

COURSE SYLLABUS FOR YEARBOOK PRODUCTION I, II, III, & IV

This syllabus may be altered as time constraints arise or student needs indicate.

Teacher: Mr. Jacob Suggs
Room: Located in Media Center
Subject: Yearbook

School: South Florence High School
School Phone: (843) 664-8190
E-mail: jsuggs@fsd1.org

Schedule:

Broadcast/Video Production (BNN): 8:30 AM - 10:00 AM

Planning: 10:05 AM - 2:00 PM

Yearbook: 2:00 PM - 3:30 PM

Academic Assistance and Make-Up Work Time: after school by appointment

COURSE DESCRIPTION:

Welcome to The Yearbook Production Class where students will produce a quality yearbook to record the history of the school year at South Florence High School. Students will use sound journalistic style to produce attractive spreads with crisp, clear pictures, strong headlines, dynamic body copy and accurate captions. They will master desktop publishing, learn and utilize journalistic terms and techniques while producing the SFHS yearbook for sale and publication.

STATE STANDARDS:

<https://ed.sc.gov/instruction/standards-learning/visual-and-performing-arts/standards/visual-arts-design-and-media-arts-standards/>

COURSE ENROLLMENT REQUIREMENTS:

During the first week of school, all Ursa Major Yearbook staff members should submit and **MUST HAVE ON FILE** the following in order to remain in the class:

- Yearbook Staff Computer/Camera User Agreement
- Yearbook Staff Confidentiality Agreement
- Signed Syllabus

EXPECTED WORKLOAD & STUDENT REQUIREMENTS:

Throughout the semester students will be challenged with an array of production deadlines, yearbook production assignments, assessments, homework and classroom activities. These include, but are not limited to, the following:

o *Participation*: classroom discussion, note-taking, collaborative teamwork, small group discussions, partner work, picture taking

o *Writing*: captions, articles, interview summaries, extended response, text-based responses, reflections, poems...

o *Presentations/Projects*: yearbook spread design, oral presentations, digital creations (web based/research based)

o *Assessments*: quizzes, tests, skill assessments, mid-term exam, end of semester final exam...

o *Deadlines*: Students are required to meet deadlines in a timely manner. This includes, but not limited to, the following:

- Pictures
- Layout
- Interviews
- Body copy and captions
- Accurate quotes
- Final corrected copy

o ***Confidentiality: Keep Information Confidential!!!!*** All staff must have reviewed and signed the attached Yearbook Staff Confidentiality Agreement and adhere to the guidelines of the agreement or the **student may be removed** from Yearbook Production class.

o ***Fairness***: Include the entire student body in the yearbook, not just a select group of people. The more students featured in the book the more books are sold. Represent the entire student body in the yearbook, not just the staff and their friends. Ask people if they have already been interviewed before you use them in a spread. **Do NOT** use any yearbook staff members for an interview in your spreads at all.

o ***Accuracy & Style***: People are paying for the memory of their school year when they purchase a yearbook. It is imperative that names, dates, activities, etc. are spelled and reported correctly and in a pleasing, creative style. Check the name book for all spelling of names and be consistent throughout the book for each student.

- Do not assume you know how to spell even your best friend's name. Be certain to see if a student would prefer his or her given name as opposed to his or her nickname.
- Yearbooks are different. Do not assume you know everything. Check, double check, and then check again.
- Always use sound journalistic style that you learned in class. Pay attention to your style manual and work to correct your own errors before they are graded. **Do NOT** throw something on a spread just to meet a deadline.

- Your name is on the by-line and we will not defend you if you procrastinate and do not do the spread the justice it deserves.

o ***TEAMWORK!!***: Yearbook Production depends entirely on collaboration. Students MUST work together cohesively as a single unit, willing to assist all staff members when necessary. Never ever say “It’s not MY job” when asked to complete a task. We are all in this together and working against the clock. Be prepared to jump in and assist when needed.

o *Duties Outside of Class Time*: Yearbook Production is not an “in the classroom only” course. Many hours of work outside of the classroom are required and you are being graded for your participation and work outside of the classroom. Some of these duties include, but are not limited to:

- Attend and work at yearbook functions. Students SHOULD share the load instead of the same dependable people always having to pick up extra work because others fall short on his or her responsibilities. Everyone must take a turn. Volunteer quickly or you will be drafted!
- Complete the necessary interviewing and photography outside of class before it is due so that yearbook work may be done during class time. (If you have not taken a picture or done a necessary interview, then you will not be able to put the material on the computer during class.)
- Spend the necessary time before school, in class, or after school to complete deadlines on time.
- **ALL yearbook students** are expected to work Class Night in May as well as other after school activities. Class Night is our yearbook reveal and all staff members are expected to be there and participate regardless of whether he or she was part of the staff in the fall, spring, or even all year.

