



2023-24 YEARBOOK COURSE SYLLABUS

Teacher: Mrs. G. Blair
Room Number: E-113
Semester: Fall 2023 & Spring 2024

E-mail: gblair@atlanta.k12.ga.us
Tutorial Days: Thursdays
Tutorials: 3:45-4:30 p.m.
Phone: 404-802-3001

Course Description:

This is a yearlong elective course that requires enthusiasm, creativity, responsibility, and dedication to the production of a quality yearbook. In this hands-on course, students will develop skills in digital photography, copy writing, proofreading, editing, and graphic design. Students will work collaboratively to create and publish the 2022 Midtown High School Yearbook.

Course Requirements and Expectations:

The successful publication of our yearbook is dependent on staff members' abilities to work cooperatively and to meet deadlines. Prompt attendance and active participation in class are essential to ensure success. Students must be able to complete assignments and layouts on time! Missing a deadline is not an option. It will have severe repercussions on the entire team. and could impact the successful publication of our book. Also, if you miss a deadline out of negligence on your part, you could sacrifice your position on the yearbook staff!

Grading and Classroom Etiquette:

Grades are based on a student's productivity, quality of work, degree of responsibility, willingness to work collaboratively, ability to meet deadlines, and his or her overall contributions to the creation and production of this year's yearbook. Students must obtain permission from the adviser to leave the classroom for any reason. Upon leaving the classroom, the student must sign out and sign back in when the student returns. Yearbook students must wear a yearbook pass while attending to yearbook tasks outside of the classroom. Leaving the classroom without permission will constitute a disciplinary infraction. Other factors contributing to student success in this yearbook class include the following:

- Makes all yearbook deadlines
- If needed, spends extra time to meet deadlines
- Shows leadership (Helps others and sets good behavioral examples)
- Consistently portrays positive attitudes
- Demonstrates commitment, reliability and follow through
- Produces quality products (body copy has been edited and proofed, captions follow the formula, head-lines relate to the copy, photos are candid and cropped appropriately.
- Pays attention to detail and style rules
- Volunteers for additional duties
- Meets all stated expectations
- Does not produce products that require numerous edits & rewrites

Course Components	Weights	Grading Scale	
Spreads and Deadlines Completion Grade	60%	100-90	A
Weekly Production & Participation Grade	40%	89-80	B
Marketing & selling yearbooks. Students will be required to sell one full page of yearbook ads per semester or one full page of ads per year.		79-70	C
		69-0	F
		Not Evaluated	NE
Professionalism: Behaviour in and out of class and wearing yearbook t-shirts as required.			
TOTAL	100%		

TEN POINTS WILL BE DEDUCTED FROM THE FINAL DEADLINE GRADE FOR EVERY DAY A DEADLINE IS LATE!

Please note: If you grade falls below a 75 by the end of this semester, I will encourage you and the counsellor to remove you from this yearbook class. The quality of this yearbook depends on students who are responsible and who take pride in creating an exceptional product!

Homework Policy:

There will be several tasks that students must complete at home such as taking pictures, writing, editing captions and body work; but most work should be completed in class.

Yearbook Equipment:

Students in the yearbook class use very expensive equipment including desktop computers, laptops, digital cameras, and scanners. Therefore, students are responsible for maintaining the equipment. If the equipment fails due to student negligence, students will be held financially liable for the repair/replacement of the equipment.

Required Materials:

Yearbook Staff ID Badges
Yearbook Staff Manual
Personal SLR/Cell phone cameras are encouraged
Positive Attitude

My Goals & Expectations

As the yearbook adviser, I that staff members have other obligations and responsibilities. Therefore, I will work with each staff member to make sure he/she understands the commitment that yearbook requires, and I will try to be flexible as needed.

I believe yearbook is a collaborative process between students, teachers, and parents. By abiding by the course requirements and expectations, I hope that your student will have a positive yearbook experience.

Sincerely,

Mrs. Gayla A. P. Blair,
Yearbook Adviser
Midtown High School



Finally, I, the student and parent, have seen and reviewed this syllabus for Midtown High School's yearbook class and I have reviewed the requirements of this class with my son/daughter. My signature below, attests that I understand the work to be covered, the grading system used, and the policies and procedures for this class which includes the student's responsibility for all electronic equipment.

Receipt of Syllabus

Course Name: Midtown High School's Yearbook/Journalism Class (2023-2024)

Advisor's Name: Mrs. Gayla A. P. Blair

Student's Printed First and Last Name: _____

Student's Signature

Parent/Guardian's Signature

Today's Date

Today's Date