

# Yearbook Syllabus - Class Policies/Procedures

2017 – 2018

The goal of this course is to produce a school yearbook with the involvement of all yearbook staff members. Using Adobe InDesign & Photoshop, students will be responsible for taking and collecting photographs, organization and layout of the yearbook, interviewing, and writing captions. Yearbook is not a class for those looking for an easy “A”. The production of a yearbook takes hard-work, cooperation, dedication, patience, and passion. If you are a hard worker, have school pride, enjoy extra-curricular activities, taking pictures, writing, design, then you’re in the right place.

**Course Description:** In this course students will gain skills in one or more of the following areas: page design, advanced publishing techniques, copy writing, editing and photography while producing a creative, innovative yearbook which records school memories and events. Participants gain useful, real world skills in time management, teamwork, and design principles.

## **Course Objectives:**

### ***Students will***

- write copy and captions in appropriate journalistic style for yearbook
- use good photojournalism techniques
- design a professional, attractive theme-based yearbook
- write effective headlines and captions
- edit, proofread and evaluate their own and others’ work
- work cooperatively within time constraints (DEADLINES)
- identify and spell students' names correctly
- Interview other students in school

**Grading:** Students will be graded on the quality of their work and their ability to meet deadlines. Students will be graded according to how well they meet the assigned tasks according to their various jobs. This may include writing, photography, design, management, editing and other duties. The assigned deadline for each student is absolute. Students not meeting the deadline will not receive credit on the assignment. PLAN AHEAD AND ALWAYS WORK AHEAD!!!!

Putting your friends on your assigned page is unethical and unfair to all who buy the book. You will be asked to remove yourself or friends from the page and you will receive a deduction in points. In addition, each error on a page (spelling of words and/or names, grammatical errors, format errors) will result in a lost point per error.

## **Outside-of-School Work**

When you signed up for yearbook, you signed up for an extracurricular activity as well as a class. Much of the work of yearbook is completed outside of class. Students must be present at activities and sports events, take pictures and/or conduct interviews. Photographers covering a sports page must attend at least three games.

### ***Behavioral Expectations:***

Yearbook staff members must always conduct themselves with decorum in the building and community when representing or staff, behaving in a courteous and respectful manner. Staff members are not to abuse the privileges that come with being a photographer and staff member. Complaints about disruptive actions in classrooms, hallways, or at extracurricular events will result in significant grade damage and carries the possibility of removal from the course.

## **Yearbook Commitment Contract**

By signing the commitment contract, parent/guardian, student, and advisor agree to:

### **Parent/Guardian**

- I grant permission for my child to work on yearbook-related errands in the community outside of school hours.
- I understand that my child will need to devote some time outside of class to the completion of assigned tasks.
- I understand that my child will be working with specialized equipment and supplies and will be held financially responsible for any damage, loss, and/or waste due to negligence.
- I understand that if my child is going to be absent that he/she needs to make arrangements for his/her out of class duties to be covered.

### **Yearbook Staff Member**

- I pledge to behave responsibly reflecting the best of myself, the staff, and school when on yearbook-staff related assignments in the community.
- I have been made fully aware that I may be asked to devote outside time in order to complete assigned tasks. I commit myself to making those times available.
- I understand the importance of the publications' equipment and supplies and pledge to treat them with respect. Should I neglect, lose, and/or abuse the materials, I will repair or replace them.

### **Advisor**

- As advisor, I understand that a staff member has other obligation and responsibilities. Therefore, I will work individually with each staff member to make sure that he/she fully understands the commitment that is being made prior to assuming a responsibility. I want an open line of communication between staffers, editors, parents/guardians, and me. Please feel free to contact me at any time. Thank you for your cooperation in making this a great year!

**Replacing lost or damaged equipment:**

**Parent/Guardian**

- I acknowledge responsibility for equipment's physical condition.
- I acknowledge responsibility for physical security of the equipment.
- I acknowledge financial responsibility for school equipment when in the possession of my child. If equipment is lost, damaged, or stolen, I agree to pay for the replacement/repair of that equipment. • All students who signed the check-out form are held fully and totally responsible for all of the costs associated with lost/damaged equipment.

**Yearbook Staff Member**

- I agree to use the Yearbook equipment for yearbook purposes only.
- I acknowledge responsibility for equipment's physical condition.
- I acknowledge responsibility for physical security of the equipment.
- I acknowledge all students who signed the check-out form are held fully and totally responsible for all the costs associated with lost/damaged equipment.

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Student Name

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Parent's Name

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Student Signature

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Parent's Signature