

Course: Yearbook 1-8

Mrs. Ruckoldt

Seminar: A107 by appointment

Planning periods: blocks 1 and 8

Classroom: A109 Yearling Office: A110

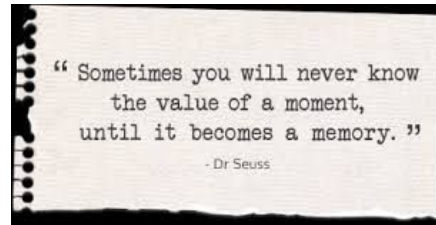
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Course description:

This yearbook class period is made up of student across all grade and experience levels. The **Yearbook 1** course teaches skills required to work in the publishing field. During this semester students learn principles of information gathering, interviewing, copy writing, layout design, copy fitting, photography, picture cropping, editing, word processing, and proofreading. This class emphasizes accurate and effective communication and teamwork in the production of spreads for the 2018-2019 yearbook.

In **Yearbook 2-8** students continue to apply principles of publishing to in-depth writing and related projects while taking on leadership roles within the class. Class periods consist of both teaching and work sessions designed to perfect skills students will use in producing the school yearbook.

This course serves as a learning laboratory for the publication of the school yearbook. Class periods involve training lectures and actual working sessions. **Some after school time may be required to complete assignments. Meeting deadlines is an essential part of this course.**

Outcomes:

In yearbook the students will publish a 256-page yearbook from start to finish. Along the way the students will increase communication skills by conducting professional interviews and turning those interviews into written stories. The students will also practice the writing process of research, writing, revision, and publication. However, there is more to yearbook than writing stories!

Students will learn:

- principles of graphic design
- desktop publishing with Yeartech Online
- how to use Google Docs to share, collaborate, and revise work
- how to use basic Photoshop tools to manipulate digital photographs
- basics of photography and photojournalism
- project management and teamwork
- interviewing and copy writing
- sales and advertising
- problem-solving skills to overcome obstacles

Journalism matters!

By joining this class, not only are you learning journalism, photojournalism, and publication design, you are also building critical thinking, self-management, communication and leadership skills. Plus you are learning how to work as a team-member and producing work that will be published. You are building a resume of skills for your future. In fact, a 2008 study shows that students with journalism experience had higher scores in overall high school grade point average, ACT composite score, ACT English score, college freshman English grade, and college freshman grade point average.

Classroom Policies:

1. Come to class on time and ready to participate.
2. Show respect and kindness to others.
3. Yearbook is a deadline-oriented class. **DEADLINES WILL BE ESTABLISHED WHEN LATE WORK WILL NOT BE ACCEPTED.** “They wouldn’t get back to me” is not an excuse for failure to complete assignments/ interviews.
4. Publication courses require that each student practice professional journalistic integrity. Dishonesty, plagiarism, libel (publishing a false statement about someone), or maliciousness has no place in publications. Remember to be FAB—fair, accurate, and balanced.
5. Members of this class can also be affected by the co-curricular code.

Grading:

Grading will be done by letter grade. Assignments will be given point values with larger assignments having larger point values. Grades will reflect quality of written content, application of journalism techniques, and timeliness. The students who are committed to improving the quality of the overall book and who exhibit that commitment by doing far more than the minimum can expect to get an excellent grade.

Activities:

Taking part in or leading mini-lessons and learning activities, maintaining a writer’s notebook and portfolio, participating in proofing process and brainstorming sessions, conducting interviews, writing copy, designing pages, completing necessary steps for assigned spreads (including interviews and events outside of regular class time), increasing your skills in areas of design, photography, or journalistic writing

Deadlines:

Failure to meet deadlines will result in lowered project/spread grades and may result in failure of class

Habits of Work:

Staying on-task during class time (no outside work/ no playing on computer or phones) and working as part of a team to achieve staff goals, coming to class on time, attending after school production nights, attending school events, and conducting outside interviews related to assigned spreads.

Final Projects:

Overall assessment of skills as showcased by the planning and completion yearbook spread/s and an individual portfolio (digital or paper) showcasing your mastery of skills

As a teacher of several classes, it is always my goal to grade and record minor, daily assignments weekly. For larger projects and deadlines, my goal is to grade and enter scores within two weeks. Not all work collected may be given a grade in the system; some assignments are designed purely as practice for the student or as formative assessment and may not appear in Infinite Campus. Parents should feel free to check Infinite Campus for updated grades every week to two weeks. If you should have questions, please contact me via email at joy.ruckoldt@d214.org

YEARLING MATERIALS: You must have your charged iPad and a folder dedicated to this class where you can access any paper handouts.

RANDOM COMMENTS: This class is more than just accomplishing a grade or a credit. **We are the writers of history!** The book will be published. The quality of this book relies on the efforts of each member of this staff. I expect your personal best on every page.

***US Constitution Amendment I**

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.

Yearbook Staff Contract

As a yearbook staff member, I promise to uphold the following standards, rules, and requirements so my work will be of excellent quality and the publication will run smoothly. I have to trust that you can handle the responsibilities of your role as a staff member and your ability to deal with the freedoms that come from a student-run publication/class.

I. I will do MY job.

- A. I will assume responsibility for completing all assignments carefully.
- B. I will not make other staff members do my work for me.
- C. I will help other staff members as needed.

II. I will be prompt with all assignments.

- A. I will arrive on time for interviews and photography sessions.
- B. I will turn in my work early or on the deadline. I accept the consequences if my work is not turned in on time. “They wouldn’t get back to me” is not an excuse for failure to complete assignments/ interviews.
- C. I will budget my time wisely so that class time is never wasted.

III. I will follow classroom policies

- A. I will come to class on time and ready to participate.
- B. I will show respect and kindness to others.
- C. I will not take advantage by leaving before the bell rings.

IV. I will take care of equipment.

- A. When I use a camera, I will check it out with an editor or adviser cameras, treat it carefully, and always keep it on my person or locked up.
- B. After taking pictures, I will download them right away to the yearbook server and delete them from the camera.
- C. Before returning the camera, I will check to see if the battery needs charging and I will turn it off so that it is ready to be used by the next staff member.

V. I will adhere to the journalist’s code of ethics.

- A. I will be sure that everything I produce is accurate, objective, and balanced.
- B. I will never make up a quotation, statistic, or caption. All copy will be based on interviews.
- C. Publication courses require that each student practice professional journalistic integrity. Dishonesty, plagiarism, libel (publishing a false statement about someone), or maliciousness has no place in publications. Remember to be FAB—fair, accurate, and balanced.

Please sign this form to indicate you understand what is expected of you in this class. Then read this again with your parent to ensure success in this class.

I’ve read and understand what is necessary for success in this class.

Student Signature:

Date:

Parent Signature:

Date: