

**Yearbook Production 1, 2, & 3 Syllabus**  
**Wall High School**  
**2024-2025**

**Teacher Name & Email**

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**Extra Help Schedule, Location, and Procedures :**

**- C23 during lunch on D days**

Students should either sign up for extra help using the provided google form (on google classroom) or e-mail/speak to their teacher in advance to reserve a spot. Only five spots are available for extra help.

**Marking Period Schedule**

<b>Marking Period 1</b> 9/4 - 11/6	<b>Marking Period 3</b> 1/28 - 4/25
<b>Marking Period 2</b> 11/11 - 1/17	<b>Marking Period 4</b> 4/2 - 6/5
<b>Midterm Exams</b> 1/21 - 1/27	<b>Final Exams</b> 6/6 - 6/13

**Course Description**

This course introduces and reinforces concepts of Yearbook Production as Yearbook 1,2,& 3 are combined in one class to work as a team. Students will:

- > Develop personal strength in communication, collaboration, creativity, and critical thinking.
- > Design aesthetically pleasing layouts: placing the dominant photo and subordinate photos; placing headlines, story copy, and captions; properly using white space; and enhancing layouts with graphics.
- > Take great photos using the rule of thirds, line, contrast, and composition.
- > Manipulate digital photographs, text, and backgrounds through our online creation platform, Yearbook Avenue.
- > Create pages that are precise and adhere to the guidelines of our staff's Style Guide.
- > Make use of the Yearbook Avenue ladder and organizational system to meet deadlines.
  - > Understand and employ the ethical decisions inherent in making a yearbook.
  - > Meet all deadlines in a real-world application.

Students are required to devote time outside of the school day to photograph events or complete spreads.

## **Units of Study**

Unit 1: Welcome to Yearbook

Unit 2: Communication through Pictures and Words

Unit 3: Design Rules to Live by

Unit 4: Commitment, Dedication, Teamwork

Unit 5: Developing a Plan for Success

Unit 6: A Picture is Worth a Thousand Words

Unit 7: Visual Representation of a Story

Unit 8: It's All in the Details

Unit 09: Artistic Evaluation and Critique

Unit 10: Deck the Halls

## **Classroom Expectations**

- **Cell Phones are prohibited during class. ALL phones must be placed in the phone caddy on the wall. \***
- Put all equipment back where you found it, and place it in the correct locations.
- No drinks or food are allowed near the computers.
- Students are expected to arrive at class on time. Students who are late should arrive with a pass NO MATTER WHAT. \*
- Students are expected to finish their spreads during the assigned time frames. If you do not complete a spread by its deadline, you will be required to work on it on your chromebook after school.
- Work as a collaborative team.
- Complete work and assignments on time.
- If you experience technical difficulties, please ask the teacher asap.
- Be creative and have fun!

## Materials & Available Resources

- Canon t5I and t7I Cameras
- Mac Desktops
- Tripods
- External Hard Drives
- Google Classroom

## Grading Breakdown

Each quarter grade is based on a percentage model; the following grading formulas have been established.

### Marking Period Category Percentages

Category	Minimum Number	Percentage
Major Assessments	3	50%
Minor Assessments	5	30%
Homework/Classwork	6	20%

### Course Grading

Category	Percentage
Marking Period 1	20%
Marking Period 2	20%
Midterm Exam	10%
Marking Period 3	20%
Marking Period 4	20%
Final Exam	10%

### Marking Period 1\*

Big Ideas	Topics/Themes/Concepts	Activities & Assessments	Timeline (Number of Blocks)
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A yearbook theme should appear throughout all aspects of the publication.	Unit 01: Welcome to Yearbook	Photography assignments	10
A theme concept ties the book together both verbally and visually.	Unit 02: Communication Through Pictures and Words	Yearbook Spreads	9
The graphic artist must communicate with both words and pictures.	Unit 03: Design Rules to Live By	Yearbook Spreads	10
<b>Marking Period 2:</b>			
<b>Big Ideas</b>	<b>Topics/Themes/Concepts</b>	<b>Activities &amp; Assessments</b>	<b>Timeline (Number of Blocks)</b>
<ul style="list-style-type: none"> <li>-Define information-gathering techniques.</li> <li>-Display proper technique in uploading digital images from cameras to the school server.</li> <li>-Display successful skills when creating spread and page layouts in Year Tech Online.</li> <li>-Show how to identify and create a quality photo in terms of traditional photo standards and content.</li> </ul>	<b>Unit 4: Commitment, Dedication, &amp; Teamwork</b>	Yearbook Spreads	10
<p>Meeting deadlines requires planning and cooperation by all members of the team.</p> <p>Develop awareness of broad profile of the reader audience.</p>	<b>Unit 5: Unit 05: Developing a Plan for Success</b>	Yearbook Spreads	10

Demonstrate proficiency in editing of copy and preparation for production, including copy fitting.			

