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Room B12 and Library

## Yearbook 2020 Syllabus

Welcome to yearbook. I'm excited to have you in class and I hope your experience will be fruitful and an enjoyable one. The yearbook class is different from other classes because you will create a product that's meaningful to students and the community at large. The yearbook is also of great historical value since it documents a particular time in a school's history. A *yearbook*, after all, is a snapshot of the life of a school. And **YOU** will be in charge in documenting what goes on at John F. Kennedy High School this year. As such, there's a tremendous responsibility that comes with it: doing **your** work and **your** share of the work counts! We have a contract with a company that has set timetables for production and deadlines; therefore turning in your page assignment on time counts. If we don't meet a deadline we pay more, the yearbook is late, or in the worst-case scenario, there is no yearbook at all.

As I see it yearbook is a combination of journalism, design, and business. On the journalism side, you'll write stories, headlines, captions, interview people, take pictures and more. On the design side, you'll create layouts, typeface, make decision on photo placement and the like using software and design principles you've learned in class, books, or other people. Yearbook is also a business since you'll be required to sell yearbooks and business/senior ads. It takes money to make money, and we have a budget to meet if we want the yearbook to continue.

### Expectations:

For yearbook staff members (yes, you are staff) my expectation in short is: ***"Show up to class, work on your assignment (in and out of class), meet the deadline and do your best work."*** Simple.

In the process I hope you meet these **objectives**:

- You learn a skill you haven't acquired before be it design, journalism, photography, or software.
- You learn to collaborate with people, talk, share ideas, help one another instead of just text.
- You get out of your comfort zone by interviewing people, selling ads, writing captions and, at times, getting literally at people's faces when you take close-up photographs. You'll be lauded or rejected in your efforts but that too is a learning process and part of life.
- You gain confidence when you push yourself and do something you've never tried before.

### Goals:

My goal for this class is:

- Every staff is involved in producing a yearbook that they can be proud of.
- Everyone at JFK (student, staff, teachers) appears in the yearbook, at least more than once.
- Editors and staff members design pages with pizzazz: photographs are clear, show movement, capture a moment, AND copies are proofread and well written.
- Events that happen at JFK are covered (this means sports, dances, club activities and more)
- We meet the deadlines.
- We meet our budgetary obligation through sales and ads, and not be in the red.

**Materials:** Notebook, gluestick, pink highlighter (yes pink), and one or more magazines to cut up.

## Grading

90%-100% A

80%-89% B

70%-79% C

60%-69% D

0%-59% F

**Your grade is a cumulative score based on (1) Page completion (2) On assignments and (3) Tasks.**

### Page Completion (40%)

- A page is considered complete when all captions and proofread are done correctly (*did you catch that?*).
- All people on the page are named correctly and identified with grade level or titles.
- The pictures are clear, cropped properly, capture a moment, and no objects growing behind people's head. Most importantly, you're objective in picture selection. This means you don't prioritize selecting your friends.
- Once you are assigned a page, ***it is your responsibility*** to make sure that you have enough good pictures and information to fill that page.
- The more we have to work on your page after school, the more your grade DROPS!
- If you need help, **PLEASE ASK!** Ask in advance! No penalty for needing help.

### On Assignment (40%)

- Everyone in the class must complete their assigned work for their page and other class assignments.
- You have Fall Sports, Winter Sports, Spring Sports, Major club events and Academics to choose from. See the wall calendars as soon as possible. Directions will be given in class.
- All requirements previously reviewed apply.
- In-school on-assignments are an option as well. Directions will be given out in class.

### Tasks (20%)

- Staff will be responsible for selling yearbooks and business/senior ads. Each quarter each student will contact three business to sell ads. We cannot have a program if we do not sell.
- Sales guidelines and expectations will be distributed
- All students must participate in distribution and planning for the next year.

**Attendance:** As in all classes regular attendance is expected. Because of the enormous project that we have, attendance is crucial. Therefore, the following expectations will apply:

- We will follow the JFK policy regarding tardy and absence.
- No one may leave class without a badge.
- After the third truancy, the staff member's grade will drop a full letter grade. This means that truancy one and two are ignored; upon the third truancy an A becomes a B and so on.
- Assigned events are mandatory. If a staff member cannot attend a pre-assigned event, then that staff member is responsible for finding his/her own replacement.

**Student Responsibilities:**

Your learning is in your hands. That means **YOU** must seek additional help if it's needed. I am more than willing to help students in need. Also, I frequently check my e-mail (danilo-campos@scusd.edu). I can answer questions via e-mail, phone or through text. I am here to help, but **YOU** have to take the initiative

**Computer Lab Rules:**

1. **No food or drink allowed**
2. **No disks or flash drives (check with me first if you need to import anything). If there's a virus the whole system is affected.**
3. **No sitting on the countertops (computer monitors have been known to fall over)**
4. **No music without headphones**
5. **No games**
6. **No one on the Internet without permission from Mr. Campos, or it is part of an assignment.**
7. **Do not leave anything in the lab. It will be cleaned nightly and your stuff WILL be thrown away.**
8. **NO PRINTING WITHOUT PERMISSION!**
9. **No one is allowed in the lab that is not a part of yearbook or newspaper.**
10. **Limit your phone use in class or, better yet, shut them off during class. You do not need to respond to every pings or vibration right away. By turning them on later, you'll be very popular. If phones become a distraction in class, I may enforce a no phone use in class.**
11. **Further rules to be added later**

**Business Mindset:**

**This is a real class with real life deadlines. When deadlines are not met and responsibilities are not fulfilled, it costs the yearbook program actual money. Therefore, students who do not meet their responsibilities will likely fail the class.**

**If a student is not good at creating pages, then OTHER responsibilities need to be done. If a student opts out of doing pages, the points can be made up doing other things needed in yearbook. However, it is the student's responsibility to speak with me about this in advance!**

After reading this syllabus please sign it, and return to Mr. Campos by Friday September 6. **This is your first deadline.** I consider this syllabus to be an assignment; therefore, it is worth 20 points.

I, the undersigned, have read and fully understand Mr. Campos' classroom guidelines. Should any confusion arise, I will contact Mr. Campos.

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Student name

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Student signature

\_\_\_\_\_  
Student Cell Phone Number

\_\_\_\_\_  
Student Email address

\_\_\_\_\_  
Parent's name

\_\_\_\_\_  
Parent signature