NNHS Yearbook Production Syllabus

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District 203 Mission
To educate students to be self-directed learners, collaborative workers, complex thinkers, quality producers, and community contributors.

Reflections Yearbook Mission:
Naperville North High School’s yearbook staff will produce a publication for students, about students, and by students, while striving to maintain accuracy and journalistic integrity.

Course Description
This class is designed for students who are, or would like to be, staff members and editors of the award-winning NNHS Reflections yearbook. This team-taught course has been designed to provide students with both journalism and desktop publishing skills to apply to the actual production of the yearbook. Areas of study include: teamwork, responsibility, brainstorming, content, coverage, concept, production, reporting, writing, headlines, captions, editing, photography, design, and distribution. Mastery of the goals and objectives fully verse staff members in all areas of publication production and students should be able to pursue journalism with a strong background either in their advanced studies or in a career. This publication strives to maintain a tradition of excellence in which the school and the community can take pride. This course may be repeated for credit with the approval of the adviser and instructional coordinator. Credit may be taken in either Communication Arts or Business Technology.

Yearbook is not a “normal” class. The responsibility for turning in work in yearbook class is much more like the responsibility of a CAREER than in a class. The yearbook is a non-profit business. Students are producing and publishing a large book with deadlines that MUST be met. Failure to meet deadlines requires the publication to PAY more money in order to submit work. This means that the price of every yearbook goes up. This class, although an elective, requires students to use time effectively to create a quality product. It will involve spending time either before or after school or during lunch hour to meet deadlines.

Yearbook staff members are representing our school through published work and actions. Students who work on an official student publication will:

- Attend events associated with their spread assignments to research and take photos
- Conduct interviews and verify all facts and accuracy of quotes
- Rewrite materials, as requested by the adviser or editor
- Determine the content of student publications with the assistance of the adviser and/or editors.
- Strive at all times to maintain the highest possible standards in quality of writing, research, and demeanor.

Course Learning Standards

Writing (70%)
Language (15%)
Speaking & Listening (15%)
Grading:
- Grades will reflect mastery of course standards through the quality of work produced for publication in the yearbook.
- Each spread and process worksheet will have a clearly defined rubric with descriptors for students.
- Grades will reflect work from both writing, design, photography, and professional goals.

Overall Semester grade:
- 90% Coursework (yearbook spreads, process work)
- 10% Final Exam (cooperative yearbook spread)

The final semester grade will be rounded to the nearest percentage point.

Course Grade

Within each unit, summative and formative sections are weighted as follows:
- 100% Summative (Final Spreads & Quizzes)
- 0% Formative (Practice Assessments)

Grading Disbursement:

A= 90-100 B= 80-89 C= 70-79 D=60-69 F= <59

Reassessment Policy

Due to the nature of this course, in that students are preparing pages for submission to an award-winning publication, reassessment policies vary from other courses. Students have multiple opportunities for formative feedback prior to a deadline. Deadlines are firm. Failure to meet deadlines will result in a failing grade. Students may have opportunities to revise spreads after deadline only under certain time constraints. Not all spreads may be eligible for revision.

Spread Revision Policy:

1. Students may be asked to make corrections on any spread, regardless of score.
2. The maximum score a student can earn on the revision is individualized per student, per assignment.
3. Revisions must be completed outside of class, unless students are given specific instructions otherwise.

Naperville North’s general reassessment policy can be found here: http://schools.naperville203.org/north/academicdepartments/StandardsBasedAssessment.asp

Communication

- Teachers make every effort to respond to emails and phone calls within 48 hours during the work week.
- The best way to communicate with teachers is through email; however, if you haven’t received a response in 48 hours, please resend the email or call their voicemail. Your email may have gone into the spam folder.
Student Assistance

Students who are struggling with an assignment should start with the following suggestions:

- Attend work nights where editors and advisors are available to help edit and problem-solve. Days and times will be announced at the start of each semester.
- Communicate potential complications with a spread to editors and advisors early.
- See an advisor to schedule work times outside of class.

Parents or Guardians

Yearbook Production takes a high level of commitment, skill, and time. We appreciate your support in helping our students create a publication they can take pride in.

- Parents should check Infinite Campus for their student’s grade.
  - The grades on Infinite Campus will be accurate only at Mid-Quarter and Quarter. Prior to those dates, the grade reflected is fluid.
  - Infinite Campus is a communication tool until final grade is posted.
- Please ask your student about their school work

EQUIPMENT AND CONTACT CONTRACT

YEARBOOK PRODUCTION 2014-2015

Equipment: As member of yearbook staff, students are given the privilege of working with specialized equipment, including digital cameras, laptop computers, scanners, and other electronics. While these materials are provided for staff use by the yearbook, students will be held responsible for maintaining and caring for equipment while checked out under that student’s name. By signing below, students and parents acknowledge that they will be financially responsible for the amounts listed on reverse in cases of lost or damaged items.

Contact: As the yearbook is a real publication subject to strict deadlines in order to produce the book before graduation and avoid costly late fees from our publishers, yearbook students may need to put in time before or after school in order to meet submission dates. Editors and advisers may work evenings and weekends, and may need to contact staff at times. Student and guardian signatures below agree that the methods of contact below may be used by advisers or editors for phone calls, text messages, emails, or facebook messages.

OVER! ➔
## Equipment Costs

<table>
<thead>
<tr>
<th>Product</th>
<th>Replacement Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canon SLR</td>
<td>$400</td>
</tr>
<tr>
<td>Canon DSLR</td>
<td>$500</td>
</tr>
<tr>
<td>Point and Shoot Digital Camera (variety of Makes/Models)</td>
<td>$150</td>
</tr>
<tr>
<td>Camera Bags</td>
<td>$40</td>
</tr>
<tr>
<td>SD Card</td>
<td>$15</td>
</tr>
<tr>
<td>External Flash (in a case)</td>
<td>$150</td>
</tr>
<tr>
<td>External Lens (in a case)</td>
<td>$200</td>
</tr>
<tr>
<td>Rechargeable Battery</td>
<td>$50</td>
</tr>
</tbody>
</table>

Student non-school email: ___________________________________________

Student cell phone (calls/texts): _______________________________________

Student Home Phone: ___________________________________________________

Parent/guardian email(s): _____________________________________________

Parent/guardian phone (day – calls only): ______________________________

Can yearbook editors contact you via facebook messages/wall posts? Yes No

(student’s name – PLEASE PRINT)

(student’s signature) (date)

(parent or guardian signature) (date)