

Introduction to Yearbook / Newspaper Course Syllabus

Highland East Junior High School • 2017-18 Syllabus

Teacher: Mr. Gibson

Classroom: 305

Hour: 4th Hour

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Welcome to Introduction to Yearbook / Newspaper elective. Introduction to Journalism is a year-long elective course for 8th grade students. The Introduction to Yearbook / Newspaper class is dedicated to the craft of writing, editing, photographing, and documenting life at Highland East.

Students will be responsible for the production of the school yearbook, **The Cougar**, and a spring newspaper, **The Cougar Chronicle**



Suggested Course Materials / Supplies (please see me if you are unable to provide these)

1. folder with pockets for storing class handouts and notes
2. Lined notebook paper for written assignments
3. Pens (dark blue & black ink) & Pencils

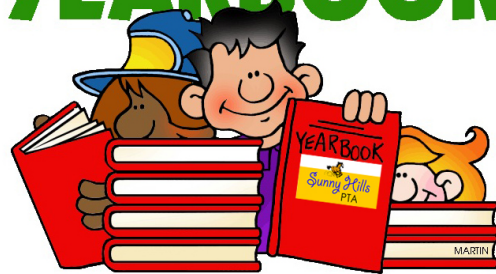
Class Learning Outcomes/Objectives :

1. To develop skills in journalistic writing, editing, photography, and produce the school yearbook and spring newspaper.
2. To develop computer skills in touch-typing, word processing, desktop publishing, photo management.
3. To market and sell the school yearbook.
4. To learn and work together with respect, responsibility, communication, and cooperation.

Examples of Class Activities:

1. Reading, writing, powerpoint lecture, discussions, hands-on activities, designing layouts, taking photos, and other activities to learn about journalism, journalistic writing, photography and photo journalism, layout and design, desktop publishing, computer file management, digital photo manipulation, marketing and sales, and other topics.
2. Using various computer applications such as word processing, spreadsheets, desktop publishing, photo manipulation using Jostens Yeartech Online internet based software, Adobe InDesign.
3. Going "on assignment" around campus to take pictures, interview people, conduct surveys and polls, conduct research about people and events, and other duties as assigned.
4. Lunchtime, after school and evening work, attending sports games and other school events as reporters and photographers, and working diligently to complete all assignments before each publication deadline.
5. Working on your layout pages at home using Jostens online program: Yearbook Avenue & Yeartech Online

It's Time to Order Your.....
YEARBOOK!



Classroom Rules and Procedures

1. **Entering class:** Enter quietly and have a seat. Instructions will be given at the beginning of class.\
2. **During class instruction:** Students are expected to remain seated and quiet during instruction. Raise your hand to gain permission to speak or leave your seat.



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3. During deadline / project work:
Students are expected to remain on-task and work cooperatively. All conversations should be school appropriate.

4. End of class: Teacher will dismiss students AFTER equipment/ materials are cleaned-up and put away. The teacher dismisses class, NOT the bell.

5. Food & drinks: are not permitted in the classroom or near the computers.

6. Damaged Equipment: Report immediately. Treat all equipment with proper care. Note: If you are negligent with classroom equipment, you will lose the privilege of it's use.

7. Classroom Cell Phone Policy:

- except for approved academic purposes, cell phones should be turned off and put away.
- violation of the cell phone policy will result in your phone being confiscated.
- confiscated cell phones may be picked up after school
- persistent cell phone violations will result in your phone being banned from the classroom

8. Classroom Behavior Rules:

Motto: "Work Hard, Be Nice, Make a Difference"

- Treat others with respect.
- Work cooperatively
- Keep hands, feet, objects to yourself.
- Stay on task.

9. Behavior Consequences:

- First offense = teacher warning
- Second offense = detention and/or a phone call to parent
- Third offense = referral to the principal

10. Smart Device Policy

- smart devices are to be turned off and stored out of sight.
- When instructed, smart devices may be used for academic purposes.
- Use of a smart device camera is strictly prohibited
- When you leave the room on a hall pass to gather information or take photographs for your story, your smart device must be left with Mr. Gibson.
- Violation of this policy will result in your device being taken away and sent to the principal

11. Journalism Computers

- Your work will be done on school computers located in room 305, but you also may work on a home computer. Mr. Gibson will supply you with a password.
- The journalism computers are for class work, not games or music.

