

Yearbook

Course number: ENG371

Teacher: Sarah Blosch

Course Description: Students in this course will publish a yearbook that reflects the school community, acts as a public relations tool for the school district, and serves as an educational vehicle for students. Students are responsible for planning, organizing, designing, and publishing the school yearbook. Students are also responsible for journalistic writing, editing, and photography. Desktop publishing and photo editing programs will be used to produce a professional-looking publication. Students are also expected to approach the business community for advertising opportunities.

Students must apply for staff positions. The application process includes a staff application, teacher recommendation, and portfolio. Students and parents must agree to a staff contract. Because interviews must be conducted and photos taken outside of class time, yearbook staff members must be willing to devote time after school to these responsibilities.

Alignment to the Iowa Core Curriculum: Instruction, learning, and assessment are built on a selection of the 11-12th grade band expectations from the Iowa Core Writing Strand. Publishing a yearbook is a complicated, creative, time-consuming process that requires a special long-term dedication not usually required of other school organizations. It is the only complete record of this particular school year that will ever be published. Your job is to create a yearbook reflective of the entire student body while adhering to professional standards. You get one chance to “get it right.” Therefore, it is your job to be accurate, fair, and balanced in covering all aspects of each spread.

Comment: This course may be repeated

Iowa Core Standards:

Standard 2: Reading Strand—Information Text

Students will effectively comprehend, analyze, and evaluate a diverse range of print materials.

Standard 3: Writing

Students will routinely write to learn and to communicate for a range of tasks, purposes and audiences.

Standard 4: Speaking and Listening

Students will participate effectively in a range of structured conversations, collaborations, and presentations.

Standard 5: Language

Students will apply knowledge of the English language and its conventions when reading, writing, speaking, and listening.

Assessment:

Students will be assessed on planning the ladder and theme, stories, photos and content for each spread, large and small group discussion, meeting deadlines, taking photos at assigned events, and designing creative and technically correct page layouts. Students will also be assessed on how well they perform the responsibilities associated with their positions on staff. Possible positions include: Editor-in-chief, people editor, coverage coordinator, layout and design editor, photo manager, business manager, clubs and organizations manager, and staff reporters.

Course Content:

After the staff works together to determine the theme and organization of the book, students will be assigned specific pages in the fall, winter, and spring. Improving student writing, interviewing, and communication skills throughout the year is a major focus. Students will also learn to use the Online

Design program to design and layout pages, and Photoshop to work with pictures. It is expected that students will continue to develop the skills learned in Journalism. Students will be required to take photos for their assigned spreads and are expected to help other staff members take photos as well. Students will focus on the business side of printing a yearbook by planning a budget, selling ads, designing ads, billing customers, and determining how many pages, how much color, and which cover options can be afforded within the budget.

Instructional strategies:

Students will experience a variety of instructional strategies including direct instruction, active participation in both large and small group discussions, examination and analysis of writing examples, one-to-one teacher/student conferences to discuss student writing, and small group collaboration. Technology will be used in the classroom daily.

Resources:

The Newspaper Designer's Handbook by Tim Harrower.

The Associated Press Stylebook and Libel Manual, Norm Goldstein, editor.

I incorporate many articles written by professional journalists and the Dubuque Telegraph Herald.

Academic & Behavioral Expectations:

Late work and Assignment Guidelines: Due to the nature of publications and the necessity of meeting deadlines, late work is not accepted. Missing assignments hurt your grade. Students who make a habit of missing deadlines will be removed from the class and risk failing the class.

Attendance: I will strictly follow the attendance policy set forth in the student planner. I expect all students to be in class and prepared to learn every day. I will be tracking absences accumulated throughout the year to help me make staff position and assignment decisions. Please be on time and then stay here unless you need to interview.

Class Absence /Make-up work:

Because yearbook students are responsible for publishing a yearbook and meeting deadlines, students who are absent are still expected to meet copy and publishing deadlines. Students who are absent the day of a deadline should email story drafts or work to the editors and adviser so the staff can stay on production schedule. Students who will miss school due to pre-planned absences such as college visits or vacations should complete assigned work before their scheduled absence. Students who become suddenly ill or find that they are unexpectedly unable to complete work (take pictures at a sporting event that evening, for example) must try to find another staffer to cover the event, conduct an interview or photograph an event and should also make the adviser and editors aware of the situation. All staff members will receive a list of Staff Contact information which will have each staff member's phone number so that you can find someone to fill in for you. Our office number is 563-552-5186. In addition, email me at sblosch@dbqschools.org.

Behavior and Responsibility: Our classroom must be a place conducive to learning. You are expected to be respectful of yourself, your classmates, your teacher, and your materials at all times. We will follow the school rules as outlined in the student planner. I will address behavior problems with students as they occur, calling parents when necessary. Continued behavior problems will result in putting the student on a behavior plan through the AP office. Attendance issues may also cause a student to be sent to the A.P.

