



Yearbook Syllabus 2023-2024

Class: Yearbook/Journalism – 6th period

Mrs. Tricia Coggins, Yearbook Advisor

Classroom: Joy Annex Mac Lab

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***Last page must be signed by the student & parent and returned by Aug. 14, 2023.**

Course Expectations:

While completing this course, staff members can expect to gain knowledge in the following areas:

- Interviewing and research
- Communication skills
- Layout and graphic design
- Meeting production deadlines
- Online Design and photo editing
- Photography principles and practices
- Headline and caption writing
- Advertising sales and marketing practices

Materials:

Pen or pencil, paper, access to Internet at home or at a library, and access to newspapers, magazines, and other print material is helpful. If you have a camera, you can use it to take pictures for class.

Technology:

Yearbook staff will utilize school computers to create the yearbook. They can also use your own laptop at times as well. We do not use one particular textbook for this class. We do have many sample yearbooks, design books, and formatting books to use for ideas and procedures. Our production program is Online Design so students will have access to their pages from a home computer also. Our publishing company is Walsworth Publishers.

Course Objective:

The yearbook staff will have the opportunity to produce a quality yearbook that is representative of all students at SFC A. They will develop their creativity and skills in the area of page layout, photography, photo editing, and copy writing all within a deadline. Staff members will learn all aspects of creating and publishing a yearbook.

Category Weights:

Tests: 50%

Tests will consist of meeting deadlines for creating and designing spreads.

Quizzes: 30%

Quizzes will consist of completing drafts of layouts, editing writing assignments, taking and editing photos, and completing interviews and research assignments.

Classroom Participation: 20%

All yearbook staff members are expected to participate daily in class.

Class Expectations:

- All yearbook staff members are expected to abide by the behavioral guidelines as stated in the SFCA Student Handbook.
- All staff members are expected to participate during class.
- Time outside of class is required for interviewing, reporting, and taking photos at various school-related events throughout the year.
- Staff members are expected to use the highest ethical and legal standards while creating pages and taking photos.
- Staff members are expected to maintain confidentiality concerning the *Marturion* theme, layout, topics, photos, student information, etc.
- ALL deadlines are expected to be met and will be given weeks in advance.
- Plagiarism or dishonesty will not be tolerated and could be grounds for dismissal from the yearbook staff.
- All staff members are expected to treat any SFCA equipment with the best care possible. This includes computers, cameras, recording devices, etc. **Students and their parents will be responsible to pay for any lost or damaged equipment that the student uses for a yearbook assignment.**
- It is expected that every student will conduct himself in an orderly, courteous manner at all times with prompt and respectful obedience to all school personnel, following all adult direction without comment. If a student questions a teacher's decision, he/she should speak to the teacher privately after class. At that time, he/she should respectfully explain the situation and wait for the teacher's response.
- It is expected that every student will respect the feelings and rights of others. This includes students, teachers, and visitors.
- It is expected that every student will conduct himself, and in an honest manner, avoiding such actions, as lying, stealing, and cheating.
- It is expected that every student will be on time to class and be prepared with a proper mental attitude and all their necessary materials, books, and assigned work.
- It is expected that every student will understand that the teacher's desk, computer, and other personal belongings and work area is personal property and will be treated as such.
- It is expected that every student will remain in compliance with the classroom teacher's rules, policies, and procedures.

Discipline Procedures

Minor student disruptions will be dealt with following the secondary for step discipline plan.

- The student will receive a verbal warning the first time.
- The student will receive a written warning the second time that will be sent home to the Parents via fax and a conference may be requested.
- The teacher will assign a penalty to the student in the form of a detention, written assignment, or other discipline, deemed appropriate if there is a third occurrence of discipline issues.
- The teacher will refer the student to the administration if a fourth incident arises.

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Mrs. Coggins – Yearbook Advisor

I have read and understand the course syllabus, including the class expectations and procedures for the 2023-2024 school year, for the SFCA Yearbook Class. I know that this course requires work time outside of class, and I am committed to doing all I can to meet the assigned deadlines for the completion of the yearbook. **I also know that I (and my parents) am responsible to pay for any lost or damaged equipment that I use for a yearbook assignment.**

Student Signature

Date

Parent Signature

Date

***Please sign and return to class by Monday, August 14, 2023. This will count as a quiz grade.**