

# TOTEM MIDDLE SCHOOL

## Course Syllabus YEARBOOK

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### COURSE INFORMATION:

Length: Yearlong

Grades: 7th/8th mix

Room: T-6

Career Cluster: Tech/Comm

### TEACHER INFORMATION:

Name: Mrs. Sogabe

Phone: (360)965-0577

E-mail: [sandy\\_sogabe@msvl.k12.wa.us](mailto:sandy_sogabe@msvl.k12.wa.us)

Web: <https://tmsart.wixsite.com/tmsart>

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### COURSE DESCRIPTION:

This yearlong course is responsible for producing the Totem Middle School Yearbook. In this course, through real world projects and assignments, students will gain skills in the following areas: page design, publishing techniques, copywriting, editing, photography, record keeping, time management, teamwork, marketing, and leadership skills.

Students are tasked with producing a timeless, creative, and innovative publication which will record our school's community, memories and events. All lessons are aligned with [CTE 21st-century-skills](#)

### COURSE OBJECTIVES:

- Students will produce a high-quality publication.
- Students will learn and use publishing industry terminology.
- Students will work with various types of technology to produce their publication.
- Students will apply computer skills and layout design principles to the production of yearbook pages.
- Students will learn copywriting techniques.
- Students will work as a team to meet deadlines.
- Students will attend events as needed.
- Students will help market and distribute the yearbook.

### COURSE OUTLINE:

- Introduction to Yearbook
- Teambuilding
- Training:
  - Introduction to the Graphic Design, Online Design, and Publishing Industries:
  - Introduction to the equipment:

- Computer, printer, camera.
- Elements and Principles of Design
  - Color, space, balance, harmony, repetition/pattern
  - Line, texture, contrast, movement/rhythm, unity
  - Shape, value, variety, proportion, emphasis/dominance
- Journalistic Writing:
  - Story writing, caption writing
- Typography:
  - Typefaces, typographic measurement, typographic standards, typographic guidelines
- Creating and Editing Images for Print:
  - Formats, resolution, raster V's vector, ethics, copyright laws.
- Take Pictures and Video
- Edit Pictures and Video
- Create Yearbook
- Promotions, Sales and Advertising
- Publish Yearbook
- Leadership

#### ATTENDANCE & make UP WORK:

In the case of an absence, students are responsible to make up the work/time. Because much of the work is done during class time with supplies provided here, students can access the yearbook computer lab before/after school, or during lunch. Projects and assignments must be met by deadlines or it will affect overall grade.

#### GRADE WEIGHT & EVALUATION:

Students will be evaluated based on classroom production, deadline production and completion of assignments. Grades will be based on total points earned.

Classroom Production 60%

Deadline Production 30%

Daily tasks %10

Classroom Production: Includes activities and assignments evaluating mastery of yearbook journalism skills/concepts and working collaboratively with peers.

Deadline Production: Evaluation of hands-on production based on planning and meeting the print companies deadlines.

Daily Tasks: Engaging in daily routines and following expectations.

<b>A</b>	<b>90% - 100%</b>
<b>B</b>	<b>80% - 89%</b>
<b>C</b>	<b>70% - 79%</b>
<b>D</b>	<b>60% - 69%</b>
<b>F</b>	<b>0% - 59%</b>

### CLASSROOM RULES/EXPECTATIONS:

“Academic dishonesty/plagiarism” refers to behavioral violations involving knowingly submitting the work of others as one’s own or assisting another student in doing so or using unauthorized sources in violation of district policy.

Cell phone policy as stated in the Student Agenda/Handbook will be enforced.

Electronic devices shall not be on or out during class. Electronic devices may be turned on and operated only during non-class time unless an emergency situation exists that involves imminent physical danger or a school staff person authorizes the students to do otherwise; If a student have an emergency and need to use their phone they may come to the main office to make a phone call

First Offense: Students who "forget" are warned the first time;

Second Offense: The teacher/Admin team member will confiscate the device and return it at the end of the period;

Third Offense: The device will be taken to the front office for the remainder of the day and may be picked up when a student is ready to leave school;

Fourth Offense: The device will be taken to the front office and must be picked up by a parent/guardian;

After the fourth offense, the device will be taken to the front office, and a meeting will be set up, which may result in the device being required to be left in the front office daily;

### YEARBOOK STAFF GUIDELINES

- Staff Members are expected to act in a professional manner at all times, especially when representing the yearbook staff.

- Staff Members are expected to inform and gain permission from any teacher before taking pictures in his or her class.
- Staff Members are expected to keep confidentiality and not share information regarding the yearbook with anyone not on the staff.

## EQUIPMENT RULES

- When using yearbook equipment, you are responsible for its care and protection as defined by the “Equipment Use & Liability Agreement.” If you are using outside equipment the same rules apply.
  - o Do NOT allow any non-staff member to hold, “borrow,” or use yearbook equipment!
  - o If you allow someone to use TMS/Outside Equipment and it becomes damaged, you are responsible for the repair or replacement of the equipment.
  - o Always keep cameras and other equipment in a protective case when not in use. This should guarantee its safety if dropped.
  - o Do not swing cameras or other equipment around. o Do not use equipment for non-yearbook purposes.

[Computer Lab Agreement](#): Reviewed and signed by students in class.