

Yearbook and Journalism Course Guidelines and Expectations

Mrs. Curley

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Office hours: Tuesday and Thursday 3:10-3:45pm by appointment

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*...For all things are yours, whether Paul or Apollos or Cephas or the world or life or death or the present or the future—all are yours, and you are Christ's, and Christ is God's.
(1 Corinthians 3:21-23)*

Welcome to Yearbook! It is my pleasure to welcome you as part of my learning community.

Course Description

Students will gain proficiency in journalism, layout, design, copywriting, advertising, and photography. We will continue to work with the Walsworth company, and students will be trained to use their yearbook website tools. **Work outside of class is expected** in order to photograph events and conduct interviews. Students practice organizational and time management skills in meeting deadlines, and are responsible for every aspect of yearbook production.

Class Materials and Tech

SD Card- 8g or more to be kept at school at all times.

The Pinterest App (or account for use at home if app cannot be downloaded on phone)

A DSLR Camera (Optional- We have cameras available for student use)

*You need to bring your device every day.

A hammock, camp chair, or blanket for outdoor class

Policies

In addition to the Plymouth Christian Academy Handbook policies, please observe the following policies for this class:

- Keep the yearbook areas clean and organized.
- Sign out and return cameras in a timely manner.
- All photos must be uploaded to OneDrive or Walsworth. Please do not keep yearbook photos solely on your own device.
- If you are not able to attend an event, it is YOUR responsibility to get someone to cover it. You risk failure if this is not organized. Make friends with your peers and work as a team!

Attendance:

Please observe all Plymouth Christian Academy attendance policies regarding tardies and absences. I uphold these policies in my classroom.

Grading:

Grading is done on a point basis. Each assignment will be scored according to a rubric or parameters laid out in the instructions of that assignment. Grades will be determined based on the percentage of points earned. Below is an approximation of the point values used for this class. These are subject to change based on the needs of each assignment.

Assignments may include:

Design, Photography and Copy Deadlines: 20-50 pts.

Final Spreads: 200 pts.

Articles: 100 pts.

Homework: 1-50 pts.

Projects: 100 pts.

Editors will have special assignments and grading categories. These will be communicated on an as-needed basis.

Assignments:

- This is a deadline-based class. Students will be expected to perform all duties related to spread creation, photography, copy writing, etc. by the assignment deadline.
- Students will be expected to attend school events outside of the classroom, or must arrange for another student to attend as it pertains to spread requirements. Failure to interview students or photograph an event for which you are assigned is not acceptable.
- Students must sell at least three yearbook ads.
- Late homework will be given **half credit** and is due the following school day, if not otherwise arranged with the teacher.
 - Please note: Printer/computer issues are **not** an acceptable excuse for missing assignments. Assignments may always be done by hand if needed. In an emergency, you may email your assignment to me or contact me before an assignment is due so I can help resolve any issues.
- Spreads or assignments equal to or more than 100 points will be accepted late with a 10% deduction for each day late after the student deadline (per the PCA handbook.)
- Spreads that are not turned in by the deadline of company submission will receive a zero, and cannot be made up. Deadlines are posted in class and discussed regularly. This means that your teacher or another student has had to produce your spread for you. **Because of the unique nature of this class, these points cannot be made up.**
- If you are **absent**, it is your responsibility to find out what you have missed by asking another student or asking me.
- Plagiarism is not tolerated in this class. Students are expected to properly cite anything that is taken from another source in MLA format. Plagiarized work will be considered the work of another person, not the student, and will subsequently receive no credit.

Technology:

Yearbook students are to use yearbook technology in a safe and smart manner. Yearbook cameras are trusted to students on the expectation that it will be in that students' care at ALL TIMES and will not be lent to or used by non- yearbook students.

Please observe all technology expectations as outlined in the PCA Secondary Family Handbook, especially those regarding acceptable internet usage. Please note: students will *not* be permitted to create video and/or audio recording of class activities unless explicit permission from the instruction has been given.

Class Expectations:

Teacher: As your teacher, you can expect that I will:

- Always create a safe and challenging learning environment for you
- Be prepared to meet your learning needs so that you are given the opportunity to achieve your best
- Communicate on a regular basis about class business and respond to your communication in a timely manner

Student: Just as I hope that my students have high expectations of me, I have high expectations of my students. Our classroom will be successful due to our commitment to respect, responsibility and academics.

1. **Respect:** Respect yourself, your classmates, and me. Speak in an encouraging, intelligent, and constructive manner to your classmates in all situations.
"Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those that hear." Ephesians 4:29
2. **Responsibility:** You are responsible for you! Just as I will always be responsible in creating a safe and challenging educational environment, you are responsible for your education and what you achieve by it.
"Only let your manner of life be worthy of the gospel of Christ" Phil 1:27
3. **Dedication to Academics:** You can expect that I will challenge you academically in this class so that you will get the most out of your educational experience. In return, I will expect you to rise to and above my challenges.
"Whatever you do, work heartily, as for the Lord and not for men." Colossians 3:23

Consequences:

We will be observing and following the consequences outlined on the Secondary Behavior Rubric.

I look forward to working with you and your student this year! I am always available to my students for extra help or support. Please feel free to email me should any questions or concerns arise.

Yearbook Ad Sale Permission Form

Please check off the following:

Students in this class are required to sell advertisements. Yearbook students have the unique opportunity to leave campus during the school day, with parental consent, for this purpose. Student will follow sign in and sign out procedures at the front desk.

_____ My student has permission to leave campus to sell advertisements.

_____ My student has permission to drive his or her own car to sell advertisements.

_____ My student has permission to drive with other licensed students to sell advertisements.

_____ My student had permission to drive with Mrs. Curley to sell advertisements.

_____ My student does not have permission to leave campus during the school day to sell advertisements. I will arrange for transportation for the selling of advertisements.

The undersigned have read and accepted the terms of this syllabus for Yearbook at Plymouth Christian Academy.

Parent Signature:

Student Signature:

Notes: