



2025-2026 Yearbook (Journalism 1-4)

Instructor:

Emily Eubanks

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Direct Phone:

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Office Hours:

By Appointment

Course Title:

Yearbook (Journalism 1-4)

Course Meets:

BluePrint Room, Q Building
Mondays, Tuesdays, Thursdays
0 Period
7:45-8:25

Office Location:

Main Office

Please review the information shared within the following links:

- [2025-2026 Code of Student Conduct](#)

Course Description

You are historians, journalists, and artists putting together a photojournalistic book that will be on shelves for many, many years to come. What you do in this room directly affects every person in the P.K. Yonge school but that's not all. It also affects members of the whole PK community, future students to PK and their families, and your own future 38-, 58- and 78-year-old selves.

It is an honor and a big responsibility to be a part of the yearbook staff!

Thank you for making the commitment!

You will be responsible for:

- Taking pictures
- Conducting interviews
- Writing copy
- Designing pages
- Turning in your assignments on time
- Managing yearbook distribution



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Course Grade

This course will receive 0.5 credit in May. The transcript grade will be assigned in May for 0.5 credit.

Grading will be based on completing assigned spreads, attending events related to assigned spreads, quality of work in writing, photography, design, class participation, and being part of a team.

Your grade will be based on correctly completing your assignments on time. Although you may choose to ask staff photographers, editors, and classmates to help you with pictures, interviews, writing, design, etc., **your pages/assignments are solely your responsibility to have completed on time.**

Deadlines will be clearly posted and announced in the fall. Turning in your correct assignment on or before the deadline day will earn you an A for the assignment. There is no reason not to have an A in Journalism. Compared to most classes, we have relatively few grades because each grade is for a larger, long-term assignment. Therefore, each assignment grade highly impacts your overall grade.

Goals & Standards

In order to capture and record the current school year for enjoyment and reference in the future, 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) and budget limitations
- learn and use effective sales and promotional techniques

Standards

- [Journalism 1](#)
- [Journalism 2](#)
- [Journalism 3](#)
- [Journalism 4](#)



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Focus Areas

Students will be expected to demonstrate their learning for specific related to each Focus Area every unit.

- **Focus #1: Engagement with the School Community**
Students will be able to communicate with members of the school community to share and gather relevant information about the purchasing and creation of the yearbook.
- **Focus #2: Collaboration with Yearbook Staff and Community**
Students will be able to work regularly with their peers, yearbook teacher, and school community to accomplish a common goal as determined by the needs of the publication.
- **Focus #3: Theme and Design**
Students will be able to use their learning to provide a structure and a focus for the yearbook.
- **Focus #4: Academic Vocabulary**
Students will be able to develop and use academic vocabulary related to yearbooks, publication, marketing, writing, and cameras.
- **Focus #5: Technology**
Students will be able to appropriately use technology to enhance yearbook, including, but not limited to: Balfour Encore, Google apps, DSLR cameras, voice recorders, and other devices.

Outside of School Yearbook Expectations

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, conduct interviews, and sell senior ads.

Required course materials

- Balfour Encore software (yearbook production software)



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Equipment

You will be able to check out cameras from Yearbook class. We will also have laptops for you to be able to work on your spreads as well as your chromebooks. You are expected to keep up with your equipment and return it in the same condition you checked it out.

Procedures

- Attendance
 - Even though this is a 0 period class, attendance is still an important part of the class. Students are **expected to be in class at 7:45 and stay until 8:25**. If you have another school commitment during yearbook class (i.e. making up a test, tutoring, club meeting, etc.), please have the faculty member send me a teams message stating when and where you were with them. It's recommended that you try to schedule tutoring and makeup tests on Wednesdays and Fridays when yearbook does not meet.
- Supplies
 - Chromebook & Charger
 - SD Card
 - Press Pass - to be given to you
 - Optional - camera and/or lens (cameras will be provided, but you are welcome to use the equipment you are most comfortable with)
- Classwork/Homework
 - Class time will be for group learning, collaborative feedback sharing on your photos and spreads, and work time.
 - This class will require much of your work for Yearbook to be completed outside of class time.
 - All Classwork/Homework within the Yearbook class will be listed under Habits of Work. This is a production based class that will produce a 304 page book and sell ads.