o *Respectful Behavior*: Use manners when interviewing or taking pictures. Students represent the Yearbook class, SFHS, and FSD1. Interview skills and expectations will be reviewed prior to a student being allowed to represent SFHS in the community.

o *Preparedness*: Come to class on time every day prepared to learn and work.

o Complete yearbook tasks during the yearbook class period.

o Students must have all materials in class each day. Do not leave pictures or copy at home, in cars, lockers, etc.

o ***SELL SELL SELL!!!*** Yearbooks, business ads, and senior ads! Students have a

responsibility to not only represent their product, but to actually SELL it as well. **As part of their grade, students will need to sell at least 3 business ads per semester.** Selling ads and yearbooks are the only way we can continue to produce such a large, extensive-coverage yearbook.

o **CHAIN OF COMMAND:** Students are expected to follow the chain of command in yearbook for communication of ideas, changes, problems, etc. This “hierarchy” will be posted in the yearbook classroom for students to reference. All students are expected to follow the chain of command. **The Editor-in-Chief is in charge of the ENTIRE Staff, and is second only to Ms. Wall, the Yearbook Advisor.** As in real life, if you do not like your boss, you still have to listen to him/her.

- It is the responsibility of each staff member to listen to/respect the Editor-in-Chief. **Failure to listen to your EIC will result in disciplinary action, loss of title, and possibly removal from the course.** If for any reason a staff member feels the EIC is being unreasonable, it is the responsibility of the staff member to discuss any concern with the Advisor.
- If the EIC is absent or unavailable, it is the staff member’s responsibility to then seek the guidance of the next person in the chain of command. If for any reason the EIC or other executive staff member contacts a staff member and the staff member does NOT call, text, email, etc. to return the contact, the staff member must have a conference with both the EIC and the Advisor.
- Everyone in yearbook has a job and you should take this job very seriously. Everyone works together and depends on one another. **Failure to do so will result in consequences and possible removal from the Yearbook Production class.**

YEARBOOK PRODUCTION MATERIALS (PROVIDED):

- Herff Jones Edesign Access
- Sales Materials
- Sales Receipts
- Yearbook STAFF pass
- Cameras with SD card
 - (SD Cards are to remain in the Yearbook room unless they are being used in a camera. **The student who last used a camera will be financially responsible for replacing a missing SD card assigned to the camera used.**)

SUPPLIES REQUIRED FOR SUCCESS (SUPPLIED BY STUDENT):

- (1) 1 1/2 Inch 3-Ring Binder (No Spiral Notebooks!)
- (1) Folder with 2 Pockets
- Highlighters in 3 different colors
- Blue or Black Pens
- Markers or colored pencils
- Post It Notes
- Chromebook and Chromebook Charger

GRADING PHILOSOPHY:

1. Grades are used for the purpose of evaluating student progress toward mastery of course objectives, skills, content and state standards.
2. A grade should reflect a student's achievement and progress as measured by a variety of formative and summative assessment methods—comprehensive, standards aligned, and appropriately balanced.
3. Grades and other forms of student feedback should serve as tools to inform students and parents of student progress and the means by which students may improve.

GRADING POLICY:

Learning new skills and knowledge takes work on the part of the learner. As a teacher, I will be providing ample opportunities for learning through both in-class and homework assignments and will be encouraging personal study time. Grades reflect both the quality and quantity of assignments completed; therefore, they serve as a reflection of student learning.

Assigned weights for categories in Q1 (or Q3):	Assigned weights for categories in Q2 (or Q4):	E1 (or E2)	S1 (or S2)
Project/Test 40% Quizzes/Labs 30% Classwork/Homework 20% Exam 10%	Project/Test 45% Quizzes/Labs 30% Classwork/Homework 25%	Exam* (EOC, Midterm, Semester Exam will all be entered as an assignment in the EXAM category)	Final Grade will be determined as follows**: Q1 (or Q3) = 40% Q2 (or Q4) = 40% E1 (or E2) = 20%

*If the average of Q1 + Q2 (or Q3 + Q4) is 90 or greater **and** the student has no out-of school suspensions for the semester, they may exempt a district final exam.

In keeping with district policy, arrangements for make-up work should be made within 5 school days of returning to school. It is the student's responsibility to make arrangements with the teacher for make-up work. Students should expect a zero for work that is not made up within the designated time.

10 POINT GRADING SCALE:

A = 90-100

B = 80-90

C = 70-80
D = 60-70
F = 59 and below

See the School Website for more information about the 10-Point Grading Scale.