<b>Marking Period 3:</b>			
<b>Big Ideas</b>	<b>Topics/Themes/Concepts</b>	<b>Activities &amp; Assessments</b>	<b>Timeline (Number of Blocks)</b>
Display an understanding of the importance of a caption for each photograph in the yearbook.	<b>Unit 06: A Picture is Worth a Thousand Words</b>	<b>Yearbook Spreads</b>	10
Display proficiency in the use of various headline styles.	<b>Unit 07: Visual Representation of a Story</b>		8
Demonstrate proficiency in writing and counting headlines to fit allotted space.	<b>Unit 08: It is all in the Details</b>		8
Recognize the importance of a caption as a unifying element of a spread.			
Demonstrate editing skills in preparation for production.			
Develop master designs for each section, graphic			

elements for each section, determine story ideas, and determine photo ideas for successful creation of the yearbook			
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<b>Marking Period 4:</b>			
<b>Big Ideas</b>	<b>Topics/Themes/Concepts</b>	<b>Activities &amp; Assessments</b>	<b>Timeline (Number of Blocks)</b>
<p>Compile a subset of this year's yearbook photography to reflect highlights of the school year.</p> <p>Edit highlight photos using Yearbook Avenue to conform to poster specifications.</p> <p>Document school year highlights through the creation of descriptions in Google documents.</p> <p>Display ability to work as a team in coordinating distribution of published yearbooks to students and faculty.</p> <p>Produce a collection of yearbook images that showcases the senior class.</p> <p>Create reports of yearbook sales to assist in the distribution of printed yearbooks.</p>	<p><b>Unit 09: Artistic Evaluation and Critique</b></p> <p><b>Unit 10: Deck the Halls</b></p>	<p><b>Yearbook Spreads</b></p> <p><b>Yearbook 2026</b></p> <p><b>Cover workshop</b></p>	<p>8</p> <p>8</p>

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*\*Subject to revision*

**Make-up Work as per Student Handbook**

- Students who are absent from class for any reason will be required to make-up the work missed in each class. Completion of this work should take approximately the same amount of time as the student missed from class. In extreme cases of prolonged absence, (more than five consecutive days,) the Principal may grant extra time for the students to complete missing assignments. Students will receive an incomplete grade pending the submission of the missing assignments. Students will receive a zero for any work that is not completed by the designated timeline.
- It is the student’s responsibility to obtain all make-up work from his/her teachers immediately upon return to school. Failure to obtain makeup work is no excuse for not completing work missed. Students have the same amount of time that they have been absent to make up the work.

**Academic Integrity Policy as per Student Handbook**

**Plagiarism Policy**

- **Freshmen:** On the first offense, the student may rewrite for a maximum grade of 55. The rewrite should be closely monitored by the teacher because on the freshmen level we are concerned with students’ understanding of the process. On the second offense, the student receives a 0 grade for the final product. (Students’ offenses will be filed in the supervisor’s office.)
- **Sophomores, Juniors and Seniors:** If the teacher finds that the plagiarism is flagrant or pervasive and can document the same, the assessment may receive a grade of zero.

## **Cheating**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to the following:

- Copying another student's work;
- Working with others on projects that are meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from one's test or quiz;
- Using any other method (ie "cheat sheets", communicating in any form) to get/give test or quiz answers;
- Taking a test or quiz in part or in whole to use or to give to others;
- Copying information from a source without giving proper acknowledgment;
- Taking papers from other students, publications, or internet sources and claiming it as one's own work;
- Academic dishonesty in any other form including, but not limited to, tampering with computerized grade records;
- Giving or receiving answers and/or test questions to or from another student.

Violators of this policy will be disciplined on a case-by-case basis, depending on the seriousness of the violation, prior violations and other factors.

Disciplinary measures/consequences may include, but are not limited to the following:

- Redoing the assignment (see policy on plagiarism);
- Receiving a zero grade on the project, test or quiz;
- Letter sent to parent and placed in the student's file;
- Detention, suspension or expulsion.