

Department: Business Education

Course title: Annual (Yearbook)

Term: 2017 – 2018

Teacher: Mr. Harned

Credit: 2 (1 each semester)

COURSE DESCRIPTION

This course establishes basic foundations for further study in journalism and photography courses and provides essential information for creating a high quality publication. Students learn about the fundamentals of creating a publication such as the Prowler Yearbook; elements of photography; time management; meeting deadlines; writing quality stories, thus becoming a better writer; sales and advertising; digital media organization, and working with colleagues as a team player. Leadership development opportunities will be provided through trips organized by the JEA (Journalism Education Association) and Balfour.

This course is viewed in many schools and schools districts as an Honors course, with only the best of the best given the opportunity to take the course. For our purposes, students must complete an application form to be considered to be admitted into the class. The Advisor ultimately makes the call as to which students will become part of the Prowler Yearbook Staff.

COURSE GOAL

To provide students with a basic understanding of creating publications, journalism, and photography. Students will also learn how to successfully manage their time, become a better writer, work cohesively as part of a team, promote and sell their product, and meet deadlines – all of which are qualities that many people must use in everyday life.

STUDENT OBJECTIVES

After completing this course, students should be able to:

- Explain the guidelines set in place for a Yearbook, such as eye-lines, spacing of pictures, spacing of modules, spacing of text boxes, marking names for the index, planning the ladder, etc.
- Differentiate between various types of photos used in the Yearbook; i.e., dominant photos, secondary photos, cut-outs, mug-shots, etc.
- Create layouts and designs for spreads, incorporating photos, stories, photo captions, modules, etc.
- Research the stories that are to be written, and know where and/or whom to go to for this information.
- Analyze designs, layouts, and templates for spreads, identify any errors, and correct those errors.
- Demonstrate organization skills, particularly when it comes to organizing and storing digital media.
- Demonstrate professional behavior and attitude at all times.
- Demonstrate teamwork skills at all times.

COURSE REQUIREMENTS

In order for you to be successful in this course, you must meet the following expectations:

1. Be a team player.
2. Have a desire to produce a quality publication for the Bullitt Central community.
3. Complete all spreads by the required deadlines.
4. Complete all assignments issued by Student Editors and the Adviser.
5. Maintain a positive attitude about the class and the publication, and also take the initiative to see the Student Editor and/or the Advisor if your attitude is turning bad.
6. Be professional at all times.
7. You must be available to do some work outside of the regular school day. This mainly pertains to going out and capturing photos at events. *If you can't make that happen – this class isn't for you.*

GRADING

There will be ample opportunity to maintain a good grade in this class. You will be expected to complete all activities (group and individual), spread assignments, photography assignments, and ad sales assignments. The point system will be used for grades. All work will be assigned a point value and the total points earned will be divided into the total number of points to determine your final grade. The grading scale will be as follows:

- Required Afterschool Work Days (on an individual basis)
- Photography Assignments
- Spread Assignments
- Advertisement Sales Assignments
- Completion of all in-class work/projects/quizzes

A – 90-100%

B – 80-89%

C – 70-79%

D – 60-69%

F – below 60% ☹

Final Class Grade: First Nine Weeks 40%
Second Nine Weeks 40%
Final Exam 20%

NOTE: Opportunities to earn extra credit will be rare, if even offered at all. However, there may be instances where special projects or assignments will earn you extra credit points. It is **your** responsibility to see me for these opportunities, and I will not be obligated to help you should you let your grade plummet. Keep up with your grade and don't let yourself get behind.

REQUIRED AFTERSCHOOL WORK DAYS

The workload for this class is usually much more intensive in the Spring, when things for the year are coming to an end, and things start piling up. Should a student be behind on their assigned spreads, to the point where it looks as if they will not finish their work before school lets out, that student will be assigned one (or more) Required Afterschool Work Days. A grade will be given for these days, which will result in a zero if missed. These days will be assigned on an individual basis. To avoid getting assigned one of these days is simple – stay on top of your work and don't let yourself get behind!

ALL Yearbook Staff members will be required to attend a mandatory work day after school is out. This is usually the week immediately following graduation. You will be given plenty of notice for this date

REQUIRED PHOTO ASSIGNMENTS

Throughout the course of the school year there will be various events that take place that are vital to our publication. If the Yearbook Staff is unable, or does not capture pictures from these important events, the spreads suffer. This lack of quality in the spreads ultimately leads to the entire publication being affected negatively. It is because of this that the following rule is set in place: *If no one from the Yearbook Staff completes any of the Required Photo Assignments, then all students in the class will receive a 0 for that particular assignment.* We are a team, and we will succeed and/or fail as a team. Working together as a cohesive group of individuals to make arrangements to go take photos will alleviate this problem altogether.

A NOTE ON THE IMPORTANCE OF TEAMWORK

Perhaps the most crucial factor for this class is teamwork. If students cannot function together as a team, then the project as a whole fails.

With that being said, if a student in the class is hurting the overall progress of the team, that student may be removed from the Yearbook project itself, and may ultimately be removed from the class altogether. This decision will be made at the discretion of the Advisor and/or the school Counselor.

If you are not a person with strong teamwork skills and a strong desire to produce a quality publication – then this class is not for you and I highly recommend you find another class.

MEDIA PASSES

You will be given a Media Pass to use during your time in this class. If you lose or damage your pass, you will be required to pay for the new one to be made. Media Passes should be used ANY time you are not in my classroom – this means when you go run errands, conduct interviews, work in the lobby concessions, take pictures in the hallway/other classes/etc., take pictures at sporting events/plays/school functions/etc. Bottom line – always have it with you! This will help prevent me, and ultimately you, from getting in any trouble.

RULES OF THE CLASS

1. **Always** follow the Golden Rule: Treat others as you would want to be treated!
2. Respect yourself, all other people, and your surroundings at all times.
3. Follow all of the guidelines outlined in this Syllabus and on Mr. Harned's Class Expectations.

Consequences to Rules

1st offense- Conference with teacher and a phone call home

2nd offense- Conference with teacher, phone call home, and a 30 minute to 1 hour detention

3rd offense- Referral to office and removal from the Yearbook project. Possible removal from the class if possible at that given time.

It is at the teacher's discretion depending on offense.

Materials needed for class

- Paper
- 3-ring binder
- Folder
- Memo Pad or small notebook
- Pencil/Pen
- A USB thumb drive / flash drive is also recommended.

The faculty and administration reserve the right to change the class syllabus as deemed necessary. Requirements shall be modified to accommodate students who qualify for specially designed instruction.