



Challenging  
Opportunities  
Lead  
Towards  
Success

## Edward Harris Jr. Middle School 8<sup>th</sup> grade Yearbook Syllabus

**YEARBOOK ADVISER:** MISS KINNEY  
**EMAIL:** [AKINNEY@EGUSD.NET](mailto:AKINNEY@EGUSD.NET)  
**PREP:** 1<sup>ST</sup> PERIOD (8:15-9:40)  
**CLASS LOCATION:** MC12  
**CLASS PERIOD:** 4<sup>TH</sup> (11:18-12:42)  
**SCHOOLLOOP:**  
<http://eharris.schoolloop.com/>

CONGRATULATIONS AND WELCOME TO THE 8<sup>TH</sup> GRADE YEARBOOK CLASS! YEARBOOK IS A FUN BUT CHALLENGING CLASS AS WE MUST MEET DEADLINES. EACH ONE OF YOU HAVE BEEN SELECTED DUE TO YOUR ACADEMIC SUCCESS, SO I KNOW YOU WILL DO AN EXCELLENT JOB. SINCE WE WILL PRODUCE A PIECE OF HISTORY VALUED BY STUDENTS, STAFF AND THE COMMUNITY, YOUR DEDICATION TO THE YEARBOOK PRODUCTION IS VITAL.

### COURSE DESCRIPTION:

This is a yearlong elective course where students create the EHMS yearbook. In this course, students will gain skills in one or more of the following areas: page design, journalism, publishing techniques, caption writing, editing, and photography while producing a creative, innovative yearbook which records school memories and events. Participants will gain useful, real world skills in time management, marketing, communication, teamwork, and design principles. To produce the book, we use Jostens Yearbook Avenue that is online, so it is necessary for all students to have permission to use the Internet.

### COURSE OF STUDY: During the year, the yearbook staff will accomplish the following:

- \* Create & implement advertising strategies to boost yearbook sales
- \* Organize the layout of the book
- \* Research and conduct interviews
- \* Design the yearbook cover, divider pages, and section page layouts on a computer
- \* Develop a yearbook theme, spin-offs and logo
- \* Take, identify, and crop photos
- \* Learn photography, yearbook and design terminology
- \* Write and edit stories, headlines, and captions for page layouts

### EXPECTATIONS AND TIME COMMITMENT:

- Being in yearbook is a privilege, not a right. Therefore, students must maintain a professional manner at all times which includes following COLT rules. We will show respect and courtesy towards all students, staff, and guests. Appropriate language will be used at all times. Abuse of leadership role will result in consequences and ultimate removal from the class.
- Yearbook students will be assigned specific pages within the yearbook that must be of high quality. A high quality spread (2 pages in the yearbook) includes zero grammatical errors, appropriate photos, design elements that match our theme, effective captions, headlines, stories, and accurate reporting. Because our yearbook is directly tied to specific deadlines set by our publisher, and we can face severe financial penalties for not meeting them, any assigned pages that fail to meet a due date will not be eligible for full credit.
- To meet deadlines and photograph school wide events, students are expected to put in time outside of class that may include lunch, after school, and possibly Saturday. Students must attend a minimum of 3 after school events.
- Yearbook staff must keep all information pertaining to the class and creation of the book a secret from the rest of the school. You may of course share with your parents.
- Come to class daily.
- Participate and complete classroom activities. We must work together in teams as well as independently on class projects.
- Students will work on yearbook related activities from the start of class until the bell rings, and be self motivated.
- Time is precious and limited, so we will not use classroom time to socialize, play online games, surf the web, or horseplay. You will lose internet access.
- Students must sign out equipment, and any time that they are leaving the classroom.

### USE OF TECHNOLOGY AND EQUIPMENT RULES:

- All photos and videos taken and recorded must be school appropriate.
- Do not take personal photos when doing yearbook photography.
- After camera usage, recharge the batteries, and properly store away the camera.
- When in possession of any yearbook equipment, you are responsible for its care and safe keeping. Do not allow any non-staff person to handle or operate the cameras. If you allow someone else to use the camera and it's damaged, you and your parents will be responsible for the repair or replacement of the camera.
- Never leave cameras unattended, and always place them in a protective case when not in use.
- Improper use of equipment and/or Internet can result in one or more of the following consequences: loss of usage, removal from class, or an administration referral. If you lose Internet, computer, or equipment usage, all assigned spreads must be completed outside of class. Thus, your grade might suffer greatly.

**MATERIALS NEEDED:**

- \* An imagination
- \* Glue
- \* Composition notebook
- \* Pencils, pens of different colors, and highlighters
- \* Binder paper
- \* A binder
- \* Agenda
- \* Flash drive

**LATE WORK:**

If you are absent, ask a classmate, or see me for the missed assignments before or after class. Due to the nature of the publishing deadlines, late work cannot be accepted for full credit. You must find a way to have everything turned in by 4<sup>th</sup> period if you are absent on the day of a deadline. Your fellow classmates are relying on you.

