**Yearbook Syllabus**

**Madison Academic High School – Mrs. Sara Billingsley (sdbillinglsey@jmcss.org)**

**Course Description**: Students in the Yearbook class are the leaders and decision-makers of the yearbook staff of Madison Academic High School. In Yearbook class, students will complete the myriad of tasks to create a quality yearbook that reflects the pictorial history of the campus activities for the present school year.

**Skills you will develop you can put on a resume:**

• Organization, teamwork, photography, picture design/layout, advertising, sales, scriptwriting,

journalism, editing, storytelling, business, writing, interviewing, creative, problem solving.

**Grade Categories**

**Participation**

-attendance, daily work and involvement; Idleness will lose you points and could get you fired/removed from the class. If you finish your section early, help someone else finish theirs. There is always something that needs to be done.

**Photographs**

-each student needs to take at least 20 quality pictures (that can be used) each quarter.

**Quality**

-is based on your creativity, accuracy and overall quality of work produced.

**Deadlines**

-students will receive a reduction in grade if deadlines are not met.

**Sales/Advertising**

-students will sale ads and make efforts to advertise our yearbook in the spring.

- each student is responsible for a 500.00 ad sale goal.

 **Grading:**

I calculate grades for each deadline. Everyone begins his/her spread with an “A.” However, your grade

will be lowered if:

• you have misspelled names

• you have not followed the guidelines for font, font sizes, caption sizes, etc.

• you have missing captions/links

• you do not have your quote cards signed off by the people who are quoted in your page

• you have rushed through your page and it is not a quality job

• you do not make final (Your grade will be lowered one letter grade each day your deadline is late).

**Standards of Conduct:**

\* Take pride in the staff…we are an elite organization. Please protect our reputation and privileges.

\* We are a family! Treat others with respect and dignity.

\* Above all maintain the integrity and secrecy of the publication.

\* While individual work is necessary, working as a team member is essential.

\* Maintain computer equipment, provided cameras and press passes

\* Clean, organized work areas promote a good working environment

\* Attendance and punctuality to class and to all deadlines is paramount

**Equipment Policy:**

• You must check out cameras, and other forms of equipment before use.

• You are responsible for any damaged, lost or stolen equipment that you check out.

• Return equipment directly to Mrs. Billingsley not anyone else!!!

**Chronology of Units: (Many will be worked on throughout the year)**

1. Introduction to Yearbook

2. Training

3. Take Pictures

4. Edit Pictures

5. Create yearbook

6. Promotions, Sales and Advertising

7. Publish Yearbook

**Daily Schedule**

* Each day we will begin with a round table discussion.
* All students are expected to be seated at the time the bell rings.
* No one is to log on to a computer until after the meeting has finished.
* No one is to leave the classroom for any reason without permission of the teacher. If your work requires you to leave the classroom during class, you must first obtain a pass before leaving.
* Yearbook is both a class and a club. It requires a considerable amount of work to be done outside of class time. From time to time you will be required to stay after school to work on the yearbook spreads, and assist students who may be falling behind. If you have any concerns about the time commitment that yearbook requires, please see me immediately!

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**Yearbook Contract**

I have read, I understand, and agree to the terms outlined in this syllabus. I agree to meet all deadlines

and complete all assigned work to the best of my ability. I understand that at times, I will be required

to work outside of class to meet the academic and performance requirements of Yearbook.

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Parent/guardian Signature Date

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Student Signature Date

Parent phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_