

Journalism/Annual ~ Yearbook
Course Expectations and Syllabus 2019-2020
Kim Bundschu ~ kimberly.bundschu@cobbk12.org
770-609-5481 ~ <http://www.bundschu.blogspot.com/>

Course Description: In Journalism Annual, students will produce the school's yearbook by using the online publishing program eDesign. Students will be responsible for:

<ul style="list-style-type: none">• taking pictures of school events• communicating with students, teachers, coaches, and club / organization sponsors• creating layouts• writing copy and captions• positively participating in group discussions and decision making	<ul style="list-style-type: none">• contacting business to sell ads• reviewing and critiquing peer submissions using constructive criticism and professional communication• meeting all deadlines• taking initiative to accomplish tasks and navigate challenges as well as asking for help as needed
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Assessment & Evaluation: Journalism is a Performance Based class. Students are expected to use the knowledge learned in class to produce the best yearbook possible and will be scored on the quality and timeliness of their performance. Students will be required to know the basics of all aspects yearbook journalism. The areas of journalism we will focus on this year are:

Copy (text) <ul style="list-style-type: none">• Developing an interesting story through an angle• Interviewing• Accurately and effectively using quotes• Recording events in captions without stating the obvious	Responsibility <ul style="list-style-type: none">• Independence• Organization• Deadlines• Materials and professionalism
Design <ul style="list-style-type: none">• Layouts• Color• Graphic Elements• Consistency	Photography <ul style="list-style-type: none">• Photo composition• Timing• Photo editing• Layout on a page
Ethics <ul style="list-style-type: none">• Plagiarism• Liability• Accuracy	Marketing <ul style="list-style-type: none">• Business Ads• Senior Tributes• Selling Books

Communication: In order to facilitate meeting our deadlines, every student will use a professional gmail account, firstname.lastname@campbellhigh.net, to communicate with the teacher and other students. We will use myhjyearbook.com accounts in conjunction to google products such as Google Classroom, Drive, Gmail, etc.

In Synergy grades will be recorded in the following categories:

Formative Assignments: Formative assignments are draft assignments that show the student's progress towards their final product. It is imperative for draft assignments to be turned in on time as students must get drafts approved through student editors before they are graded by the yearbook advisor. These assignments are very important because they could cause publication assignments to be late if they don't meet the standard. They weigh 20% of the final grade and include assignments for each

deadline such as interviews, story rough drafts, collecting photos for your spread, captions for your photos, rough layouts, and communicating with the student editors, as well as marketing participation and additional assignments the class needs to help produce the best book possible. Quizzes will also be in this category.

Summative Assignments: Summative assignments are the final products of the class. They are the published pages of the yearbook, the completed business ads, the completed senior tributes, marketing assignments, tests, or other final grades. Your final grade in this category will include all of the elements of the draft deadlines including editing and proofing your spread appropriately based on feedback. These are 65% of the final grade.

Rubric for Spreads: As a class we will discuss and decide on the norms and rules of what every page in the book will have. The rules will be posted online and printed for all staff and editors. Students who submit their spreads early will get feedback and a chance to correct any issues without penalty. As we are creating an official school publication with very real and expensive consequences for late and erroneous submissions, for each category on the rules that your adviser corrects after the deadline, you will lose 5 points for that grade. Larger issues, incorrect names, missing content, etc., will result in larger penalties.

Deadlines: The yearbook staff MUST meet deadlines set by the yearbook production company in order to avoid financial consequences. Therefore, it is absolutely necessary that all students meet all deadlines given. Failure to do so will result in a 30% grade deduction for the assignment. Until the spread is complete, on the due date, a 0 will be entered until the student completes their work as until they turn in work, they will have earned no points.

Make-Up Work: Because all deadlines are long-term assignments, students must turn in assignments on time, regardless of absences. An excused absence will NOT give the student an extension of his/her assignment as we must adhere to real world production deadlines. Assignments and communications of page completion may be turned in via email or text if a student is absent from school. It is recommended that students turn in work prior to deadlines to avoid this.

Exams: Each semester, students will have a Final Exam which will consist of the knowledge needed to produce an excellent yearbook. These Exams are 15% of the final grade. Students may qualify for exam exemption based on the official school policy.

Responsibility: "With great power comes great responsibility." ~ Ben Parker, Spiderman.

This class has a lot of opportunity and freedom. With this freedom and power comes the responsibility to not abuse that freedom and power. You will have a lot of opportunities for fun, but you must also meet your requirements. Students who abuse their power will receive consequences from warnings to detentions and possibly administrative referrals, depending on the severity and/or frequency of the infractions.

There is no I in Team: The only way a good yearbook can be created is if we all pull our weight and help our teammates. You are expected to step up as needed and do the best you can, in and out of the classroom, to help us all create an enduring memory the whole school can look back on for years to come. In this class, your teacher's title is "Adviser," meaning the book is created by you, the students. It is only as good as you create it. The book will be submitted for national judging.

Media Passes: Students will receive their Media Passes (which will allow them to move freely around the school to get pictures and interviews during our class time), when they have successfully completed the Yearbook Responsibility Contract and their parents/guardians have completed the Parent/Guardian Contract.

Yearbook Responsibility Contract

Students, please sign below indicating your agreement to the following:

- I understand that I am responsible for being a part of the yearbook team.
- I will meet my responsibilities both inside and outside of class.
- I will do my best to meet all my deadlines, and communicate any issues, challenges, or aid needed in advance of my deadlines.
- I will communicate with my team members in a professional and respectful manner, including giving and receiving constructive criticism.
- I will use my freedom responsibly, communicate my travels outside of the classroom, and maintain a level of professionalism to aid in the growth of the yearbook program at Campbell High School.
- I understand that I will not earn credit on pages until they meet the standards of the class.

Student Print

Signed _____

Date _____

Parent/Guardian Contract

Parents, please sign below indicating your agreement to the following:

- I have read and understand the class syllabus.
- I understand the academic expectations and grading policy.
- I give my child permission to view movies and clips related to the curriculum of the class.
- I have access to the internet and will access the ParentVue app to check on my child's progress.
- I will receive email messages through the ParentVue app concerning the progress of my child. I can edit my correct email address by going to <https://parentvue.cobbk12.org/> on a non-mobile browser.
- I understand that the teacher will make every effort to post grades within two weeks upon receipt of student work and that larger grades may take more than two weeks, depending on completion and production quality (for example: students will not earn credit for completed pages if they don't meet production standards and will need to be edited and revised before final submission.

Students will earn credit for pages when they are at publishable quality.)

Any other information that your child's teacher needs to know for your student's success in this class:

Parent/Guardian Print

Signed _____

Date _____