

Yearbook

Instructor: Mrs. Sarah Jackman	Materials: Folder
Email: sjackman@dbqschools.org	Notebook (1 subject)
Telephone: 563-552-5566	Pen (blue or black) or Pencil
Room: E 45	Prereq: Journalism, (Photography recommended)
	Semester Course: 2 Credits (both semesters)

“It is the mark of an educated mind to be able to entertain a thought without accepting it.” –Aristotle

We are committed to providing your student with a well-rounded/diverse educational experience, involving a wide variety of topics and relevant social issues encountered in our pluralistic society. In our classrooms, all opinions are valued and critical thinking is expected. The focus of instruction is centered on both the Dubuque Community School District and Iowa State Standards.

Parents and/or guardians are welcome/encouraged to read, view, and discuss material with their student.

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 education 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 including completing an 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

This course may be repeated.

Alignment to the Iowa Core Curriculum:

Production and Distribution of Writing

W.11-12.4. Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.

W.11-12.5. Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience

W.11-12.6. Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or information.

Research to Build and Present Knowledge

W.11-12.7. Conduct short as well as more sustained research projects to answer a question (including a self-generated question) or solve a problem; narrow or broaden the inquiry when appropriate; synthesize multiple sources on the subject, demonstrating understanding of the subject under investigation.

Range of Writing

W.11-12.10. Write routinely over extended time frames (time for research, reflection, and revision) and shorter time frames (a single sitting or a day or two) for a range of tasks, purposes.

Assessment:

Students will be assessed on planning the ladder and theme, stories and captions written 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.

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.

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.

If you are absent, you are responsible for getting make-up work and making sure you still meet your deadlines. You must also let me or your editors know if we need to find another staffer to cover an event, conduct an interview, or take a picture for you. I prefer you contact me via e-mail at sjackman@dbqschools.org

Please be on time and then stay here unless you need to interview.

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.

Computer Offenses:

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 Facebook, etc. without purpose is not allowed.

Special Circumstances:

For the following offenses, you may receive a failing grade for the assignment and/or the six week grading period, 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.

Plagiarism:

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. The English department is committed to educating our students about plagiarism and helping them come to understand what plagiarism is. We aim to teach students how to rightfully quote and document sources as well as how to effectively convert researched information into their own words.

Grading Plan:

A 93-100%	B 83-86%	C 73-77%	D 63-66%
A- 90-92%	B- 80-82%	C- 70-72%	D- 60-62%
B+ 87-89%	C+ 77-79%	D+ 67-69%	F 59%

Communication:

Email: sjackman@dbqschools.org (Best method of contacting me!)

Phone: 563-552-5566

Availability - Monday – Thursday 7:00 – 8:20 AM & 1:35 – 2:20 PM; Friday - 1:40 - 2:20 PM