

COURSE SYLLABUS

COURSE TITLE: Yearbook

TEACHER: Burley

TEACHER PLANNING PERIOD: 7th Period

COURSE DESCRIPTION: The content includes preparation, design, editing and publication of the yearbook.

RESOURCE MATERIALS: Students will use materials from Herff Jones Publishing Company, as well as materials and information from the Virginia High School League, Columbia Scholastic Press Association, the American Scholastic Press Association, and the Southern Interscholastic Press Association as well as other possible journalistic organizations.

COURSE OBJECTIVES:

The student will:

- Develop a working knowledge of all aspects of yearbook journalism.
- Understand the functions of a yearbook.
- Examine and analyze yearbooks.
- Study legal issues involving publications.
- Examine the design and function of layout styles in publications.
- Design spreads and templates for the school yearbook following all rules and guidelines.
- Study the development of theme in publications.
- Learn photographic composition and techniques to improve the composition.
- Learn procedures for financing publications and participate in the sale of the publication and advertising.
- Conduct interviews.
- Write copy using guidelines for yearbooks.
- Typeset, fit, proofread, and edit copy.
- Select quality photographs; place, crop, and scale photographs for publication.
- Meet all deadlines.



MATERIALS:

Each student should have a notebook/binder, steno pad, pencils, erasers, and black or blue ink pens.

(A pen with red or green ink may be used for editing and proofing.)

Students who have a digital camera may use it if it meets necessary specifications.

Other supplies needed for publication will be furnished.

REQUIREMENTS AND CLASS RULES

1. All editorial decisions must have the approval of the adviser.
2. No one leaves the classroom without permission and a pass. (Much of your interviewing will need to be done outside of class time.)
3. Food and drink are not allowed in class.
4. Courtesy to each member of the yearbook staff is expected. Cooperate with others in the classroom.
5. Promptness is essential. If a teacher or administrator detains you, please bring a note with you; otherwise, your tardy will be considered unexcused.
6. You are expected to respect all property in the classroom. Any damage done to school owned equipment (computers, CDs, flash drives, cameras, etc.) or equipment owned by one of the staff members will be reported to an administrator.
7. Only access programs on the computer needed for yearbook production.
8. Be sure cell phones remain off and out of sight at all times.
9. Always clean your station and put away all materials before leaving the classroom.
10. Give every task your best effort. Completing assignments on time is necessary to meet your deadlines.
11. Regular class attendance is important; it is impossible to be successful in class and create a publication of high quality if you have poor attendance.
12. Stay in your seat until class is dismissed.
13. All school rules apply to the classroom and will be enforced. Please read your Student Handbook.
14. Feel free to ask questions about assignments or grades.

GRADING

Grades will be determined as follows:

Nine Weeks Grading

50% Yearbook assignments, daily work, projects, etc.

35% Quizzes

15% 9-weeks assessment

Final Grade

Grades for each of the four nine weeks periods will be averaged for a final grade at the end of the year.

What dose it mean to  a Lancer?

 Respectful

 Responsible

 Mindful

 Ambitious