

Publications Syllabus

Welcome:

In this class you will be designing publications that are open to the public, whether it be the *Stampede* newspaper or the *Tatanka* yearbook. Everyone will critique them; few will give due praise. The course objectives will follow the district Journalism curriculum. This class requires much organization, extra time, and group communication skills. If you give it your all, we will have a fun, learning experience, and you few, more than anyone, will be prepared that much more for college and/or the job market.

Course study and key elements:

You will learn skills in the following areas:

- The components of yearbook production
- Computer skills
- Libel and copywriting
- Group communication skills
- Interviewing techniques
- Organization skills
- Photography
- Forms of journalistic writing

Course expectations:

1. Meet every deadline
2. Constant effort in and out of class to stay on task and produce a grand publication
3. Lend your services to out of school requirements and obligations
4. Never hold back an idea to make the publication better
5. Be responsible for your education and your actions, whether good or bad, and accept the rewards and consequences of those actions
6. Be respectful of others and the instructor, and work together
7. Meet advertisement and sales requirements

Grading:

You will be graded upon your performance on story deadlines and quality, meeting publication deadlines, sales objectives, weekly goals, pre-work on stories, photography, effort and the publication. The grade scale:

- 90-100: A
- 80-89: B
- 70-79: C
- 60-69: D
- 0-59: F

Required materials:

- Pen or pencil
- Student planner
- Travel/journal notebook

Conduct Guidelines

Students will:

1. Follow the disciplinary guidelines and accept consequences for violating behaviors
2. Come prepared for class, be attentive, and follow directions
3. Respect others and their property both verbally and physically
4. Make whining nonexistent

In addition to these Guidelines, I would also like you to add any rules you deem necessary as a class:

The consequences:

Basically, I will follow the discipline plan set forth by the administration. I typically will warn first before taking action, but I expect one warning should suffice. If not, fine, but please accept the consequences of your actions.

The rewards:

Rewards will come in the form of staff parties and days off in class if we stay on time or, better yet, ahead of schedule.

Class Procedures

Entering the classroom:

Be in the classroom when the bell rings and quiet so I can make announcements.

Assignments:

Since individual work can affect the publication and everyone in it—from time, to publication delay, to added expense—assignments are expected to be turned in according to the deadline dates set forth by the instructor or editors.

Zeros Aren't Permitted (ZAP) Policy

All assignments and tests are formative. Therefore, any missing assignment doesn't allow the student to show his or her knowledge or for the teacher to assess that knowledge and make appropriate choices that are best for the student. As such, zeros aren't permitted. When a student fails to complete an assignment on time, a zap form will be filled out with the teacher in a conference after class, before, or after school. The ZAP form will conclude in a plan to complete the assignment by a specified day. If the assignment is still not completed by that day, parental and administrative involvement and homework contracts will be pursued. Habitual late assignments will also create a need for external involvement and contracts.

Absences:

If a staff member is absent, s/he needs to make up the time or goals for credit. This can be either self-governed or teacher mandated if necessary.

Tardy policy:

Refer to the disciplinary handbook. Only signed planners from administration, instructors, or staff will excuse a tardy. When you are tardy, report to me first and quickly get on task.

Leaving the classroom during class:

I've made travel/journal notebooks for publications classes and each student will create a personalized staff badge to wear when representing the newspaper or yearbook. They must be used to travel and contain the destination, reason for leaving, and my signature. Planners must be used for non-publications related leaves.

Going to another destination or lunch:

Simple! Go there, no other stops, complete task, and come back.

Food and drink:

The privilege of food and drink is extended only to publications classes based upon responsibility. If you are irresponsible, the privilege will be revoked.

Leaving the classroom at final bell:

Staff need to report back to the room before the bell rings to be dismissed and accounted for.

Deadlines:

There are various deadlines for publication, all of which require attendance and completion of obligations. Be on time and expect to remain until all obligations are finished.

See attached sheet for deadline protocol. Sign it and have a parent sign it and return it to me.

Editors:

Editors are in charge of specific fields and staff members should respect those editors' decisions in their respective areas and abide by their decisions and directions.

Goal sheets:

I will create a list of goals to be completed by certain dates. The list will be posted on the publication board.

Journal notebook:

Besides for the purpose of travel, this notebook will also serve as an organizational tool. It will contain handouts, your notes, writing, assignments, and other information. They may be collected periodically for a grade. I will primarily be looking for upkeep and required contents.

Equipment:

All publications equipment is to be checked out through the advisor. You will sign out on the checkout sheet and will be responsible for its well being. Equipment is expected to be brought back the next school day, or sooner, for the convenience of others.

Computer Lab Procedures and Expectations:

1. Sign in at computer before using it and sign out afterwards.
2. No food or drinks allowed near computers.
3. Print only what is necessary and paste documents in word to save ink.
4. Use limited time in lab wisely.
5. Only explore sites appropriate to assignment and be working on your assignment.
6. Do not download anything.
7. Immediately report problems with computer to the supervisor. Do not attempt to fix the problem yourself.
8. Follow all guidelines set forth by the Acceptable Use Policy, and if you do not have an AUP on file, you may not use the computers.
9. If researching in the library and using hard copy research, reshelv all materials in proper location or check them out properly, respect the atmosphere of the library, and ask me if you need copies.

Heading for all assignments

Due to my assignment collection system, it is essential that all assignments are headed properly and placed in the correct tray to avoid confusion.

The guidelines:

-In the upper right-hand corner of the paper, place your first and last name, the period number you are in, and the class title, descending in that order.

-On the next line and centered, place the assignment title if not already printed on the sheet.