



CASTLE PARK HIGH SCHOOL YEARBOOK & JOURNALISM

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COURSE SYLLABUS FOR YEARBOOK

PERIOD 4

Welcome to our Yearbook/Journalism Class!

First and foremost, I would like to congratulate you on being accepted into our class community. Our class is an accredited elective, an experience in collaboration and teamwork, and most importantly, an opportunity to give back to our school through service.

COURSE DESCRIPTION

The Yearbook/Journalism course at Castle Park High School allows students to become historians, journalists, and artists while creating a photojournalistic book collaboratively. This course's purpose is to produce the SPECULUM yearbook and the TROJAN ORACLE newsletter. This course is a student-led publication. For this reason, the editorial staff assigns tasks, creates deadlines, and evaluates their peers' work. The advisor oversees the publications and staff to maintain objectivity and fairness, as well as to evaluate the students' work.

Students will gain valuable skills in photography, writing, design, teamwork, and time management. By the end of the course, students will have produced a timeless keepsake that captures the essence of our community.

As members of the yearbook staff, students will have a direct impact and will be held to high standards both in and out of the classroom. However, this is an elective. Therefore, if a student is unable to meet the high expectations of the course, they may be removed from the course at any time.

STUDENT DUTIES/EXPECTATIONS

Students are assigned positions of various degrees of leadership and responsibility. Students are also assigned the job of design, layout, and completion of a minimum number of pages in the yearbook. Great importance is placed on the ability to complete layouts before the deadline and submit spreads independently with minimal errors. Many projects are performed in groups

or partnerships, emphasizing cooperation and teamwork. Responsibility for organizing personal time and duties is essential to the success of our yearbook.

Yearbook/Journalism is a co-curricular class like marching band. Please understand that MOST of the work done on the yearbook happens during nutrition break, lunch, assemblies, and after school. The completion of a yearbook spread will require scheduled interviews, independent work time, and attendance at extracurricular (after-school and during weekend/holiday) events. These outside-of-class activities are part of your grade and are mandatory.

CHARACTERISTICS OF A YEARBOOK/JOURNALISM STUDENT

Be professional: This is important both inside and outside the classroom. You represent Yearbook 24/7, so it is best to be professional.

Be fair: Give every student a chance to be in the yearbook. In class, think before you speak or act and consider the consequences of your actions. We are a TEAM.

Be collaborative: Yearbook & Journalism is a team effort. Listen to all classmates, respond appropriately, and compromise to make the best yearbook possible.

Be productive: We are on a deadline. If we go past the deadline, we pay money. Wasting time means that everyone has to stay after school during the last two weeks before the final deadline, so it's important to use class time wisely. There's time for fun, but work comes first.

Be positive: Please leave negative energy outside of this room. It's imperative that all students get along and can rely on one another.

Be open-minded: Embrace new ideas and be receptive to diverse perspectives. Your point of view is not the only point of view. Let's value each other's input.

Be reliable: At the end of the day, all we have is our word. If you commit to something, please follow through with it. Not doing so will result in others picking up the slack and that is not cool.

Be prideful: You should be proud of your work, so much so, that when your name is printed on the "by line," you have no REGERTS, I mean no **REGRETS**. Triple-check spelling/grammar.

TECHNOLOGY IN THE CLASSROOM

Laptops: The yearbook is created and submitted via a web-based program. We will require the use of students' school-issued laptops daily. No one is allowed to use the desktops in the classroom unless they are actively working on a YEARBOOK assignment.

- Logging on to our online platform: Walsworth Yearbooks

- <https://yb360.walsworthyearbooks.com/login/login.html??#/loginMGMT>
- Username: student first name . last name (all lowercase)
 - EX: tommy.trojan
- Password: Temporary password given by me, change it to something you only know and do not share it.

Cell phones: There will be times when students are asked to interview and record or utilize their cell phones for educational purposes; however, if the cell phone is considered to be a distraction to the learning environment, students may be asked to put it away during class time.

Yearbook/Journalism is not a free period to doom scroll on social media.

Cameras: Students will be required to check out/check in and responsibly use cameras that are the property of the yearbook class. They are not for personal use and any photos taken with the cameras will be considered the intellectual property of the photographer and the class.

- Please use the sign-out and sign-in sheet taped to the inside of the cabinet
- Make sure the battery is charged
- Check to ensure there is an SD Card
 - Get clarification if there are photos on the SD Card: Have these been uploaded?
By who? VERIFY, VERIFY, VERIFY!
- Check settings- Ensure the camera is functioning and not out of whack
- Make sure to take a camera bag and a yearbook lanyard

Artificial Intelligence: The use of AI (Artificial Intelligence) in our everyday lives is becoming more prevalent. Although these tools such as Chat GPT can be useful, they are limited in depth and personality. The whole point of the yearbook and newsletter is to not sound like an emotionless robot. Remember our targeted audience is your peers. Sounding like Bestie Chat, does not sound like a CPHS student. Use your own voice in your writing. Having trouble? Lean on our Copy and Caption editors.

GRADING

Staffers have a variety of assignments. The most common are the following:

- Photographing school events- assemblies, extracurricular activities, lunchtime events, etc.
- Interviewing students and staff

- Deadline of projects- students are assigned spreads that have to be completed by the deadline and the high level of standards has to be met.

GRADING SCALE for YEARBOOK:

- Practice assignments: 10%
 - Practice assignments will be created on Google Classroom. Point value will range based on the lesson/assignment. These assignments will be used to introduce new concepts and review them.
- Completed Spread: 40%

- Spread Grade (to be determined by the advisor, with the support of the editor)

Spread Rubric will be used.

