

JOHN WARREN MONDRIE SCHOOL
2009/2010
Publications

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Course Requirements and Class Policies

OBJECTIVES: A course in yearbook journalism has two primary objectives: (1) to teach students the skills required to create the book and (2) to produce a book which reflects journalistic standards. In order to accomplish these objectives, the yearbook journalism students will devote their time to the following:

- Learning their rights and responsibilities as student journalists
- Gaining proficiency in desktop publishing with Adobe InDesign
- Incorporating advanced design principals such as grid and mod design into the yearbook
- Learning and using journalistic writing techniques
- Developing student leadership and decision-making skills
- Finding ways to include every student and staff member into the yearbook
- And most importantly, producing a yearbook the staff, the school, and the community can enjoy.

CLASS SUPPLIES:

- a Publications binder with notebook paper for assignments
- a blue or black pen for class assignments and a red pen for editing
- a steno pad for interviews
- for paste-up assignments, staff members will occasionally need old magazines, scissors and glue sticks.
- Please use your Binder Reminder to keep track of our deadlines!

EXPECTATIONS: FOUR BASIC ATTITUDES WILL BE CRITICAL TO THE SUCCESS OF THE YEARBOOK STAFF

Timeliness

Students will be expected to meet all deadlines. Students will also be expected to be on time for class, meetings, photo shoots, and interviews.

Risk-taking

Yearbook staff members must be willing to take a risk and to try something new. Risk-taking may involve interviewing someone a student does not know or learning how to use the computer.

Responsibility

When a student agrees to take on the responsibility of working on a student publication, they must also assume responsibility for their actions. Whenever a student is out in the school or larger community fulfilling yearbook responsibilities, that student must act as a representative of the entire school.

Attention to Detail

Yearbook is a perfectionist's business. Students must pay attention to details because details cost money.

AFTER-SCHOOL RESPONSIBILITIES:

Some assignments – particularly photo shoots and interviews – will be completed outside of class time. Students should plan transportation needs and homework schedules accordingly. As a deadline approaches, each staff member may be required to stay after school to finish pages on the computer.

PHOTO EQUIPMENT USE:

Students may use their own cameras or they may use staff equipment. All staff equipment must be signed out and returned within 24 hours. Students who do not follow the sign out and return policy will not be permitted to use school equipment. Students are responsible for the content of every picture taken with school cameras and may face disciplinary action if inappropriate photos are taken, even if they are not proposed for publication.

COMPUTER USE:

All county and school policies for computer use are in effect. In addition, publications students may have access to a network drive dedicated to the yearbook staff's use. Students who misuse or abuse their access to the yearbook drive (*example: hiding personal files on the network drive or accessing other's files without permission*) will lose their computer privileges. Disciplinary action will follow.

ONCE THE YEARBOOK IS FINISHED:

Once the yearbook is finished, students will be expected to participate in all classroom activities and to complete all assignments as requested by the teacher. We will be focusing on producing the school newspaper, The Pine Cone.

CLASS RULES:

1. Come to class on time and be ready to work. Students must be in their seat when the bell rings to be considered on time. Tardies disrupt the flow of the class and will not be tolerated. The consequences for unexcused tardies are as follows:

1st tardy	Verbal warning
2nd tardy	Verbal warning
3rd tardy	Litter pick up and a call home
4th tardy	Referral to an administrator and a call home
2. This class requires students to work often in groups. Group work involves cooperation and compromise. Students must not always expect to work with their close friends, but must be prepared to work with everyone in the class.
3. Students must not interfere with the cooperation of others by distracting them in any way.
4. No food or drink, other than water bottles, is allowed in class. This includes gum! I will be very strict on this one. I reserve the right to refer anyone to the principal that I find continually breaking this rule.
5. During discussions and feed-back sessions, all criticism of the work of others must be constructive. **NO PUT DOWNS!**
6. During feed-back sessions I will invoke the rule of "No Defense to Criticism." Authors are required to listen in **SILENCE** while others explain what they "read" or understood in the presented piece of work and their constructive criticism. As the whole point of the exercise is to improve with the help of the class, constructive criticism must be listened to and accepted.
7. Work together, learn together, and always strive to do your best.

GRADING

1. **Deadlines:** Deadlines are critical to the creation of a yearbook. Late assignments will be penalized at least half credit, and may not be accepted or graded.

2. **Plagiarism:** No plagiarism will be tolerated. Plagiarism includes deliberate as well as inadvertent failure to properly attribute: a) material taken directly from a printed or human source (including work done by other students); b) paraphrasing of a source; c) use of the same or very similar organization of source material; d) any submission that contains the thoughts or work of others. Copying a substantial portion of material without acknowledgment is plagiarism and a violation of copyright law. If you use someone else's words, use quotation marks. If you rely on a source's general ideas, wording, logic or organizational scheme, you must clearly attribute it, even if you do not directly quote the source. If you find the perfect quote, cite the author, publication and date in your work. You also must properly attribute the author, publication and date when quoting a human source you have not personally interviewed. Plagiarism applies to printed sources, electronic/digital sources such as CD-ROM, and materials obtained through the Internet. (Borrowed from Dr. Jennifer Greer, Professor of Journalism at University of Nevada, Reno.) Students who plagiarize will receive an automatic F on the assignment in question and will be reported to the administration for further disciplinary action. We want to see YOUR words in our yearbook and newspaper, not someone else's words copied from the internet.
3. **Attendance:** each class will be worth 5 participation points. If you are not in class, you do not receive the points. These points can only be made up in cases of legal absences by writing a one-page critique of a movie. These are due by the Friday before the end of each quarter. You are allowed 3 days for each day legally absent to make up work. Cuts and illegal absences can not be made up and work due on the missed day will not be accepted.
4. **The 2 Points Rule:** I reserve the right to take away 2 of the participation points for misbehavior, tardies, trips to the bathroom, and lack of participation. It is possible to lose all of the attendance points for the day in cases of repeated problems.
5. **Participation:** effort is the main requirement for this course. I don't expect you to write for 45 minutes straight, but you should be working on your projects throughout the period. If I feel that you are not using your time wisely, I will deduct points from the final grade of the project you were to be working on. There will also be a productivity component in your project grades.
6. **Projects:** projects will be graded in terms of effort, personal growth, improvement and meeting the requirements.
7. **Assignments and Tests:** there will be assignments and tests that will be graded for understanding and completeness.
8. I will endeavor to update grades on schoolloop.com at least every two weeks so you can keep track of your grade.

7. Grades are determined on a semester basis using the following scale:

97 – 100% A+	87 – 89% B+	77 – 79% C+	67 – 69% D+	59% and below F
93 – 96% A	83 – 86% B	73 – 76% C	63 – 66% D	
90 – 92% A-	80 – 82% B-	70 – 72% C-	60 – 62% D-	

I'm looking forward to a great year creating the Pine Valley Yearbook and the Pine Valley Pine Cone!

Please sign and return to Mrs. Schlutz

We have read the class policies and understand what is expected in Mrs. Schluntz's Publications Class.

Student:

Please print name

Signature

Parent/Guardian:

Please print name

Signature

My parent/guardian can be reached in the following ways:

Daytime phone: _____

Evening phone: _____

E-mail: _____