

# YEARBOOK PRODUCTION

IMMACULATE HEART HIGH SCHOOL

2011-2012

MS. MART

OFFICE HOURS: MONDAYS AND THURSDAYS UNTIL 3:45 PM

## Syllabus

### I. Course Description

Yearbook Production focuses on making the Immaculate Heart High School yearbook. pre-press print design processes, culminating in a finished product, the yearbook. Yearbook staff are responsible for every aspect of designing and assembling the yearbook using Mac computers and Adobe InDesign and Photoshop. Staff members will photograph school events, interview fellow students, devise original designs and ideas for pages, compose layouts on the computer, proofread pages for accuracy, and help distribute the finished yearbook at the end of the year. Staff members must be able to meet tight deadlines, so having sharp time management skills is a must. Students will learn about layout design, photography, typography, and teamwork as they create this year's yearbook, a source of bonding and memories for the entire school.

### II. Classroom Expectations

**Preparedness:** It is absolutely necessary that students bring their planners, USB drives, and other required materials to class each and every day. Unpreparedness negatively affects participation grades.

**Assignments:** All spreads and other assignments are to be turned in on the deadline. Missing a deadline is a serious problem since it can hold up the entire publishing process with the printing company. Students should make good use of their planners to keep on top of deadlines. **Backing up work is a very good idea to avoid any technological meltdown-related panic attacks.**

**Web Page:** The class page will list tasks and deadlines, as well as links to helpful online technical resources, tutorials, and visual inspiration.

**Participation:** Every student is expected to participate in class discussions and in critiques of peer work. The staff may occasionally need to meet during lunch or after school to discuss the progress of the book or to work on it; these sessions will be announced by the teacher.

**Academic Integrity:** Plagiarism consists of using someone else's images or words without giving that person due credit. Any assignment turned in that shows reasonable cause to suspect plagiarism will earn a zero. Copyright infringement is a serious matter in printed materials such as yearbooks.

**Classroom Policies:** Students are expected to be in their seats at the beginning of the period when the bell rings. Food and drink of any kind are prohibited in the computer lab as they can cause serious damage to the computers, as well as for sanitary reasons. Students are expected to follow all guidelines set forth in the Immaculate Heart High School handbook, as well as to act

respectfully and maturely, especially when participating in class discussions.

Absences: In order to meet deadlines, strong attendance is vital. Because the entire publishing process hangs on these deadlines, students are expected to take them very seriously and not be absent. If a student is absent, she is responsible to find out what she missed from her teacher, from her classmates, or from the website.

Office Hours: Ms. Mart will keep office hours after school on Mondays and Thursdays until 3:45 p.m., or by appointment.

### III. Grading Policy:

Quarter and semester grades are based on assignment grades and participation grades. Grading rubrics will be provided for major tasks. Late work will not be accepted for any reason other than an excused absence, and can not receive full credit.

Grades will be calculated on a point system based on the accumulation of points earned out of the total possible. Layouts will be worth 100 points, photo assignments 25 points, and homework anywhere from 5-10 points.

Weekly grades will be assigned based on participation, out of 10 points for the week. This grade will be worth 20% of the final grade. Participation grades are determined based on how well a student follows classroom rules, her attendance, her behavior and focus during class, and her participation in classroom activities.

#### Grading Scale:

98-100 A+	87-89 B+	77-79 C+	67-69 D+	0-59 F
93-97 A	83-86 B	73-76 C	63-66 D	
90-92 A-	80-82 B-	70-72 C-	60-62 D-	