

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. 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 may be used.

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.
- study the development of theme in publications.
- examine the design and function of layout styles in publications.
- design spreads and templates for the school yearbook following all rules and guidelines.
- conduct interviews.
- write copy using guidelines for yearbooks.
- typeset, fit, proofread, and edit copy.
- learn photographic composition and techniques to improve the composition.
- learn procedures for financing publications and participate in the sale of the publication and advertising.
- select quality photographs; place, crop, and scale photographs for publication.
- meet all deadlines.



MATERIALS:

School issued Chromebook and charger

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. Promptness is essential. If a teacher or administrator detains you, please bring a note with you; otherwise, your tardy will be considered unexcused. Be in your seat and ready to start class when the tardy bell rings.
2. Be prepared for class. Bring your Chromebook, notebook, pencils and paper to class every day. Charge your Chromebook before class time.
3. 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.
4. Give every task your best effort. Completing assignments on time is necessary to meet your deadlines.
5. No one leaves the classroom without permission and a pass.
6. Courtesy to each member of the yearbook staff is expected.
7. 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.
8. Only access programs on the computer needed for yearbook production.
9. Do not adjust any windows, shades or desks.
10. Keep all backpacks and purses off the desks.
11. Be sure cell phones remain off and out of sight at all times.

12. All editorial decisions must have the approval of the adviser.
13. Stay in your seat until class is dismissed.
14. All school rules apply to the classroom and will be enforced.
15. Feel free to ask questions about assignments or grades.

GRADING

Grades will be determined as follows:

Nine Weeks Grading

Mesasure of Progress (YB assignments, daily work) 40%

Mastery of Content (quizzes, deadlines, projects) 60%

Final Grade

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

Lancer Pride



Responsible.



Respectful.



A Team Player.