.

