

# YEARBOOK CLASS SYLLABUS

Congratulations on becoming a member of the yearbook staff!

Being part of the yearbook staff is a lot like being a member of any team. You will have individual assignments and deadlines to meet, but you will also be working as part of a group. None of us can accomplish the tremendous task of creating a quality publication without a great deal of dependability, communication, and cooperation. In order to help insure your success in this program, we want to clarify what is expected from a yearbook staffer:

## GENERAL GUIDELINES

1. Do good work. Be happy.
2. Attend all class sessions unless prevented by illness or emergency
3. Do not leave the staff room without permission and a pass.
4. Be on time.
5. Maintain a staff notebook, which will be kept in class and used ONLY for yearbook materials – handouts, notes, etc. This notebook will be periodically used as part of the grading criteria.
6. Keep layouts, photos and other yearbook materials in your storage space in the classroom. Materials should only be removed if you are working on them at home, and then only with the adviser's approval.
7. Discuss yearbook business with staff members only! Do not reveal cover, theme ideas, feature story ideas, photos, internal affairs, etc. with non-yearbook staff/friends/students.
8. Ask questions, share ideas, be creative, have fun!

## FIVE GOALS FOR THIS YEAR

1. Become a unified, dedicated team who works hard together and has fun together.
2. Make all staff and publisher deadlines.
3. Include more people in candid photos and feature stories; Coverage is KEY! We want to feature as many different students as many times as possible.
4. Keep our staff room clean, organized, and comfortable.
5. Do your part so that others don't have to do it for you.

As adviser, I understand that a staff member has other obligations and responsibilities. Therefore, I will work with each staff member to make sure he/she fully understands the commitment that is being made prior to assuming a responsibility. I also can change a staffer's job title as I see fit. I want an open line of communication between staff members and parents. Please feel free to email me anytime. Thanks for your cooperation in making this the best year ever!

## GRADING BREAKDOWN

Grades for Yearbook are broken down into the following weighted categories:

- Deadlines & mini deadlines - 35%
- Class work, tests, quizzes, and projects - 40% (various vocabulary, design, and photography assignments)
- Staff Notebook Checks - 15%
- Job fulfillment - 10% (5 points a day/25 points a week - do your job, clean up properly - get your points!)

