



Yearbook

Advisor: Amy Bryan

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Conference Period: 2nd period 9:14-10:02

Tutoring Opportunities: Monday 3:30 -4:00 pm and Wednesday 7:45 – 8:15 am

Class Materials:

1, 2, 3 Yearbook by Jostens (handouts)

Flash Drive (student provides)

Writing Instrument (student provides)

Digital Camera (our camera supplies are limited, so feel free to bring your own. Your iphone/android will work as well)

Computer (this will be provided in class)

Access to Canvas

Access to Josten's (this will be given in class)

Access to Canvas and Office365 tools is available to students through our [Single Sign-on Portal \(SSO\)](#). Students receive their SSO login during enrollment.

Course Description:

This course helps create the Ed Willkie Middle School yearbook. In this course, students will gain skills in the following areas: page design, publishing techniques, copy writing, editing, photography, record keeping, time management, teamwork, marketing, and leadership skills. Students are tasked with producing a timeless, creative, and innovative publication which will record our school's community, memories and events. [EMS ISD Counseling Website](#).

Course Goals:

Students who complete this course successfully will be able to:

- produce a high quality publication.
- learn and use publishing industry terminology.
- work with various types of technology to produce their publication.
- apply computer skills and design principles to the production of yearbook pages.
- learn copy writing techniques.
- work as a team to meet deadlines.

Student Evaluation:

The grading system for this course is as follows:

- Grade averaged 60% Major 40% Minor
- Major grades – tests (including projects, final essays, writing copy, presentations); minimum three per six weeks
- Minor grades – quizzes, daily assignments, journals; minimum four per six weeks
- Each six weeks will count as 1/6 and the semester exam will count as 1/7 of the semester grade.
- A letter system (S, N, U) is used to report a student's conduct based on proper/responsive conduct and citizenship
- Per Board Policy EIA (LOCAL), "The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a **failing** grade. This policy applies only to initial identified major grades and does not apply to daily assignments and quizzes. Upon reteach and retest, the new test, project, etc. recorded will be a high score of 70%.

- Official grades will be in Skyward only and can be accessed by student and parent through Family Access.
- **Assignments, exams, expectations outside of the classroom:**
Students will be challenged with real world projects and assignments. High quality work is expected at all times. Students are expected to fully participate in each activity they are tasked with. Students are also expected to participate in outside of class time activities and meetings. To produce a complete yearbook, students will be required to attend school activities to take photographs and gather information to be used in the yearbook. Due to the nature of publishing deadlines, students will be expected to work periodically after school and to attend after school events in order to meet publishing deadlines. Excellent class attendance and a positive attitude are essential in working successfully in our team environment. If you are going to miss class or events, it is important that you communicate with me.

Attendance/Tardy Policy/Make-Up Work:

Instructional time is bell to bell, so if you are not physically present and engaged, you are missing valuable learning. Please be on time and ready to learn. If you are late to class you will receive a tardy.

Classroom Expectations:

Students are expected to fully participate as a yearbook team member. Attend a minimum of 3 out of class school events and function to take appropriate photos for yearbook. Meet deadlines. Page 2 Be proactive. Be respectful and reliable. Always do your best. Be creative. Represent the yearbook staff to the best of your ability.

Preliminary Schedule of Topics, Readings, and Assignments

Students will immediately begin taking photos of school events and activities.

During the course of the year topics will include:

- page design
- publishing techniques
- copy writing
- editing
- photography
- time management
- teamwork
- marketing
- and leadership skills.

Academic Integrity: Update from GRH

Academic integrity values the work of individuals regardless if it is another student’s work, a researcher, or author. The pursuit of learning requires each student to be responsible for his or her academic work. Academic dishonesty is not tolerated in our schools. Academic dishonesty includes cheating, copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee and considers written materials, observation, or information from students. Students found to have engaged in academic dishonesty shall be subject to disciplinary and/or academic penalties. The teacher and campus administrator shall jointly determine such action.

Instructional Materials: Cameras will be available for check out should the student not have a phone with a camera.