**Yearbook Syllabus 2019-2020**

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**Objective/ Goals:** The goal of this course is to produce a school yearbook with the involvement of all yearbook staff members. Students will be responsible for taking and collecting photographs, organization, and layout of the yearbook, sales and promotions of the yearbook, and writing captions and articles for the yearbook. Yearbook is a great opportunity for students to explore journalism, sales, marketing, photography, design principles, common life skills of meeting deadlines and setting goals. The class starts out on a basic level and builds into these concepts.

**Course Description:**

Yearbook is not a class for those looking for an easy “A”. The production of a yearbook takes hard-work, cooperation, dedication, patience, and passion. If you are a hard worker, have school pride, enjoy extra-curricular activities, taking pictures, writing, design, then you’re in the right place. I look forward to helping you produce a glimpse into your high school life, and hope you do too!

This course solely works toward the completion and selling of a large finished product, DeBakey High School’s yearbook. Yearbook class is different from every course taught at this school in that it is a real business. In class, students compose, construct, and edit all elements of computerized text layout, graphic art, and digital photography. Students work on many clerical operations, make announcements, maintain signs, conduct student polls, and will take pictures for all school wide events. Students must cooperatively work with others, must be industrious, and be eager to be creative. Out of class and after school, students will “shoot” digital photos, design advertising, and sell. Students are responsible for the proper care and handling of our digital cameras.

**Event coverage**:

Students are required to provide journalistic coverage of activities before, during, and after school, including evenings and weekends. Each student shall be expected to cover a set minimum number of events per six week cycle (number determined by school events scheduled per six week cycle). **Inability to complete these will affect overall grade.**

**Late Work:**

**LATE WORK IS NOT ACCEPTED.** Late work is unacceptable; as a business, it is imperative that deadlines are met. If a student has an issue meeting a deadline because an event was rescheduled, canceled, etc., the student needs to inform the teacher immediately to make alternate arrangements.

**Plagiarism & Academic Dishonesty:**

Plagiarism and academic dishonesty are not tolerated. **Students are required to submit their own work and cite their sources.** Interviews should be conducted in person when at all possible; a phone call interview may be conducted in extenuating circumstances. Non-live sources (communications though email, Facebook, etc.) are not legitimate sources for quotation purposed for publication. (Exceptions to this rule are the use of email or websites that relay factual/statistical information for use in a story, such as game scores from a coach, the number of tickets sold for a dance from the financial clerk, etc.) **Any student caught plagiarizing, manufacturing quotes, fabricating facts and/or using non-legitimate sources/fact-gathering practices will receive a 0 for the assignment, a referral, and a phone call to the parent/guardian.**

**Grading**

1. Major Assessments: 60%

(completed spreads, ad sales, exams, body copy, meeting deadline)

1. Assessments: 30%

(vocabulary tests, quizzes, daily/ extended activities, event coverage, homework)

1. Minor Assessments: 10%

(Point menu for participation)

**Conduct:**

An “S” or lower will be given for:

1. Failure to follow all above stated classroom expectations.
2. Misuse of assignment privileges (not completing interviews, procrastinating)
3. Waiting until last minute to complete assignments (interviews, photographs, event planning)
4. Not giving a 100% effort in all assignments.
5. Leaving one class to go to another class without consent from Mr. Ostrovsky.
6. Misuse or abuse of computers, distributing password of any student in or out of class at any time.

**Materials/Supplies:**

1. 2+ GB flash drive
2. Small reporter’s notebook or digital recorder (must obtain permission to record): must be carried at all times
3. Photographers: It is highly recommended that you have your own camera with 8+ megapixels to ensure higher quality photographs (Students are responsible for care and maintenance of personal property).
4. 1” binder – may be shared with other classes

**Class Routine/ Procedures:**

* Students are expected to draft, edit, revise, and perfect their work before each deadline.
* Students must have a pass to leave the classroom for any reason.
* Students must demonstrate respect, professionalism, and efficiency at all times.
* Standard school policies – dress code, food/drink, gum, electronics – will be followed unless an exception is warranted.
* Students must use all equipment – computers, software, cameras, etc. – properly and responsibly.
* Students are to properly return all equipment before the end of the class period and/or event.
* Students will communicate effectively with their staffers and the adviser.

**Yearbook Staff Contract**

Being in Yearbook means added responsibilities, as described below. By signing up to be a staff member, you have agreed to these responsibilities. Discuss these responsibilities with your parent/guardians.

* I agree to complete my assigned work well and on time.
* I understand it may be necessary to work on pages after school to meet deadlines.
* I understand I may be assigned to help others with their work in order to meet deadlines.
* I agree never to take advantage of my position on staff for personal gain (sabotage people, names, pictures, pages, missing class, etc).
* I am willing to cover events that take place outside of school, on my own time, even if the event was not my top pick.
* I am able to get transportation for covering events outside of school.
* If I borrow a yearbook camera, I will be physically and financially responsible for it and any damage that may occur while in my possession.

**Student Contract:**

**I understand that, as a member of the staff, I will be responsible for working after school, early dismissals, weekends, and during school vacations if necessary to meet my deadline obligations.**

**Parent/guardian understanding of contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/guardian phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/guardian email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**