

**Yearbook I and II** 📖 **Ms. Robbins**  
Millersburg Area High School 📖 Room A-152  
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Websites: [www.mlbgd.k12.pa.us/robbins](http://www.mlbgd.k12.pa.us/robbins) --and--  
[www.mlbgd.k12.pa.us/yearbook](http://www.mlbgd.k12.pa.us/yearbook)

### **Course Description:**

The objective of this course is not only to create and produce the high school yearbook but also to provide “hands on” journalistic experiences in which the students develop individual skills in all phases of this specific type of publication. The course centers on a wide variety of journalism skills including organization, planning, layout, design, photography, financing, advertising, and production, with specific emphasis on writing, editing, and proofreading skills.

### **Requirements:**

#### **Yearbook Production:**

- All aspects of yearbook production
- Sales promotion

#### **Weekly Conference/Staff Meetings**

- Students will meet with Ms. Robbins weekly to go over your progress

### **Classroom Expectations & Guidelines:**

#### **Be Prepared**

- Be prompt and ready to learn every day
- Have all materials with you (books, tablets, writing utensils, ChromeBooks, earbuds). You will not go to your locker to get what you have forgotten. I recommend a 3-ring binder.
- Keep track of your materials. You will not get multiple copies of handouts.
- Have your assignments completed on time. No late points will be awarded for missing homework. It is either done at the time it is due, or it is not. Partial points will also not be awarded.
- Late major assignments will be deducted 10% points per day.

#### **Be Responsible**

- Cell phones are to be off and away per school policy. If you need to show me something on your cell phone you must ask my permission first. If your phone is on during class, I will tell you to put it on my desk and you can get it from the office at the end of the day. On quiz/test days, I have assigned cell phone slots. Bonus points will be given on random tests/quizzes for those using the slots. I will never touch them and you will retrieve them one at a time when everyone is completed with their quiz/test.
- ChromeBooks must be away unless we are using them in class. If you are found to be looking at anything other than what we are doing in class (YouTube, games, etc.), a level one will be handed out.

- You are only permitted to have water with you in a clear container. This is a school rule. If you have anything else out, you will be told to throw it away.
- You must ask permission before you leave the room. You must also fully fill out the pass when you leave and when you return. If you fail to do so, you will not be permitted to leave the room. You should use the restroom between classes.
- You are responsible for finding out what you missed when you are absent. Any handouts you missed with me hanging in the slots by the door. Your major assignments will still be due even if you are not in school. Many of these will be turned in online.
- You are responsible for uploading or printing off your work. Plan time into your schedule to accomplish this.

### **Be Self Advocating**

- If you don't understand something, ask questions.
- Check your grades. I update these constantly. If something doesn't seem right, ask about it. I can easily type in a wrong number by accident—don't be afraid to point this out to me.
- If you have a question on why something was marked a certain way on a test or don't understand what a comment is on a paper, ask.

### **Be Honest**

- Don't lie. Don't make up stories to explain why something isn't completed.
- If something is going on, speak up. We often don't know what is going on and are more than willing to work things out with you.
- Do your own work. Do not plagiarize. If you are caught plagiarizing, you will be required to redo the assignment for no points and your parents and administration will be notified. I will teach you how not to plagiarize when doing your research paper but you must follow the guidelines.

### **Be Polite and Respectful**

- We will never all agree on everything but we still must be polite and respectful to each other.
- When with a substitute, I expect you to act in the mature ways that I know you are capable.

### **Grading:**

☞ Grading will occur on a variety of assignments, including: deadlines, critiques, current events, discussions and readings.

☞ Everything is due on the due date. You will lose points for everything that is handed in late! Journalism revolves around deadlines!

☞ If you are in between two letter grades, your class participation could bump you up to a higher grade.

☞ Each staff member is assigned an equal or near equal number of pages to be completed by certain assigned deadlines. Grading is based on completion of those pages within the deadline

period. Failure to complete any assigned pages within the time will constitute failure for the grading period.

☞ Article critiques. 4 are due each marking period; 2 are due by midpoint of each marking period. You must turn in a copy of the article or the original article with your critique.

☞ Current Events days (newspapers will be read in class)

☞ 2<sup>nd</sup> part of the year (mid-March): We will look at various types of journalism and issues surrounding journalism.

### Assignments:

☞ All assignments are due at the beginning of the period (unless informed otherwise).

☞ Write legibly. Avoid all CAPS! Typing is preferred and sometimes required. If I cannot read it, I will not grade it. Articles for the yearbook must be typed and spell checked.

☞ If you are ill or cannot attend school for any reason on the day a long-term assignment is due, please have someone drop it off at school. It can be placed in my mailbox in the office. If you have an article due (or captions), you can still post it on the website or email it to me—just let me know by either telling me ahead of time or calling into school. If all else fails we can have you read your article to us over the phone so we can type it in and it makes the deadline.

☞ We all cannot afford to miss deadlines. Your grade cannot afford it, and the yearbook fund cannot afford to pay late fees. These fees are **VERY** expensive.

### Class Rules:

☞ This class requires the student to exercise maturity of character and responsibility. Since class members must be free to move about the school for photography, interviews, etc., it is essential that the teacher be able to trust the students to go where they say they will go and return immediately. Students who abuse their freedom by “hanging out” or going to unauthorized places will be assigned to another class. Students must be ready and willing to put in extra work at lunch, before school or after school to meet deadlines. Students are expected to treat each other and the advisor with courtesy and respect.

☞ When leaving the classroom to take photos or work on something with the deadline: sign out (and back in) in the 3 ring binder being very specific. This way I always know where you are headed which is vital if there is a fire drill or the office is looking for you. There is so much going on that it is hard to remember where everyone said they were going at times. This is for both during class and if you come over to work during a free period. Also fill out the school pass and take with you a temporary hall pass.

☞ Avoid using filler text as this can lead to publishing problems. This is an expensive publication that can very easily be ruined by leaving filler text in accidentally. **ANY TIME YOU MUST USE FILLER TEXT, YOU ARE TO CHANGE THE FONT TO BOLDED, UPPERCASE RED.**

- ☞ **NEVER EVER (I STRESS NEVER)** write jokes into filler text or anything otherwise inappropriate anywhere in the book.
- ☞ Maintain computer files by ensuring that you save each page to the correct location.
- ☞ If you know of anything inappropriate that someone is trying to get into the book **TELL**. Your name will not be leaked.

**Deadlines:**

- ☞ Prep deadlines (layouts entered, pictures entered, text entered, etc.)
- ☞ In Class (everything completed)
- ☞ Final (deadline needs submitted to the plant)

STUDENT NAME (PLEASE PRINT) \_\_\_\_\_  
CLASS PERIOD \_\_\_\_\_

**I have read the Yearbook syllabus and understand what is required of my son/daughter. I also understand that he/she is responsible and accountable for his/her actions and work.**

STUDENT SIGNATURE \_\_\_\_\_

PARENT NAME (PRINTED) \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

**HOW I CAN REACH YOU:**

DAYTIME PHONE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Do you give permission for your student to watch videos/clips related to content in class even if they are Rated R?

YES

NO

Comments/Concerns:

**Other Comments/Questions:**