Yearbook Syllabus 2016/17

Maxime.salzburg@larchmontcharter.org

**Course Description:**

Yearbook is designed for students who wish to be on the yearbook staff. The yearbook staff creates the *Larchmont* yearbook. This includes, but is not limited to journalism, composition, design, and publishing.

Special emphasis is placed upon:  
(1) Digital **photography** techniques and application

(2) Online layout, design and typography

(3) Journalistic feature **writing** techniques  
(4) **Teamwork**.

**In yearbook, staffers will be assigned pages and be responsible for taking pictures, writing articles, conducting interviews, and designing their page.**

**Class Expectations:**

You will be expected to work hard in class as well as after school each and every day. The editorial board will assign you certain responsibilities in which you, as an individual, will be evaluated on. As a staff member, you will be required to think critically and professionally, you must uphold a high level of maturity and constantly think before you act. Although most of the work is done in class, extra after school time will be required to meet deadlines. Communication is the key to success in this course. You will often need to work with your peers to complete projects and meet deadlines. **Being a yearbook staffer is a huge commitment.** Students are also expected to attend school functions to take pictures (i.e. games, afterschool clubs, etc.). In class work time is crucial. **Keep in mind that your work will viewed and judged by all your peers, family members, and teachers. Yearbooks are kept for many years and looked back at. You’re going to want to be able to take pride in your work.**

**Grading Policy Per Term:**

Production/Participation/Contribution [**90%**]: Student work on yearbook pages will be graded based upon their on-time completion and quality. The quality portion of this grade will be based on how well the students follow the style guide, the changes suggested by the editorial board and adviser, the “publishable quality” of the pages, and the completion of the process checklist and page rubric. “Publishable quality” includes how ready the pages are for final submission—few changes should be required. The on-time portion of the grade is based upon meeting deadlines. **You will be given a 20% penalty per day late on all pages assigned to you. Furthermore,** yearbook staff members earn points for every day present in class. School authorized absences are an exception; however you may find that you need to stay after school to finish your deadline. Points will also be earned or lost from this category if class time is not used professionally, productively, and/or privileges are abused.

**Misrepresentation policy: any misspelled name, misidentified photo, or misquote on a page results in an automatic loss of one letter grade for the page in question.**

Assignments [10%]: Assignments designed to help students learn the skills necessary for production will also be given in class—point and due dates will be announced in advance so students can effectively complete them. **Photography assignments and/or weekly writing assignments may be assigned, as well.**

All grades are posted on PowerSchool. It is your responsibility to check your grades.

Google classroom is an additional place for collaboration. Students may join using the code: **h26c6i**

**Signature of student** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I understand the requirements of my son/daughter being on the yearbook staff.*

**Signature of guardian** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_