Computer Offenses – see section in student planner

You will be using school computers to produce our publication and work with the publications software. If you violate any portion of the acceptable use policy that is considered a serious offense, the following consequences will be implemented:

1st offense: verbal warning; warning documented.

2nd offense: parent conference; possible probationary contract implemented, technology coordinator notified.

3rd offense: student will be dropped from the newspaper staff, parent notification.

*Playing games or looking at social media without a journalistic purpose is not allowed.

Special Circumstances

For the following offenses, you may receive a failing grade for the assignment and/or the semester, be held responsible for replacement costs, and/or receive disciplinary action:

1. Destruction of any equipment
2. Purposeful destruction or theft of another person's work or property
3. Plagiarism *see next section regarding specific policy on plagiarism*
4. Inappropriate behavior in class or while on assignment
5. Use of supplies and equipment for personal and/or inappropriate productions
6. Deleting photos that you did not take from the Y drive.
7. Photographs may not be copied from the Y drive for personal use. This means you may not copy and post a picture taken with a school camera on any form of social media or share photos with friends, teachers, coaches, etc. without permission.

Plagiarism:

Hempstead students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. With the advent of the Internet, the availability of information has exploded into a whole new and exciting realm for our students. The accessibility of documents has also brought with it an increasing concern regarding plagiarism, which is a form of cheating.

All Hempstead teachers are committed to educating our students about plagiarism, helping them understand what plagiarism is—especially through specific instruction in individual courses. We aim to teach students how to accurately quote and document sources as well as how to effectively convert researched information into their own words.

Plagiarism is defined by www.dictionary.com as: “a piece of writing that has been copied from someone else and is presented as being your own work; taking someone's words or ideas as if they were your own.” Iowa Core Literacy Anchor Standard #8 for College and Career Readiness states that students will: “Gather relevant information from multiple print and digital sources, assess the credibility and accuracy of each source, and integrate the information while avoiding plagiarism.”

Cheating, including plagiarism, may result in loss of or reduced credit on an assignment, referral to the Assistant Principal office for documentation on the student's record, and possible loss of class credit and failing grade.

Plagiarism and cheating exist in many forms and to various extents. Some typical examples are noted here:

1. Copying another student's assignment/artwork/project; note: BOTH parties are engaging in cheating
2. Using another person's paper/artwork/project/ in its entirety and calling it your own

3. Copying a paper word-for-word (artwork/project) from an internet document or documents
4. Using sentences from another source but replacing a few words
5. Passing off ideas or critiques as your own when they are someone else's
6. Not putting quotation marks around exact words pulled from another resource
7. Not documenting the source at all, or documenting the wrong source
8. Not citing the sources used (even when paraphrasing and summarizing)

Incidental plagiarism will be addressed by the classroom teacher, and may include loss of credit for the assignment and parent contact. Consequences for blatant plagiarism and repeated acts of incidental plagiarism are listed below. Disciplinary action by Hempstead administration **may include loss of class credit and failing grade.**

***Freshmen:**

1st occurrence: 0% on plagiarized piece, possibility of revision for a better grade, parent contact, referral to Assistant Principal for documentation; repeated plagiarized pieces 0% without revision, parent contact and referral to AP Office for possible disciplinary action

***Sophomores:**

1st occurrence: 0% on plagiarized piece, possibility of revision but with grade reduction, parent contact, referral to Assistant Principal for documentation; repeated plagiarized pieces 0% without revision and referral to AP Office for possible disciplinary action

Juniors & Seniors:

1st occurrence: 0% on piece without revision, parent contact, referral to Assistant Principal for documentation purposes; repeated plagiarized pieces 0% without revision and referral to AP Office for possible disciplinary action

AP Classes:

1st occurrence 0% on piece without revision, parent contact, referral to Assistant Principal for possible disciplinary action

*Freshman & Sophomore students enrolled in Junior/Senior level courses will abide by the regulations and consequences set forth for that course. **Because Yearbook is a Junior/Senior level course, Freshmen and Sophomores in Journalism will be held to the same standards as Juniors and Seniors in regard to plagiarism.**

Grading Plan:

Your grade will be comprised of homework, class participation, projects, discussions, writing assignments, layout assignments, and photography assignments. The percentage of possible points you earn will determine your grade. I will follow the grading scale set forth in the student planner.

Communication Plan:

Email: sblosch@dbqschools.org

Phone: 563-552-5186

I am available before school from 7:00-7:35, 7th period from 1:35-2:20, and after school until 2:45.

The best and quickest way to reach me is through email.

I look forward to working with you.

☺ Mrs. Blosch