

Mrs. Cassady Yearbook Advisor

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YEARBOOK/ADVANCED YEARBOOK SYLLABUS

Course Description

In this class, we will produce the 2021-22 Rancho Mirage High School Yearbook. Students will be expected to find the content, interview subjects, write copy, take photojournalistic pictures, and complete graphic design work. All students will be given the tools needed to execute professional-quality writing and artwork for the yearbook.

Materials Needed

- Single spiral notebook or composition book
- Pens, pencils, highlighters
- Chromebook
- DSLR Camera (optional)
- Photoshop (optional)

Student Expectations

This class requires a large amount of student responsibility. You are representing RMHS and this yearbook whenever you are working on projects for this class. When you are outside of the classroom during class time, you must be wearing your Yearbook Press Pass.

- Treat all class computers and camera equipment with the highest level of respect.
- When it is necessary to leave class, do not make additional stops.
- When you are shooting an event, check-in with the contact and ask what his/her preferences are for you to work.
- After-school work will be necessary for us to finish this project.
- Once our theme and design standards have been established, be sure to use them when you are designing spreads.
- Accept constructive criticism. I want you to be a better writer/photographer/graphic designer/leader...and that requires feedback. Almost NOTHING is perfect the first time in media.

Grading:

To pass this class, students must complete the work necessary to produce this year's book.

Scale

The total number of points students receive for their work will be divided by the total number of points possible, then turned into a percentage (out of 100%).

A =	97+ (A+),	94 - 96 (A),	90 - 93 (A-)
B =	87 - 89 (B+),	84 - 86 (B),	80 - 83 (B-)
C =	77 - 79 (C+),	74 - 76 (C),	70 - 73 (C-)
D =	67 - 69 (D+),	64 - 66 (D),	60 - 63 (D-)
F =	59 and below (Those who earn an F will receive no credits.)		

Grade Breakdown

In this class, you will receive a weekly grade that reflects your work and effort in this class. Advanced Yearbook Students will be assigned additional leadership or design responsibilities.

Meeting Deadlines = 40%

Meeting Assignment/Position Requirements = 30%

Artistic Value/Quality of Work = 20%

Attitude and Effort = 10%

Grading (cont.)

Late Work - Deadlines

When we miss our deadlines, our publishing costs go up OR we risk not producing a yearbook on time. It is your responsibility to communicate with your advisor/editor(s) to complete work on time (ask for help if necessary!).

Disputes

I will work with students to make sure that all grades are accurately recorded in StudentVue, and ensure grades reflect the quality of student work. If there are any discrepancies, I expect a student to see me/contact me (**within 2 weeks of the grade posting**) to discuss any necessary changes. (Parents: to help your child learn the power of their own voice, encourage them to talk to me first before intervening. I promise to be warm and inviting when they approach so that we can resolve any issue in a way that leaves the student feeling empowered and listened too.)

Cheating, Copyright Infringement & Plagiarism (otherwise known as copying and pasting from the internet)

Students involved in cheating (or enabling someone else to cheat) or plagiarizing **will automatically receive a zero** on the assignment (or project, test, etc) and will not be able to make it up. Additionally, the teacher will contact the parent, or refer the student for disciplinary action.

Absence & Tardy Policy

If you miss this class, it is your responsibility to check with me/your editor(s) for opportunities to make-up your work. If you are late to this class, please take your seat as quietly as possible. You may not use the USB phone charger if you are late to class.

Communicating with Mrs. Cassady

I want to hear from you. Please email me, come see me at lunch, or message me through Remind. Be sure to give me your name and period when you are contacting me digitally. You must sign up for the Remind app and Google Classroom.

Remind: <https://remind.com/join/rmhyearb> or Send @rmhyearb to 81010

Google Classroom: Yearbook: w5pkfpk Advanced Yearbook: dddn6g3