

Yearbook Syllabus 2020-2021

Instructor: Russell Philip
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Best Contact Time: After 6:30 am and Before 8:00 pm
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Course Textbooks: Walsworth.com
Course Pre-Reqs: This course requires teacher approval to enroll. If you do not fulfill the expectations of the class, you may be removed from the class at the semester.

This is an exciting class where you will be creating and designing published pieces of writing. This class presents an overview of the field of journalism while teaching students to be consumers of mass media and to understand news-gathering and production. It includes basic news writing, reporting, editing and legal and ethical issues. Yearbook responsibilities include layout design, writing articles, deciding on themes, photography, and much more. You will develop your interviewing and interpersonal skills as well. Working as a team, you will experience a setting much like you will encounter in the corporate world. Projects will be assigned where you will be working independently, and deadlines must be met; therefore, you must be someone who is motivated and a self-starter.

Expectations for students in yearbook:

1. My #1 rule is to always have RESPECT! Respect for your teacher, classmates, school, and for yourself. Do not talk when another person is talking and make sure to always remember the golden rule.
2. I understand that I am to be prepared for class.

*This means that I bring my book, notebook, pencil, pen and/or anything that I might need to class everyday. This way I don't need to go back to my locker. I will be responsible.

*I need to show respect for Mr. Philip, my fellow classmates, and myself.

* This means that while Mr. Philip or my fellow classmates are talking, I will be quiet and will wait my turn.

*It also means that I will respect Mr. Philip and my classmate's belongings and space. I will ask permission before I "borrow" something.

*This also means that I will conduct myself appropriately. I will do what is asked of me with a positive attitude, and I will not disrupt my classmates' learning process and/or environment.

3. I need to take an active part in my education. Participation in class is instrumental to learning. I understand that this can be done in various ways: remaining on task when an assignment is given, asking questions, remaining focused during instruction, checking the class website, checking my email, and simply by coming to class prepared.
4. I understand that cheating and/or plagiarism will not be tolerated. I will receive an automatic zero, phone call home, and a detention for a first offense. A second offense will follow as the first, but the office will be notified. Cheating is defined as copying homework, looking on other's quizzes/tests, plagiarizing, and ANY talking while test/quizzes are being handed out and until all of them are turned in.
5. I need to be in Mr. Philip's classroom and in my assigned seat when the bell rings. I understand that Mr. Philip will follow the school tardy policy. I also understand that I am to remain in my seat until Mr. Philip dismisses me from class. I will not line up by the door and I will not get out of my seat unless I have a productive reason (pencil sharpener, paper, trash can, asking a question to teacher, assigned group work)
6. If I don't live up to Mr. Philip's expectations or if I break school rules, I know that I will have to face the consequences. I understand that Mr. Philip will warn me once, remind me twice, and a third offense will result in a referral, and Mr. Philip will contact my parents/guardians.
7. If I have difficulties in class, I understand that I can ask Mr. Philip for help during class, before school, after school, or I could email him at rphilip@buchananschools.com . I also know to visit Mr. Philip's website for information regarding class assignments and instruction: rphilip.buchananschools.com Before asking Mr. Philip what was missed on my absent days, I will check his website first and then ask for clarification.
8. I understand that Mr. Philip uses percentages to calculate my grade. Point values will be assigned to assignments, quizzes, tests and activities in this class. Activities include, but are not limited to, ad sales, photography work (spreads), written work (stories, photo captions) and meeting all deadlines completely, correctly and on time. You can and will fail Yearbook if you don't pull your weight!
 - 60% class work
 - 10% photo assignments
 - 30 % layouts / spreads

School Wide Grading Scale

100-93	A
92-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-65	D
64-60	D-
59-0	F

9. I understand that if I have a cell phone out in Mr. Philip's classroom he will confiscate it and turn it into the office. The only way to get your cell phone back is by your parents/guardian picking it up at school
10. I understand that there is to be no food or drink in Mr. Philip's classroom because it is a computer lab.
11. I understand that to leave the classroom you must carry a pass and sign in/out of each room.
12. I understand that I am responsible for following all district and building policies in addition to the yearbook classroom policies.