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Types of Assignments

- Personal Bio
- Photo + Caption of the Week
- Photo Story
- Interviews
- Event Attendance
- Picture Day Management
- Yearbook Spreads
 - Theme
 - Design
 - Photos
 - Copy (written words)
 - Headlines
- Yearbook Distribution and Management
- Theme Development
- Yearbook Social Media



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Course Schedule

Month	Topics
August	Intro to YB, Theme Development, Ladder Development, Spreads Assigned
September	Photography Basics, Headlines, Covering Events, Cover Design, Interview Basics
October	Picture Days, Page Designs, Covering Events, Interview, Story Writing
November	100 Pages YB Due (total for all YB Staff) Continue with Page Designs and Covering Events, Senior Ads, Selling YBs
December	60 Pages YB Due (total for all YB Staff) Page Designs, Covering Events, Interviews, Writing Copy, Selling YBs
January	60 Pages YB Due (total for all YB Staff) Continue with Page Designs and Covering Events, Design Senior Ads
February	100 Pages YB Due (total for all YB Staff) Final Edits, Indexing, Final Page Development
March	YB completely submitted before spring break to publisher , Final Edits, Indexing
April	2026-2027 YB Theme Development
May	2026 YB Distribution



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General Expectations

4Rs

- Responsible: Students must attend and be on time to class.
- Respectful: Students must show respect for each other and the classroom/school space.
- Resilient: Students are willing to take on challenges and use skills to overcome them.
- Ready: Students are prepared to work and learn everyday.

Late Work Policy

Most assignments will be accepted until the end of the semester.

However, spreads that you have been assigned will be graded at whatever completion point they are at when the deadline comes. **Deadlines are an important part of journalism.** There will be deadlines built in throughout the semester to help meet our Yearbook deadlines. Once a deadline has passed for the Yearbook publisher, this means it has also passed for us and late work cannot be accepted after that point.

Communication Protocols

Students can communicate with me by Canvas, emailing me, or stopping by my office.

Families can communicate with me by emailing me at eeubanks@pky.ufl.edu.

Electronic Device Policy

Students must come to class every day with their charged Chromebook. During class, the Chromebook should be used only to participate in the class. Students should not have personal electronic devices out during class at any time for any purpose, unless instructed to do so.

Kindergarten-8th Grade

Students may possess a wireless communication device on school property or while attending a school function, but they are not allowed to use it at any time during the school day from the start of the instructional day to the end of the instructional day.



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9th-12th Grade

Students may possess a wireless communications device but may only use it outside of class time - or when a teacher gives explicit permission for instructional purposes. Devices must be stored in teacher-designated areas during instructional time.

PK will provide access to telephones for students who need to contact families during times when they are prohibited from using their personal device.

Grading Policy and Assessments

P.K. Yonge's Grading and Credit system is based on our shared beliefs about the purpose of assessment:

- Students should have a clear understanding and shared ownership of learning goals
- Grades should communicate what students know and are able to do both within and across disciplines
- Students should have multiple opportunities to practice, receive feedback, and demonstrate their knowledge and skills
- It is critical for students to develop productive habits of work alongside content and skill development

In Yearbook, 100% of the grade will be in Habits of Work. Because this is a production based business class, this class relies heavily on student ownership of learning, responsibility, meeting deadlines, working collaboratively, and being professional.

Type	Examples	% of Grade
Habits of Work	<p><i>Yearbook Spreads</i></p> <p>Graded at different stages and then overall completion.</p> <p><i>Photos + Captions of the Week</i></p> <p>Following directions and meeting deadlines.</p> <p><i>Attending Events</i></p> <p>Covering (pictures & interviews) events that you are assigned and being professional while representing Yearbook</p>	100%



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The chart below outlines the relationship between numerical grades, letter grades, mastery-language, and credit within our mastery-based system.

Mastery-Language	Range (4-point grade system)	Meets Standard Course Credit Earned
Mastery (A)	3.51 - 4.0	GPA Point 4
Proficient (B)	3.01 - 3.5	GPA Point 3
Approaching (C)	2.51 - 3	GPA Point 2
Beginning (D)	2.01 - 2.5	GPA Point 1
Not Meeting (F)	.01 - 2.0	No Course Credit
No Evidence	0	No Course Credit

Academic Dishonesty

It is expected that the work you submit in this and all of your courses is your own original work, or if not, contains full acknowledgment of borrowed sources. The following instances are academically dishonest:

- Turning in someone else's yearbook spread pages as your own

Any academic dishonesty will result in the *failure of that assignment as the minimum consequence*; other consequences range from failure of the course to academic probation to dismissal from P.K. Yonge.

ALL instances of academic dishonesty will be reported to the student's counselor, Behavior Coach, and Administration.