



Yearbook Syllabus 2021-2022

Class: Yearbook/Journalism – 6th period

Mrs. Tricia Coggins, Yearbook Advisor

Classroom: A106

Telephone: 239-936-8865 ext. 1473 E-mail: tricia.coggins@sfcakings.org

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

Recommended Materials:

Pen, 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 Nikon or Canon camera, you can use it to take pictures for class.

Textbooks and Technology:

Yearbook staff will utilize school computers to create the yearbook. You can also use your own laptop 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 you will have access to your pages from a home computer. 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 student groups at Southwest Florida Christian Academy. 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 guideline as stated in the SFCA Student Handbook.
- All staff members are expected to participate fully 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 dishonestly 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.**

The following methods of maintaining classroom discipline will be followed:

- The student will receive a verbal warning.
- The student will receive a written warning that will be sent home to the parents via FACTS.
- The teacher will contact the parents by phone or through email 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.
- The teacher may refer the student to the Administration if all above actions have been taken.

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I have read and understand the course syllabus, including the class expectations and procedures for the 2021-2022 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 16, 2021. This will count as a quiz grade.**