MAKE-UP WORK POLICY:

Students will be allowed to make up any graded assignment or examination missed during an absence. All arrangements must be initiated by the student and completed within five school days of the student's return to school. Any extension of the five-day limit must have the special approval of the teacher involved. Failure to make up assigned work or examination will be recorded as a zero.

***NOTE: DEADLINES DO NOT APPLY TO THE ABSENCE POLICY!** If a staff member misses a deadline that staff member costs the school money! Yearbook spreads can be accessed from any Internet source so absences ARE NOT an excuse to miss a deadline or complete an assigned spread. All staff members are assigned spreads WELL IN ADVANCE of a deadline thus these items will not follow the absence policy. Be responsible and do not wait until the last minute to complete a task with a deadline.

ABSENCES:

A student must attend a minimum of 120 hours in a full-credit course to earn credit. A student must attend a minimum of 60 hours in a half-credit course to earn credit. Absences from school can cause students to fail their courses, even with passing grades.

- ABSENCES IN FULL UNIT "BLOCK" CLASSES (classes held either fall or spring term) are limited to:
 - Ten absences with a doctor's excuse, and any other kind (including absences with parent notes, out-of-school suspensions, sign-outs, and unexcused absences).

Classroom Rules & Expectations

Classroom expectations are reviewed daily with students and posted in the classroom. School policy will be the guiding force for all regulations and consequences. School

policy must be followed at all times. Classroom expectations may change as situations occur and needs arise.

1. Students should be on time to class. Students are considered TARDY if they are not in the classroom by the time the tardy bell rings. Course materials should be on their table, while book-bags and other non-class belongings should be placed under their tables in a manner that does not block walking paths.
2. Students should be prepared to work and always bring the appropriate materials to class. Being prepared for class is vital for success in the classroom.
3. Students MAY NOT leave the classroom without permission. Students must sign out on the appropriate sheet and have a yearbook pass in order to leave the classroom to conduct yearbook business. Failure to follow this policy WILL REVOKE student privileges. It is not necessary, nor will permission be granted, for a staff member to leave the class for yearbook business daily.
4. Students will sign the Computer/Camera User Agreements and Confidentiality Forms.
 - a. In order to use the computers, we must have a user agreement form on file. In order to stay in the yearbook course, confidentiality forms must be signed by both the student and parent/guardian.
 - b. Under NO circumstance should you reveal ANYTHING about the yearbook to ANYONE, parents included. If students, faculty, staff etc. come into the yearbook room, all spreads should be minimized and conversation discussing theme, spreads, etc. should cease. This goes for outside of the class as well. At no point should you EVER have any yearbook information open/accessible to others outside of yearbook. This includes parents, siblings, friends, boyfriends, girlfriends, other teachers who “insist” they are allowed to proofread their spreads (NOT!), etc. There is a history here at SFHS about keeping anything about the yearbook under wraps until class night in May. Parents should not press the student for information about the book because you will be putting them in a tight spot of breaking his or her confidentiality form, which could result in dismissal from the yearbook staff. Please also refrain from “telling” the student what they “should” put in the yearbook or who they should photograph. Yearbook is a very difficult thing to explain to others outside of the class as to why certain things are not in the yearbook. It could be time, not enough coverage, failure to be provided with pictures/information, not having enough pages to add anything extra, etc. Sometimes omitted information is not the yearbook staff or advisor’s fault. **This confidentiality form is binding even if you leave the yearbook course the following semester or if you are dismissed from the course.**
 - c. Students will also not be allowed to use the cameras in this course if the user agreement form is not signed. These cameras are for yearbook use

only. Each camera must be signed out/in. Do **NOT** leave the camera at home if you need to take it with you in order to take pictures at an event/game. If you do leave it at home, you will need to contact your parent/guardian in order for them to bring it to school. We need the cameras each and every day. Be responsible and return what is not yours. **Loss of cameras, mistreatment of cameras, or breaking the cameras will result in you/parent/guardian paying for a replacement camera.** Our Nikon cameras are valued between \$600.00 - \$800.00 EACH. Each camera is assigned 2 SD cards, **if an SD card is missing the last user of that camera is financially responsible to replacing the SD card.** SD cards MUST REMAIN IN THE CAMERA for the Photo Editor to upload and index the photos.

