**Yearbook & Publications
Course Syllabus**

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**Course Description:**In this course, students will be introduced to many aspects of the production of a newsletter including layout design, finance, photography, headline/caption writing, and copy editing. Recent publication trends will be included, and students will learn to use current computer programs to complete the book.

**Course Objectives:**

1. To understand the responsibility involved in documenting the year with accuracy as a service to the
 readers through the publication *Redskin Rumbling*.
2. To write copy, headlines, and captions at a mastery level.
3. To shoot photographs with an understanding of focus, contrast, and composition.
4. To produce a skillfully designed page using graphics, margins, grids, columns, and dominance.
5. To properly capture the events of the year and share it with an interested audience through the
 *Rumbling*, yearbook, social media, and video productions.

**Grading Plan:**Grades will vary, but *generally* the grades will work as follows:

*Rumbling* Assignments: 35%
Yearbook Pages: 35%
Photo Submissions: 20%
Bulletin Board: 10%

Students will take turns being responsible for helping to decorate the Yearbook/Publications bulletin board outside the main office and will be in a weekly rotation for taking candid/random photos.



**Classroom Policies & Expectations**

**Respect:**

You will respect me, your classmates, and yourself at all times and you have the right to expect the same in return. Any form of disrespect will not be tolerated and will be punished
appropriately.

**Tardiness:** You are expected to be in class, seated, and ready to begin class by the bell. The following is the

school policy for tardiness:

**3rd tardy in a grading period:** a lunch detention
**4th tardy:** a Wednesday detention
**5th tardy:** receives a referral to the office for a Saturday School, In-School Suspension, or Suspension

**Absences:**

If you are absent for any reason, you will have the same number of days you are absent to make up the work. **It is YOUR responsibility to arrange for and complete the necessary work THE DAY you return.** If you missed a test, you must make it up as soon as possible when you come back. All assignments that were due while you were absent will be due when you return. Please email me while you are absent if possible.

**Denial of Credit Policy for a Semester Course:**

Any student who accrues non-professional absences in excess of four (4) days in a nine week period, eight (8) days in a semester-long class and/or sixteen (16) days in a year-long class will be subject to receive zeroes on assignments for every additional day of non-professional absence for the remainder of the 9 weeks for each class that this takes place. Each new nine weeks every student will begin with a clean slate with regard to period attendance.

**Late Work:**

As soon as I pass back an assignment to the rest of the class, I will no longer accept the assignment. *This includes tests*. Late assignments can be turned in for partial credit (generally 80-90% credit for assignments turned in the next day, half credit after that).

**Cheating:**

Cheating includes: plagiarism, copying someone else’s work or allowing someone to copy your work. You should do work individually unless indicated otherwise by me. On the first offense, both parties receive a zero on the assignment, quiz, or test **AND** will be reported to the offices and disciplinary action will take place.

**Technology Use:** There will be times when we will be using technology for academic purposes. If I see a

cell phone or iPad in use when they aren’t allowed, I will take them until the end of class.

**Photography:**

In order to compile all the photos needed for the yearbook and the *Redskin Rumbling*, students

will sometimes need to be present at school or sporting events in order to take pictures. If a student is responsible for specific photos and is unable to fulfill the obligation, please let Ms. Collingwood and/or Ms. Ritzer know in a timely manner so that a replacement can be found to ensure photos are taken.