

Yearbook Course Syllabus Fall Spring 2025/2026 - Auburn Riverside HS

Teacher: Mr. Jones

Executive Editors: TBA

Editors: TBA

Design Producers: TBA

Email: rjones@auburn.wednet.edu

Because most of you chose this as an elective and this is a “business” class, I will treat the class as an office job. Our job: create a product we all can be proud of to sell for profit.

You are expected to be in class, on time, and ready to work with all the materials you will need for the day. We will set goals every week and monitor those goals to see that we meet them. We will have weekly meetings every Monday as a staff as needed.

Materials: You will each have access to Course Website needed, you will need to look at and work off daily. You have a shared Google Drive with your personal file for documenting your progress. Your own personal camera would be helpful. If you do not have a camera, there are 9+ available in the yearbook cabinet that you may sign up for and you are free to use your digital phone camera (if we return to school). Uploading and sorting photos will be required and discussed in class. Your Desktop runs Encore program we use to create the yearbook. All work must be done in this classroom, it may or may not work on your Chromebook.

Course Description: This is an elective two-semester course designed to develop basic skills in design, photography, editing, journalism, managing and marketing. It is essentially an employer/employee job course where the end goal is the production of a Yearbook.

Course Concepts Taught: 1. Varsity Software 2. Layout design. 3. Writing copy 4. Photography: taking pictures; enhancing pictures on the computer; downloading pictures. 5. Interviewing techniques. 6. Production management. 7. Sales and marketing promotions. In addition, various concepts specific to Yearbook production will be taught “in the moment” throughout the year.

Course Objectives: By the end of this course students will be able to: 1. Design pages on the computer using Encore for submission to the yearbook company. 2. Take pictures using a digital camera an/or phone camera 3. Write copy using correct language skills. 4. Work effectively as a member of a group. 5. Manage time effectively in meeting deadlines as they arise. 6. Effectively enhance digital pictures using Photoshop and other photo tools. 7. Produce a product, the Yearbook, that is self-supported through sales and ads.

Expectations: Students are expected to follow all school rules and regulations as well as the teacher’s classroom policies. The students of this class will be held in a high regard as they are considered “leaders” in the school. The students are expected to act in such a way and be a positive role model for the rest of the student body.

The course lends heavy to teaching and learning in 3-4 weeks, and heavy in independent, collaborative, work environment for the remainder of the each semester. Students are expected to treat this as a work environment with all expectations of work place skills, ethics, respect, and production throughout the year. In addition, this course utilizes computers, software, and electronic equipment daily. Damage to any equipment due to negligence or intentional harm will result in fines and restriction of equipment use. Warnings will be issued for abuse and neglect of professionalism in and out of the classroom. First warning, restrictions will be placed for a determined amount of time on use of passes and classroom time. A Second warning will result in complete revocation of passes and class time use. A third warning will result in removal from the course with an F (essentially in a job environment, you will be “fired”).

Tests/Quizzes: There may be periodic tests and quizzes as needed on course concepts. They will just be part of your regular points in the course. However, tests/quizzes will not be the norm as this is really a “portfolio” course where “spreads” are the application of your learning of concepts and objectives and are about 90% of your grade for Category A below.

Pictures: Every person on the yearbook staff is expected to attend multiple “events” or research and contacting students/staff remotely from their assigned sections and spreads to take pictures and gather information. This will consist of checking out a digital camera (or using your own or camera phone), going to the event or emailing or scheduling interviews and photographing the event or gathering pictures from students or the internet. Students will be assigned spreads that require them to acquire pictures.

Photo Shoot Expectations: 1. At least 15-20 QUALITY pictures(probably 75-100 taken) will be taken per event or topic 2. After the event takes place or you gather pictures, you will need to upload all photos as directed by the Coordinator with appropriate documentation of each photo. YOU WILL BE RESPONSIBLE FOR GATHERING ALL PICTURES (MORE THAN YOU WILL NEED) FOR YOUR ASSIGNED SPREAD (unless you coordinate with Executive Editor and Photographer to get your pictures). You may access designated photographers on staff for events by arrangement with them.

Staff meetings: AS NEEDED Mondays

Folders/Drive/Software: Our domain and the heart of yearbook on our website and Varsity Ebook. Students will be issued a logon to the website that will allow them access to yearbook accounts.

Ad Sales: Part of Yearbook is senior ads, students may be asked to work with the promo team to secure senior ads, if needed.

Yearbook Pass: All Yearbook students are expected to keep a yearbook notebook in class and your yearbook pass out of class and into events. This is with you so that others in the school know that you are working with the yearbook and not just trying to sneak in to the games, or be where you are not supposed to be (event pass and hall pass). If you leave class, sign in and sign out by the door. You represent Yearbook Staff and professionalism is expected when out of the class on Yearbook business. You MUST sign in and out during the period on the Yearbook locator board (failure to do so, or abuse out of class privileges will result in restriction of leaving class to complete course work - this will be a huge impediment to your ability to successfully complete tasks).

