



## YEARBOOK Syllabus

Discovery Middle School  
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<b>Course Description:</b>	Students create, design, and produce the school's yearbook; learn and use publishing tools; utilize desktop publishing skills; refine revising and editing skills; work under established deadlines; and create spectacular pictures by using PhotoShop. The yearbook staff may be required to stay after school on occasion in order to complete deadlines. Requirements for becoming a staff member are as follows: fill out an application, be interviewed by the advisor and present staff, and obtain three recommendations (one of which is the present English teacher).
<b>Course Objectives:</b>	At the conclusion of this class, students will be able to <ul style="list-style-type: none"><li>- Learn the basics of yearbook layout, design, copywriting, and photography</li><li>- Conduct interviews as needed</li><li>- Meet all required deadlines</li><li>- Be responsible for taking pictures at school events and activities</li><li>- Attend events as needed to learn about their spread assignments</li><li>- Organize and distribute yearbooks</li></ul>
<b>Classroom Expectations:</b>	Classroom Rules and Procedures: <ol style="list-style-type: none"><li>1. Respect the teacher, classmates, and self</li><li>2. Treat classroom and equipment with care</li><li>3. Honesty is always the best policy</li><li>4. Abide by all school rules</li></ol>
<b>Grading:</b>	Test grades will account for 60% of the 9-weeks grade, with the remaining 40% being determined by quiz/daily grades. The grading scale is as follows: A (90-100), B (80-89), C (70-79), D (65-69), and F (below 65). Grades will be a reflection of mastery of the standards. Make sure all absences are excused as work can be made up and graded for excused absences only.

<b>Make-up Work:</b>	Under normal circumstances, it is expected that students will submit <u>previously</u> assigned work upon return to school after an excused absence. All work missed on the day(s) of excused absences must be made up within a timeframe determined by the teacher. <b>It is the responsibility of the student to ensure he or she makes up work following excused absences. Students will not receive credit for and will not be allowed to make up any assignments, tests, work, activities, etc., missed during unexcused absences.</b> (DMS 2022-2023 Student Handbook)
<b>Late Work:</b>	For work turned in late, the following policy will apply: <ul style="list-style-type: none"> <li>• The assignment will drop one LETTER grade for each school day that passes. For example, if an assignment is turned in one school day late, the highest a student can receive is 89%; two days late, 79%, etc.</li> </ul> 1 day late = maximum credit 89% 2 days late = maximum credit 79% 3 days late = maximum credit 69% 4 days late = maximum credit 59% 5-10 days late = maximum credit 50% <ul style="list-style-type: none"> <li>• Half credit is always better than no credit! Until work has been made up, "Missing" (which counts as a zero) will be put in the grade book. This will be updated once work is completed and turned in.</li> </ul>
<b>Accommodations:</b>	Requests for accommodations for this course or any school event are welcomed from students and parents.
<b>Technology</b>	Concerning laptop utilization: <ol style="list-style-type: none"> <li>1. Student laptops should not be hard-wired to the network or have print capabilities.</li> <li>2. Use of discs, flash drives, jump drives, or other USB devices will not be allowed on Madison City computers.</li> <li>3. Neither the teacher, nor the school is responsible for broken, stolen, or lost laptops.</li> <li>4. Laptops will be used at the individual discretion of the teacher and should be brought to school daily.</li> </ol>
<b>Materials and Supplies:</b>	Laptop Notebook Writing Utensil

**Week Plan *\*Subject to Change***

<b>Week</b>	<b>Unit</b>
<b>1</b>	Syllabus, Expectations, Team Building
<b>2</b>	Yearbook Skills
<b>3</b>	Yearbook Skills
<b>4</b>	Yearbook Skills
<b>5</b>	Yearbook Skills
<b>6</b>	Yearbook Skills
<b>7</b>	Fake Spread # 1
<b>8</b>	Fake Spread # 2
<b>9</b>	Fake Spread # 3
<b>10</b>	Work on Deadline 1
<b>11</b>	Work on Deadline 1
<b>12</b>	Work on Deadline 1
<b>13</b>	Work on Deadline 1
<b>14</b>	Work on Deadline 1
<b>15</b>	Work on Deadline 1
<b>16</b>	Work on Deadline 2
<b>17</b>	Work on Deadline 2
<b>18</b>	Work on Deadline 2
<b>19</b>	Work on Deadline 2
<b>20</b>	Work on Deadline 2
<b>21</b>	Work on Deadline 3
<b>22</b>	Work on Deadline 3

<b>23</b>	Work on Deadline 3
<b>24</b>	Work on Deadline 3
<b>25</b>	Work on Deadline 3
<b>26</b>	Work on Deadline 4
<b>27</b>	Work on Deadline 4
<b>28</b>	Work on Deadline 4
<b>29</b>	Work on Deadline 4
<b>30</b>	Reflection Project
<b>31</b>	Yearbook Superlatives
<b>32</b>	Photography Scavenger Hunt
<b>33</b>	Reading Yearbook
<b>34</b>	Fake Spread
<b>35</b>	Fake Spread
<b>36</b>	Yearbook Distribution