



Wolf Howl Newspaper/Journalism
Chandler High School
Course Syllabus 2022-2023

Adviser: Ms. Ashley Yap | Room 201 | yap.ashley@cusd80.com | 480-812-7776
Office Hours: Tuesday and Thursday from 2:15-3:15, other times by appointment

Welcome to Newspaper! This course will expand your knowledge of journalistic writing, photography, and creative design. We will be learning about all elements of journalism and different writing styles. The publication will evolve from what it was last year to whatever all of you choose to create. We will take what we have done in the past and improve on it – so know that you will leave a better writer, leader, and journalist than when you entered.

As a member of the publication team, you will be responsible for producing all elements of our school newspaper and magazine, *The Wolf Howl*, including writing, photography, layout/design, and other work necessary to publish a working newspaper. All new members will begin as reporters; however, opportunities evolve on a rolling basis to earn positions such as editor, writing coach, photographer, social media/web management, business and financial management, and more.

Course Materials and Technologies:

- Your school-issued laptop or comparable device
- Daily, regular access to Google Classroom, Remind, and other web-based applications

Grading: Your quarter grade in this course will be calculated on a rolling points basis. Points will be assigned toward completing course or publication assignments, participating appropriately in class and staff activities, and meeting deadlines and other course or publication requirements.

Key Factors in your Newspaper course grade:

- **Completion** – You must complete your assignments thoroughly and on time. This means meeting deadlines, editing your stories, and completing all assignments. You will be writing and editing your own stories as well as completing other assignments throughout the year.
- **Participation** – You are expected and required to be an equal member of this team. Your job at any given time may not feel important, but there is always work to do. You will never be bored; if you have nothing to do, just ask me and I'll point you in the right direction.
- **Punctuality** – Not only do I expect you to be on time for class, your assignments must be turned in on time. The timeliness of a newspaper and its stories depends on punctuality.

Per CHS policy, semester grades are calculated as follows:

Quarter 1 Grade 40%	Quarter 2 Grade 40%	Semester Final Exam 20%
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You are responsible for keeping up with your coursework and your own grade. Please check Infinite Campus regularly and communicate with me when you have questions or concerns.

Plagiarism and Academic Honesty:

The integrity of a journalist is the foundation to their success. If people don't trust you, they won't tell you things. You must always give credit to your sources and you may never use information from another source without permission and proper attribution. Do **not** make up sources/interviews. Any form of cheating or plagiarism will result in a failing grade for the assignment and/or issue and may result in removal from the course.

Technology Use: The CUSD Governing Board intends that technological resources provided by the District be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning. It is the policy of the Chandler Unified School District to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students. The District reserves the right to monitor use of the District's systems for improper use without warning or prior consent. Students shall be informed that computer files and electronic communications, including email, are not private and may be accessed by the District at any time. Inappropriate use may result in disciplinary action and/or legal action in accordance with the law and Board policy. Please visit the student handbook at www.cusd80.com/handbooks for further details.

Third Party Learning Tools: In this course, we will use web-based third party tools such as Google Suite, SNO, Adobe Creative Cloud, and other district approved resources, to complete coursework and/or access course materials. Students may be required to establish a username or password, submit work and/or download information from these tools. There is, therefore, some risk that individuals electing to use the products and services made available by these tools may place any student information shared with the tool vendor at a risk of disclosure.

Press Badge & Coverage of Events:

As a member of the *Wolf Howl* newspaper staff, you are entrusted with freedoms and responsibilities that other students and classes are not. This requires you to exhibit a high degree of maturity and good judgment. As members of a group that produces a concrete product that will be distributed to and read by both students and adults in our Chandler High School and CUSD community, all Wolf Howl staff are expected to hold to accepted journalistic standards and ethical practices. You must remember that anytime you are out of this classroom you represent the staff of the paper, me and the administration of the school. When you are gathering information for the paper, you must wear your Wolf Howl press badge. **Misuse of your journalistic privileges can result in removal of your press badge, disciplinary referral, a grade loss and/or removal from the class.**

After School Workdays:

Since our class is responsible for publishing the school newspaper in a regular and timely manner, it might be necessary for you to work before or after school in the publications lab to meet an upcoming deadline. You may not work in the publications lab outside of normal class hours without Ms. Yap's permission and knowledge. Ms. Yap and the editorial staff will establish and post a regular schedule of open lab hours where staff can work independently or seek support from editors and/or adviser.

Diversity Statement: All individuals have a right to an educational environment free from bias, prejudice and bigotry. As members of the Chandler High School educational community, students are expected to refrain from participating in acts of harassment that are designed to demean another student's race, gender, ethnicity, religious preference, disability or sexual orientation.

This syllabus is subject to change as needed at teacher's discretion. Course policy changes and updates will be communicated by the teacher and posted on Google Classroom.

NEWSPAPER / JOURNALISM / WOLF HOWL SYLLABUS & POLICIES - SIGN & RETURN TO MS. YAP

Student Name Printed _____

Student Email Address _____

Class Period _____

JOURNALISM STAFF RESPONSIBILITIES

The newspaper publication is unlike any other class on campus. This course will require a great deal of trust and personal responsibility. Because we have the awesome responsibility of preserving the memories of high school for every student who goes to our school, we must have an extraordinary team and a fair and firm set of rules.

By acknowledging this syllabus and the policies/expectations outlined, you are also agreeing to the staff responsibilities listed below:

- I understand the importance and cost of publication equipment and supplies and agree to use care when using all equipment. Should I neglect or abuse equipment, I will pay for repair or replacement.
- I understand that I will be asked to run errands, take photos, do interviews, etc. on campus during the class period assigned, during lunch, and before and after school. I commit to being where I am supposed to be and doing what I am supposed to be doing at all times.
- I understand that I am responsible for learning all aspects of newspaper publication. I will pay attention to instruction, take good notes, and apply what I have learned in class to my journalism assignments. I will get help if I am not sure what to do *before* I get behind.
- I understand that my course grade will be based on the quality of my work, my participation in all newspaper activities (including outside of class) and my timeliness at meeting deadlines.
- I understand that my attendance is vital to the work of newspaper publication. In the event that I must be absent, I will promptly make up any work, even if it means that I must work outside of class time. I will also notify my team and the adviser (by email, if possible) of my absence.
- I understand that it will likely be necessary for me to work outside of class time (before school, during lunch, after school) to complete newspaper production. I will make necessary arrangements to do so.
- I understand that producing a newspaper requires cooperation with all staff members. I will work with all other staffers and do my best to resolve conflicts that arise.
- I understand that failure to abide by the terms of this contract can lead to my dismissal from the staff.

I have read the ***Wolf Howl Newspaper / Journalism*** course syllabus and understand the policies described within. I understand that I/my child will be held to high standards, and it is imperative that students practice the communication and work skills necessary to be successful in professional journalism and adult life. If at any point I/my child is experiencing difficulty with the course or is unable to complete an assignment by the due date, I understand that the student is expected to contact Ms. Yap and the *Wolf Howl* editorial staff as soon as possible.

Student Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

Parent/Guardian Preferred Contact Information

Name _____ Relationship _____

Phone _____ Email _____

I prefer that you contact me by phone / email / other (please explain)