Course Objectives:

A course in Yearbook has two primary objectives: (1) to teach students the skills required to create the yearbook & (2) to produce a yearbook that reflects journalistic standards. In order to accomplish these objectives, the yearbook journalism students will devote their time to the following:

- Learning their rights and responsibilities as student journalists
- Gaining proficiency in design publishing with Online Design through Walsworth Publishing Co.
- Incorporating advanced design principles into the yearbook
- Learning and using journalistic writing techniques
- Developing student leadership and decision-making skills
- Finding ways to include every student and staff member in the yearbook
- And most importantly, producing a yearbook the staff, the school and the community can enjoy and be proud of

Expectations:

The following are critical to the success of the yearbook staff:

- Course content and required assignments will be delivered in the classroom and throughout the district. If and when that is not possible due to any reason, students will continue to complete coursework remotely. Course content and required assignments will be delivered to students via one or more of the following: our classroom website, Walsworth virtual learning website, text message, email, or printed materials. Completed work during remote learning will be submitted for a grade. Virtual learning is an expected part of this program and students will be expected to attend and participate.
- Timeliness – Students will be expected to meet all deadlines large or small. That may require staying after school to cover events or meet a production deadline. Students will also be expected to be on time for class, meetings, photo shoots and interviews.
- Risk-taking – Yearbook staff members must be willing to take a risk and try something new. Risk-taking may involve interviewing someone a student does not know or learning how to use new computer software.

- Responsibility – When a student agrees to take on the responsibility of working on a student publication, the student must also assume responsibility for his/her actions. Whenever a student is out in the school or larger community fulfilling yearbook responsibilities, that student must act as a representative of the school. This includes following school rules and policies. Students also must be accurate and fair in everything they produce for yearbook.
- Attention to detail – Journalism is a perfectionist’s business. Students must pay attention to details because details cost money.
- Tidiness - Staffers are expected to take care of the production room, also known as Mr. Philip’s classroom. All materials should be put away at the end of the class period.
- Respect for Equipment - Staffers are expected to safely and correctly handle all equipment and materials associated with the publication process (cameras, pictures, computers, ads, scanners, etc) Staffers will be held responsible for any damage due to improper or careless use of equipment.

Materials:

- Walsworth Workbook (supplied by instructor)
- Spiral Notebook
- Pens/pencils
- Flash Drive
- Digital Camera (supplied by instructor to be checked out)

Ad Sales:

All staff members are required to sell advertising. This is necessary to pay for the costs of yearbook production. In addition, the district’s curriculum requires advertising sales as part of the yearbook program because advertising helps us to simulate the activities of a professional publication. Each staff member is expected to sell at least \$100 in business advertisements, including senior ads. This figure must be reached by Jan. 1, 2022. Further, the student must approach at least 3 businesses as part of the *Walsworth Yearbook* advertising campaign. These visits must be documented (see form) and will count for a grade. Students who fail to sell the required amount in business & senior ads and have documented visits to at least 3 businesses may lose their staff position with *Walsworth Yearbook* and be directed to take another elective in the second semester. Further, the student will receive a grade appropriate to the work done to find ads. Please understand that journalism is a business and staff members are expected to contribute to the financial success of it by selling advertising.

Also, each student is responsible for participating in the sale and distribution of the yearbook during lunches and at after-school functions.

Digital Camera/Equipment Use:

Students may use their own cameras or they may use staff equipment. All staff equipment must be signed out and returned within 24 hours unless other arrangements with advisor has been made. Students who do not follow the sign out and return policy will not be permitted to use school equipment. Students must complete and submit the district property removal form before checking out equipment.

Computer Use:

All county and school policies for computer use are in effect. In addition, yearbook students have access to a network drive dedicated to the yearbook staff's use. Students who misuse or abuse their access to the yearbook drive (example: hiding personal files on the network drive) will lose their computer privileges. Disciplinary action will follow.

Once The Yearbook Is Finished:

Once the yearbook is finished, students will help to prepare the ladder for the 2022-2023 school year yearbook.

Pacing Guide:

The activities of this course are driven by Walsworth Publishing deadlines. Staffers will be given all deadlines in September. In the beginning weeks of the course, students focus heavily on assignments and instruction that lead to further understanding of yearbook & newsletter journalism. For example, students are expected to know the definitions of various publication terms and will be quizzed on them. Students also must master the basics of yearbook design, so assignments in technique will be given.

STUDENT: It is my goal to have a successful year and to do my best. I have read and understand the expectations for Mr. Philip's class. I understand that I must sign and date this form as well as my parents.

Signed _____

Date _____

PARENT/GUARDIAN: I have read and discussed with my child

_____, the expectations for him/her in Mr. Philip's classroom. I realize that it is important for me to be involved in my child's education. If I have any questions, comments, or concerns, I will contact Mr. Philip at 269-695-8403 during school hours or email him at rphilip@buchananschools.com at my convenience. I also understand that I am able to check what is going on in my child's Journalism class by visiting Mr. Philip's website. (rphilip.buchananschools.com)

Signed _____

Date _____