____ (100) **Deadline is met:** (early = 110, on time = 100, each day late = -10 points per day) After five (5) days, the staffer will earn a zero (0), and the section editor will have one week to complete the spread. If the section editor fails to turn it in, your grade will result in a D- (60%).

____ (100) **Accuracy:** (names/facts) Every name error, misspelling on the page, name left off the page, or incorrect information will subtract 10 points from this score. If there are more than five errors, the spread will be returned for correction.

____ (100) **Creativity:** body copy and captions are creative and do not have any sappy sentences or dead words, headlines are interesting, the overall look of the page is creative. Find the story in the interview and tell it. Subtraction of points depends on lack of creativity.

Total = ____/300

- Attendance/Participation in out-of-classroom assignments: 20%
 - ____ (50) **Punctuality:** Students must arrive 30 mins prior to the event and attend its entirety. Being late will automatically deduct half credit. Not showing up at all will result in a zero for this whole category. **It is up to the student to make sure that extracurricular/school events are still taking place at the given time/location.**

_____ (100) **Photo Quality:** Students must take a minimum of 100 photos. Out of those photos, there needs to be 20 that can be used for the yearbook. These photos need to meet the basic guidelines of what a “Good vs Bad” photo is. See Google Classroom for photo expectations.

_____ (50) **Proper Return of Equipment:** Students must check in/ check out equipment ALWAYS. Failure to return the camera by the next school day will result in half credit.

GRADING SCALE for TROJAN ORACLE:

We are expected to produce 4 newsletters a semester for a total of 8. This is in addition to the Speculum Yearbook. There will come a time when you are actively working on an assignment for the newsletter and the yearbook simultaneously. Time management will be imperative in this case.

Grading for the Trojan Oracle is as follows:

- News Story: 20%
 - This is the actual typed news coverage of the event/story that is turned in to the Advisor directly on the scheduled due date.
 - Students will workshop with the advisor after submitting, with NEWS STORY RUBRIC in hand, and score themselves.
 - If students are not content with their scores, they can make changes and turn them in by the next class meeting. NO LATER.
- Photo/s that go with news story: 10%
 - Students are responsible for having photos that help illustrate their news story. This may be one single photo, or multiple depending on the directions from the advisor. Sometimes yearbook is already covering this event, and students can pull unused photos from there.

LATE WORK:

Missing deadlines cost money. I do not accept late work without extreme penalty, as this puts a huge burden on the publication of the yearbook and newsletter.

My best advice to you is to do your work early. If you are having a problem (beyond your control) with a deadline, you must inform me using the provided [**“I NEED HELP”**](#) form. You and I will

conference about the problem and come up with an acceptable solution which may or may not include an adjusted deadline. Simply not saying anything until the deadline will result in a zero for that assignment/deadline.

The following excuses are unacceptable:

- I was absent.
- I had a _____, so I couldn't get pictures.
- I had to wait for the editor to check my work.
- I asked so and so to take the pictures for me, but he/she did a terrible job.

Get your work done early. Stay after school. Give yourself homework.

I reserve the right to reduce your grade from 0-10 points for each day I have to give you multiple reminders to stay on task or behave professionally in class.

Yearbook Passes During Class

During class, you may have to use the pass to get interviews or take photos. If this is the case please follow these expectations:

- Use the sign-out method on the whiteboard
 - Write your name, where you are going, & time left (Students should not be out for more than 10 mins at a time, this is not time for you to meet up with friends or hang out anywhere on campus)
 - Wear the "Press Pass" or "Photographer Pass"
 - Only 6 students out at a time
- Kindly enter a classroom, and ask the teacher if you may borrow the student for 3 mins or less for a yearbook interview or photo.
 - You must respect the teacher's class time. Do not keep the student longer.
 - If the teacher asks you to come back, please ask for a specific time to return.

You are representing me and the Yearbook/Journalism class. Failure to act professionally while using a pass will result in your passes being revoked for the remainder of the year.

Restroom Pass

- Use the restroom sign-out and sign-in sheet (5 mins or less to use the restroom)
- Take the RED pass with you, be mindful that others may need to go too.

GROUP ME APP

You will be asked to download the GroupMe App. The reason for this is that it allows for a quick and easy communication platform between student-to-student and student-to-advisor. A whole group chat will be created by the advisor and students will only communicate via the main group chat. Students are not allowed to directly message anyone, including the Advisor. If something needs to be asked in private, students are encouraged to talk to the Advisor in person or send a message via Jupiter Grades. The GroupMe platform allows for the teacher to add students, be the administrator of the group, and others cannot see personal cell numbers.

Yearbook/Journalism Class Incentives

Being part of Yearbook/Journalism is a true privilege. With this comes a lot of responsibility, but also some fun perks. Students enrolled in the class who meet the minimum requirements below may be eligible for some incentives:

Seniors

- Seniors enrolled in the course for two years and maintain an “A” letter grade throughout all semesters (4 total) may receive a yearbook for free and sash.
- Seniors who have only been in the course for one year and maintain an “A” for both semesters may receive a free yearbook but must pay for the sash (the sash is optional for graduation).

Underclassmen

- Underclassmen enrolled in the course and have earned a letter grade of “A” in both semesters may receive 50% off their yearbook.

Respect this classroom. **Respect** your peers. **Respect** yourself. **Respect** your instructor. Thank you for being part of this team; it will be fun and challenging.

Return this last page to Mr. Dunkle

Please fill out the information and sign:

Student Name: _____ Parent/Gaurdian Name: _____

Student Cell: _____ Parent/Guardian Cell: _____

Student email: _____ Parent/Guardian email: _____

Student signature: _____ Parent/Guardian Signature: _____