5. Per school rules, students are not allowed down the hallways prior to the 8:10 bell. If you are scheduled to take pictures, conduct an interview, etc. prior to 8:10, be sure to get a signed pass from the advisor the DAY before, indicating this so you can get a camera and pass and be able to complete your assignment.
6. All chairs, cameras, passes, cords, yearbooks, materials, etc. will be returned CORRECTLY and all computers will be shut down before students are dismissed.
 - a. Students are expected to clean after one's self. Deposit all trash in the trash can beside the door on the way out of class. Chairs should also be pushed under the tables and supplies should be put in the proper location.
7. The Yearbook Closet is off-limits to anyone NOT on the Yearbook Staff and is only to be accessed with permission and for yearbook business. This goes for both the downstairs closet and the upstairs storage closet. Do NOT lock yourself in the closet to use the phone, chat with friends, text, eat, sleep, store clothes, books, etc. Valuables are typically in view and privacy should be respected. Also, we do not want to cause a fire hazard.
8. Students should ALWAYS be working in yearbook. Saying you "left your information at home", "I will work on it later", or "I don't like this spread" are not acceptable responses. We have a class for a reason...utilize this time! We are ALL on deadlines and your procrastination not only results in unpleasant attitudes among the staff, but also could delay in the shipment of the yearbook and cost the school money. Help each other out! Be prepared! There is never "nothing" to do!
9. Students are expected to follow the chain of command in yearbook.
10. Academic dishonesty is not tolerated and will result in a grade of zero for the assignment/assessment as well as an office referral. You must do your own work at all times.
11. In accordance with school policy, cell phones are not allowed in the classroom.
12. Students may not loiter at the door.
13. Assignments:

- a. Homework: Students will be expected to present their homework for collection when prompted. Homework assignments are displayed daily and students are expected to write the assignments in his or her agenda at the beginning of class. Homework will not be accepted late (ex. “searching” for it while I check or collect work from other students, asking to “turn it in later”, submitting after reviewing it in class, etc.). Students who are absent the day homework is due must submit it upon their return to school. Students who are absent the day homework is assigned will follow the guidelines for make-up work found in the student handbook.
 - b. Class work: Students are expected to complete their classwork when assigned and by the due date/time. Students who have been absent are required to complete all missed class work in a timely manner according to the guidelines found in the student handbook. It is the responsibility of the student to ask for missed assignments. Work will not be accepted if time guidelines are not met.
 - c. Late work: Late work will not be accepted. Extenuating circumstances occasionally occur; please see the teacher before a deadline in order to make alternate arrangements. Example: A speech is scheduled a week in advance. The student has a doctor’s appointment during this class time. The student is expected to discuss with the teacher an alternative day/time to present the speech before the day the speech is due.
14. There is to be no food, gum, candy, drinks, etc. brought into or consumed in the classroom. The only exception to this is water in a clear water bottle.
 15. There is to be no derogatory/profane language or any kind.
 16. Students must adhere to the school dress code policy AT ALL TIMES.
 17. Students are expected to be respectful of themselves and others at all times.
 18. All students deserve to enrich their education in a safe and happy environment. Anything that deters from the learning of any student is punishable.
 19. Become a YERD! Be proud of being one of the few selected to work on the school’s yearbook staff. Be proud of your work and what you have contributed to help produce the only official documentation of the school year. NEVER speak negatively of our yearbook or staff members. If the staff does not like or support the yearbook, then why should anybody else?

Consequences for not following the Rules:

1. First Level: Verbal Warning
2. Secondary Level: Phone Call OR Letter Home OR Email to the Parent/Guardian AND Yearbook Restriction*
 - a. *Student will lose yearbook privileges for however long Advisor sees fit

3. Third/Final Level: Office Referral and possibility of being dismissed from yearbook

The discipline code book will be the guide for all behavioral problems so please read the manual carefully and do your best not to violate the rules.

COMMUNICATION

I encourage parent and student communication. If you ever have questions, comments, or concerns the best method to reach me is via email: jsuggs@fsd1.org

Please allow 24 hours for a response, though I do my best to respond as soon as possible.

RECEIPT OF COURSE SYLLABUS FOR YEARBOOK PRODUCTION

PARENTS/GUARDIANS:

I have learned and implemented a variety of strategies that encourage student motivation to learn. According to a wide variety of research, motivation to learn is supported when the student:

- has a sense of control and choice,
- gets frequent feedback on performance,
- encounters tasks that are challenging, not threatening,
- is able to self-assess accurately,
- encounters learning tasks related to everyday life.

I believe that the first step to accomplishing this goal is ensuring that the students and

their parent(s)/guardian(s) have read and understand my course objectives, grading policy and assignment policy. After both the student and his or her parent/guardian have reviewed and understand this course syllabus, please sign below in the appropriate area. If you have any questions about this course, please feel free to contact me via the email addresses listed.

We have read and understand the information supplied in the Course Syllabus. We agree to abide by the class procedures and expectations. We agree to come to school and class with the necessary materials required by the class and prepared to learn.

Student Name:

Student Signature:

Parent/Guardian Signature:

Parent/Guardian Email address:

Parent/Guardian Phone:

*Please sign and return this page only to the next class to receive full credit.
Keep your syllabus in your binder to reference as needed.*