

Yearbook

Grades 10-12 full year elective

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OVERVIEW:

This specific introduction to yearbook class assists with the production of the yearbook for grades 9-12 called *The Torch*. Students provide leadership as editors, write stories, take photos, design pages and sell advertising for the all-color publications. The book will be completed in four or five deadlines in compliance with Herff Jones who is our publisher.

DAILY EXPECTATIONS:

Responsibility

- This includes being on time for class, activities you are covering and with assignments. Yes, you will write, you will proofread, you will meet deadlines and you will work with other staff members. **You must earn your grade in yearbook.**
- **Late work** affects the entire staff and the publication. If you have an issue that will impact your deadline, talk to an editor or the adviser well before the deadline. Communication is the key to understanding.
 - **Late penalty for missing minor deadlines** (steps to the final product and photo assignments) is a 20% deduction. Points lost due to lack of completeness, accuracy, and/or style requirements may be earned back up for partial credit (not to exceed 80%) until the major deadline / final deadline.
 - **Late penalty for missing a major deadline** (the final product / “test” grade) is a 20% deduction in addition to the points that may be lost due to incomplete work as noted on the page rubric. **Points cannot be made up.** Incomplete work will be reassigned to senior staff / editors to complete in order to keep our production schedule.
 - **Extra Credit** may be awarded for attending extra events outside of class for photo coverage.

Preparation

- Come to class ready to participate, work and share. Because of the nature of the business, on occasion, you will be required to put in **time outside the normal classroom hours** writing, taking photos, selling advertising, etc.
- Yearbook class is NOT a study hall to complete work for other classes. Our class time is valuable to getting yearbook work done. There is always something that can be done either for your assignment(s) or helping the yearbook staff succeed in their deadlines. **Participation points may be lost for working on outside work during yearbook time unless granted permission by the adviser.**

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Respect

- Listen to all class members. Wait until a person is finished speaking to talk. Treat others as you would like to be treated. Follow the direction of the student editors in writing, revising, designing and taking photos.

Cooperation

- When you work on assignments, do your part. Carry your load so that others can do their part. Acknowledge and support the leadership of the publication by being available to them. Seek out other class members who may need help when you have finished your responsibility.

Integrity

- Tell the truth. Don't be afraid to admit you've made a mistake. If you have an issue with another class member, talk to him or her first to work out the situation.
- Walk the talk with your all your TCA classmates.
- Be a good representative of the yearbook staff.
- **Be accurate as you create your page.** Keep quotes accurate and double check them with the person you obtain them from. Have the permission of the person you get photos from to have them published. Provide accurate context and information for captions. **Double check your work.**

SUPPLIES:

- Yearbook plastic folder and paper, Calendar/planner, 1 box of tissues
- Access to Microsoft Onedrive using your D20 student account (id@msa.asd20.org)

RULES OF CONDUCT AND CLASS PROCEDURES:

As part of this class, you will have greater access and opportunities to be outside the classroom in order to complete specific projects and/or activities...this puts you in greater view of the rest of the school. It is therefore that much more important to use your time wisely and follow the school rules. Others will report to me the good, the bad, and the ugly... so don't lose the privilege of working outside the class. Here are some guidelines for leaving class:

1. Ask permission to leave and sign out. Be ready to show your work upon return.
2. 15 minute check ins
3. Go with a buddy and be in plain view at all times
4. Cameras don't go where privacy is expected (locker rooms, bathrooms, etc)
5. Pre-arrange interviews whenever possible with teachers. Minimize disruption to their class. Consider interviewing during flex or lunch time or outside of school.
6. Any behavior or circumstance, not explicitly covered by the above, will be dealt with according to the guidelines found in the school handbook. Such items include the dress code, persistent misbehavior, and any other matters that may need attention throughout the year.

GRADING

Each student will work as one and upon completion of his/her assignment will seek out fellow staffers who need help. It is not enough to say **MY WORK IS DONE**. The goal is to have **ALL OF OUR WORK DONE**.

- Deadlines for assignments will be posted and students missing deadlines (without editor and adviser approval) will be subject to the class late penalties (See notes under “responsibility”).
- Handing in sub-standard work will also affect your grade in the class. *The adviser reserves the right to adjust overall grades based on evidence of time spent on work outside of class time, cooperation, rule adherence, and team effort.*
- Points will be earned in a number of ways—the majority coming from completion of assigned spreads, photography coverage assignments, promoting yearbook sales, and maintaining a portfolio of your best work.
- Points will also be earned for daily participation and carrying out staff duties. Points may be lost for working on other work during yearbook class time without prior permission from the adviser.
- **Bonus points** may be awarded for assisting staff members meet their spread, photography, or proof deadlines once you have reached your own deadline.

Equipment Use

As part of the class, you will have to use expensive equipment such as cameras and/or computers to complete assignments. You and your parents will have to sign an agreement accepting responsibility for the checked out equipment. You may also use your own equipment.

Access to People/Events

Students will receive “TCA Yearbook Staff” identification badges that will allow them access to most – if not all – activities and events taking place before, during and after school. These badges will allow students access to people and events as they happen, enabling them a better opportunity to produce a complete yearbook. Please use your badge for what they are intended. *During the school day, you are expected to follow the established dress code. Failure to follow the code may result in the loss of participation points for the day*

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YEARBOOK ACKNOWLEDGEMENTS

FOR _____ (Please print your name)

Please sign and return by _____.

ACKNOWLEDGEMENTS: (Please both students and parents initial each)

1. _____ / _____ I understand the expectations of me in the Yearbook class as they are contained in this syllabus and I agree to follow the guidelines of the class.
2. _____ / _____ I have read the **Journalism Equipment Contract (See reverse side)** and understand that I will be working with specialized equipment and will be held responsible if equipment is lost, broken, or damaged while checked out under my name. Repair and/or replacement fees may be levied in the event of damage or loss due to negligence or abuse of the equipment.

Student Signature

Date

Parent Signature

Date

JOURNALISM EQUIPMENT CONTRACT

The TCA journalism department owns fairly expensive cameras and other specialized publications equipment ranging from \$200.00 to \$1,000.00. Students are expected to be responsible for school-owned equipment used for yearbook or newspaper: digital cameras, lenses, film cards, batteries, card readers, scanners, camera bags, computers, etc. It is imperative that we ensure the safety of our equipment to make sure that our program can run smoothly.

These rules apply to use of a journalism camera or other equipment:

- All equipment is to be transported in appropriate cases.
- No school equipment is to be left in the student locker, backpack, or automobile.
- Checkout of cameras and other equipment is for ONE 24-hour period unless approved in advance by the adviser.
- Equipment must be returned to the yearbook room and checked in by the editor-in-chief or Mr. Lahn.
- Should damage occur to the equipment or some part of the equipment be lost, the student will incur responsibility for repair or replacement of the equipment. Camera repairs typically begin at \$150.00 per/item.
- No equipment may be used by the student until this form is signed and returned.