**CLASSROOM ATTENDANCE AND TARDY POLICY:**

- \* Be in your seat by the time the bell rings. Being tardy four or more times to the same class and within the same semester, will result in Saturday school.
- \* Yearbook operates as a class and business; therefore, just as you would at a job, you must come to class on time and ready to work. If you know you are going to be absent, please let me know in advance. If you are out for multiple days, contact the office so I can place your assignments in Student Services

**GRADING:**

<u>Projects</u> 50%: Deadline grades based on pages completed.	<b>Grading Scale:</b> A= 100-90% B= 89-80% C= 79-70% D= 69-60%	Plagiarism is against school rules and is not tolerated in this class! Any person caught cheating or copying other students work will be given an automatic zero thus his or her grade <b>WILL BE</b> affected. Also, further administrative consequences will be given.
<u>Assignments</u> 20%: Worksheets, etc		
<u>Quizzes</u> 10%		
<u>Participation</u> 20%		

I look forward to working with all of you. This is an exciting opportunity and a wonderful way to be creative.

## Edward Harris Jr. Middle School Commitment Agreement

After reading the syllabus, please read, sign, and return this commitment agreement. This is your first assignment and it will be due by August 16<sup>th</sup>, 2013.

By signing the commitment contract Parent/Guardians, students and the adviser agree to:

### >> Parent/Guardian

- \* I grant permission for my child to work on yearbook-related errands in the community outside of school hours.
- \* I understand that my child will need to devote time outside of class to the completion of assigned tasks outlined in their job description.
- \* I understand that my child will be working with specialized equipment and supplies and will be held responsible for any damage, loss and/or waste due to negligence.
- \* I understand that if my child is going to be absent that he/she needs to make arrangements for his/her out of class duties to be covered.
- \* I understand that my child will be responsible for assisting with financial aspects of the publication including book and advertising sales. This may be used as part of the class evaluation criteria.

### >>Staff Member

- \* I pledge to behave responsibly reflecting the best of myself, the staff and school when on staff related assignments.
- \* I have been made fully aware that I may be asked to devote outside time in order to complete assigned tasks outlined in job descriptions for deadlines. I commit myself to making those times available.
- \* I understand the importance of the publications' equipment and supplies and pledge to treat them with respect. Should I neglect, loose and/or abuse the materials, I will repair or replace them.
- \* I understand the importance of my being at staff meetings. For whatever reason, when absent, I will call the adviser to report my absence so alternate plans can be made to meet deadlines.
- \* I understand that I may be asked to help with the financial commitment of the publications including advertising and yearbook sales and other fund-raising.

### Replacing lost or damaged equipment:

#### >> Parent/Guardian

- \* I acknowledge responsibility for equipment's physical condition.
- \* I acknowledge responsibility for physical security of the equipment.
- \* I acknowledge financial responsibility for school equipment when in the possession of my child. If equipment is damaged, lost or stolen I agree to pay for the replacement/repair of that equipment.
- \* All students who signed the check-out form are held fully and totally responsible for all of the costs associated with lost/damaged equipment.
- \* I acknowledge that my child may bring their personal camera to shoot events, however, Edward Harris Jr. Middle School is not responsible for any financial damages to it, and we will not reimburse students if it becomes lost or stolen.

Make, model and color of camera (Ex: Canon A2E silver)

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#### >>Staff Member

- \* I acknowledge responsibility for equipment's physical condition.
- \* I acknowledge responsibility for physical security of the equipment.
- \* I acknowledge all students who signed the check-out form are held fully and totally responsible for all of the costs associated with lost/damaged equipment.

I HAVE READ THROUGH THE EHMS YEARBOOK SYLLABUS AND UNDERSTAND THE EXPECTATIONS. I AM IN AGREEMENT WITH THE EXPECTATIONS, AND UNDERSTAND THE SERIOUSNESS OF BEING RESPONSIBLE FOR THE CREATION OF THE EHMS 2013-2014 YEARBOOK.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please see the back

If there are two Parents/Guardians supporting your student, please fill out one set of information for each person:

Parental/Guardian Name: \_\_\_\_\_

Parental/Guardian Email: \_\_\_\_\_

Parental/Guardian Cell and Home Phone Number: \_\_\_\_\_

Parental/ Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parental/Guardian Name: \_\_\_\_\_

Parental/Guardian Email: \_\_\_\_\_

Parental/Guardian Cell and Home Phone Number: \_\_\_\_\_

Parental/ Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_