

Class

Yearbook

2019 - 2020 Syllabus

Adviser

Ms. Erika Stueber
Room C222
480-224-2892
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Supplies

Flash Drive*
SD card*
Staff ID & Lanyard*
Planner or calendar
Notebook & Folder
BYOC optional (digital camera, cell phone camera)

*These items are loaned to students & must be returned at the end of the school year.

Our class would also appreciate donations of **Kleenex** and **cleaning wipes** to be used throughout the year.

Grading Scale

90 - 100 A
80-89 B
70-79 C
60-69 D
Below 60 F

Content (70%): This portion of the grade is based on content/production and editorial evaluations (if applicable). 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%): Students will receive up to 10 points for daily attendance. This grade will be based on overall participation in the classroom that day including preparedness, motivation, 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, running extra errands, assisting classmates', etc.). Points may be made up before or after an absence. This category also includes quizzes, tests, and general assignments given to teach 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.

Homework / Absences

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.

Academic Dishonesty / Plagiarism / Cheating

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 deadlines.
- 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, etc.—responsibly.
- Students are to properly return all equipment, log off computers, and pick up after themselves before the end of the class period.
- Students must communicate professionally with their co-staffers, the adviser, the student body, administration, and other clientele.

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

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

Student Name _____

Student Address (street/city/zip) _____

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(s)' Phone (include names & phone type, ex. Work, cell) _____

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. 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. 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/your student to ensure the student's and the yearbook's success.

 ***My signature below indicates that I have read the Yearbook syllabus, including the statement directly above, and I understand the requirements and commitment required of this course.***

Student Name (Printed)

Parent/Guardian Name (Printed)

Student Name (Signature)

Parent/Guardian Name (Signature)

Please use the back of this page (or feel free to email) to include additional information you wish for Ms. Stueber to know about your student.