General Information

1. **Restroom:** Students are encouraged to use the restroom during passing periods to minimize classroom interruptions. If you need to be excused, you must have a restroom pass distributed by the teacher,



2. **Late Assignments:** Being late in journalism usually means the story can't be published. The whole yearbook and newspaper can't wait for a late story. Late work will be accepted on some assignments, for partial credit. Some assignments must be completed and turned in by the due date in order to

receive any credit at all. Homework that is not ready to be turned in at the start of class will be considered late.

Twenty percent will be deducted per day for late assignments.

3. **Press Passes:** Passes which allow students to go "on assignment" about the campus are a privilege, not a right. If students abuse the privilege (off-task activity, disrupting classes, etc.) the privilege will be removed. The Press Pass will give you access to East athletic events at no charge. Once used, return the press pass to Mr. Gibson ASAP.

4. **If absent:** You should make up the work that you missed. Only work completed promptly will be given credit. It is the responsibility of the student to find out the work that was missed.

5. **Cheating:** will not be tolerated. Any work in violation of Highland East Junior High School's Academic Honor Code will, at a minimum, result in a zero for the assignment and a referral.

6. **Use of Jostens Website:** Each staff member will have password access to the Jostens website. Using the website you will be able to design pages, write stories, insert photos and get online help. You will be able to use any internet enabled computer, iPad or Android device. When using iPad, you must use a Flash enabled browser. Jostens recommends the **Puffin** browser. Please do not share access with other non-yearbook students. We want the yearbook to be a surprise. Your site usage will be monitored. If use of the site is abused, your account will be disabled making it impossible for you to work on the yearbook online.

7. **Need help?** Please ask for help during class. If you want extra time in the lab, or additional help outside of class, ask me. I am happy to open the room before school or during lunchtime, stay after school to meet with students who need extra help.

8. Attributes of a Model Student. A model student will be:

- a. a positive leader
- b. ignore off-task behavior
- c. solve problems independently
- d. bring all required materials to class daily
- e. cooperate well in groups, participate often if called upon and make thoughtful comments
- f. be on time daily and immediately begin work upon arrival to class.

9. Assessment and Grading

* Graded assignments and formal assessments will include:

- Various paper-and-pencil and computer-based assignments.
- Successful on-time completion of reporting and/or photography assignments and the writing and editing of stories / articles / layouts for the various publications/productions.

* **Quizzes and tests:** You will have a semester exam at the the end of each semester. Periodic quizzes and tests will be announced.

* **Task Assessment Grades (TAG)-** Student progress and work on task will be assessed weekly. Students earn 10 points per day.

* **Yearbook Deadlines:**

1. Planning Deadlines- 50 points per page (if progress is detected)
2. Rough Deadlines- 100 points for layouts per page & 100 points for copy per page.
3. Final Deadlines- 200 points for layouts per page & 200 points for copy per page.
4. Missed deadlines- 20% deduction per day.

* **Newspaper deadlines**

1. Peer edited rough drafts
2. Story grades- 100 points per story
3. Section grades- 200 points per issue
4. Section Editor grades - 400 points
5. Editor-In-Chief grades- 800 points per issue

6. The grading scale:

A- 90% and above

B- 80-89%

C- 70-79%

D- 60-69%

F- 59% and below

* Extra credit opportunities are always available. Students who put in lots of extra time reporting on and/or photographing school events, working to meet publication deadlines, or other tasks, will receive extra credit for their extra efforts.

* Grades will be posted online on Infinite Campus.

10. "Wall of Wisdom" - While my purpose is to assist you in designing pages, writing stories and take photographs, consult the "Wall of Wisdom" for common questions

11. Journalism Cameras

- Three Canon Rebel cameras will be used to capture the action at school events.

- You may use your own camera at away from school events.

- Always have the camera strap around your neck. and use your arms to stabilize you shots

- Clean the lens with optical cloth only

- If at all possible identify the people in you photograph as soon as possible

Introduction to Yearbook/Newspaper Course Statement of Understanding

STUDENT - PARENT - TEACHER CONTRACT

Dear Students and Parents,

Please read carefully and discuss the Introduction to Yearbook / Newspaper syllabus. Please complete and sign the form below, then return it to Mr. Gibson. If you have questions or concerns, please email or call.

Thank you.

Mr. Brian Gibson, Introduction to Yearbook/Newspaper

Student: _____

I have read and understand Mr. Gibson's Introduction to Yearbook / Newspaper syllabus. I agree to abide by the rules and procedures and do my best to be successful in this elective.

Student Signature,

Date

Parent/Guardian:

I have read and understand Mr. Gibson's Introduction to Yearbook / Newspaper syllabus. I agree to help my child be successful in this elective.

Parent/Guardian Signature,

Date

Please return this signed form to Mr. Gibson