Participation Points: Participation points will be given on a bi-week basis. Every two weeks 10 pts will be assigned. This is a work environment, communication about work not related to Yearbook production should be communicated and approved by the advisor prior to being “off task”. Authorized absences will be not deducted.

All staff are treated like office staff, after 10 absences each semester, daily participation points for absences will be zeros. The eb and flow of yearbook production, means there will be stretches where little work is required and some where you will not have enough time. Self-direction, time use, and ability to work under stress are required and reflected in participation. Students may or may not complete bi-weekly checklist for input on participation grade. In addition, every two weeks progress will be checked for 20 pts assessment on pages/spreads that should and could be started.

Peer Proofing: Before submitting a page/spread to the editor for review, students must have a peer review and will be required to document review, by using checklist with your initials and peer initials. Any points that are lost because of typos and errors on the page by the editor or advisor will be a point deduction per error per spread submission. This was put in place to help you hold each other accountable. Your first two spreads will be given “grace” in the learning process by review of changes needed with Executive Editor and/or advisor, failure to attend those reviews will result in point deductions as outlined.

Grading Scale: **A: 93-100% A-: 90-92 B+: 88-89% B: 83-87 B-: 80-82%**
 C+: 78-79 C: 73-77 C-: 70-72% F: <70

Note: There is no D in this course, as an employee, job performance is either meets expectations (C- to B) or exceeds expectations (B+ to A), not meeting expectations is not acceptable in a production/job course of this nature.

Grading:

Category A (Course Work) - 20%/80%* of grade:

Participation Pts/BiWeekly Checklist: 20 pts

Activity Assignments: 25 pts each (intro projects, photo assignments, ad sales, etc)

Quizzes: 10 pts each (if any)

Tests: 50 pts each (if any)

Follow ALL checklist items prior to final submission - pictures gathered, placed, headings, copy, footers.

*Spreads by deadline: 100 pts each (50% participation, pre-deadlines met/50% spread quality)

A = Deadline met one week early; B/C Deadline met 90-100% complete workable for editors, max grade.

Due to the semester environment, your Spread is due in final form with all pictures and copy done by the deadline in your semester class.

Category B (Evaluation/Job) - % determined if used

Note: Advisor/Teacher reserves the right to override Category A or Category B as 100% of grade if job performance exceeds expectations and student has shown growth over time. This is based on the job description selected and applied for by the student. Editors and coordinators are eligible for A grade, all other positions are eligible for C- through B+ (exceptional design work and on time 100% can raise this to an A- or A)

****ATTENTION!!!!**** Due to the nature of the yearbook class, there is a lot of mandatory work, event attendance or independent photo and interview gathering, and work that can only be done in the lab that must be done after school, on your own time. Please, remember that yearbook is a CLASS and CLASSWORK always comes first. If you don't feel that you can make the after school commitment, you may need to reevaluate your schedule.

Dear Parent/Guardian:

Welcome to Mr. Jones's Yearbook class! It will be my pleasure to teach your student about Yearbook design and production this year. Here at Auburn Riverside, we have recently moved to Encore by Balfour as our Yearbook company.

This allows us to work on design, creation, and production of the Yearbook through one stream-lined provider. As such, your student will be utilizing software that is only available through login and use in the lab in our Yearbook room. This will necessitate time spent before and after school in the lab when work cannot be completed during class time. In addition, Yearbook requires various attendance at multiple events throughout the year for event stories and event photography. This course really is a "business" course that has all the expectations and implications of a job that takes 1 hr (one period) per day plus additional time outside the classroom to "get the job done".

Thank you for taking the time to look through this syllabus and responsibilities with your student and for helping them start off the semester successfully and have pride in one of the major products that define a school and it's legacy! If you have any questions about this course or syllabus, please don't hesitate to contact me at rjones@auburn.wednet.edu.

Sincerely,
Randy Jones, Instructor & Advisor.

We have read the syllabus and responsibilities. Our signature/s below indicate that we will meet expectations as a student and support the expectations as a parent as outlined.

*Your signature below also is a release under COPPA, that you authorize Mr. Jones to act on your behalf as guardian/parent for the use of apps, software, online tools, and internet resources for non-personally identifiable information used to access such electronic resources for Yearbook production and class learning.

Student Name Printed	Student Signature	Date
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Parent/Guardian Name Printed	Parent/Guardian Signature	Date
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**Email me when completed review for "signature" - student only
if absent when presented**

Please have your student keep the first three pages of this syllabus/responsibilities document.
The document is also accessible for reference on