

**Arizona College Prep High School
Yearbook
2022-2023**

INSTRUCTOR: Mrs. Patterson

ROOM: C209

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STUDENT PROVIDED MATERIALS:

- Google Drive account
- Calendar to input important dates (electronic or hard copy)
- Personal Camera device
- Spiral notebook for notes and planning
- Small sticky notes (post-it notes)
- Recording device (Smartphone will work for this)
- Pencils, Pens, and Highlighters
- Personal tablet or laptop (does not need to be brought to class each day)

SCHOOL PROVIDED MATERIALS:

- Student laptop (if needed)
- School camera (availability is limited)

COURSE DESCRIPTION AND OBJECTIVES:

By the end of this course, students will be able to apply 21st century journalism education to the production of the ACP High School Yearbook. Each member of the yearbook staff will be responsible for ALL aspects of the yearbook; course emphasis involves the following: law and ethics, news literacy, news gathering, writing, editing, design, photojournalism, web, multimedia broadcast, entrepreneurship, and leadership. Each student is a vital piece to the yearbook process and the class as a management team. Students will have the opportunity to develop personal strength in communication, collaboration, creativity, and critical thinking. NOTE: Due to ACP High School's contract with Jostens, it is essential all due dates are adhered to, and failure to do so results in an additional fee the school must pay, so it is essential all students treat this class as a real-world business course.

ATTENDANCE POLICY:

The Arizona College Prep High School attendance policy will be followed as is stated in the *Student and Parent Handbook*. Students must be seated in their assigned seats at the beginning of the period. Tardiness to class will result in disciplinary action.

DESCRIPTION OF GRADING:

All students in Yearbook class will collaborate together to submit ideas for each spread in the yearbook. The teacher will then provide feedback on each spread. The students will focus on the following:

- **Pages and Photojournalism:** news gathering, writing, photojournalism, design, editing
- **Assessments and Projects:** Ad campaigns, marketing, journalism law and ethics, and assessment of skills and knowledge throughout the year
- **Participation:** Students are required to participate in weekly self-evaluations, utilize class time effectively, complete mini-lessons, yearbook distribution, and attend games and events that are assigned for layouts. Additionally, the instructor will check the "history report" weekly in the yearbook software program and assign daily points for work completed on time.

GRADING:

Grades will be weighted as follows:

- Layouts 50%
- Assessment, Projects, and weekly assignments 30%
- Participation 20%

A = 90-100%; B = 80-89%; C = 70-79%; D = 60-69%; F = 0-59%

LATE WORK:

All assignments **MUST** be submitted on assigned due dates. Late assignments are given a grace period of 48 hours and are eligible for a grade up to a 70%. Assignments turned in 48 hours past the due date will receive a grade of 0%.

CLASSROOM RULES:

1. Be on time and in assigned seat.
2. Be prepared with completed assignments and materials.
3. Follow directions the first time they are given.
4. Show respect to the classroom, the teacher, and the students.
5. Remain in the classroom unless permission is given to leave.
6. Drinks and food are permitted. **NO** open drink containers, chips, popcorn, or food that creates crumbs, etc. will be permitted. If you spill something, you must report it immediately, or all drink and food privileges for all classes will be revoked, per Mr. Bickes.
7. Keep all electronic devices turned off and in your backpack or at the front of the classroom unless specified for research purposes in class.
8. Follow all school rules.
9. Enjoy yourself and have fun! 😊

DISCIPLINE:

1. Verbal Warning
2. Teacher-Student Conference
3. Teacher-Parent Conference
4. Referral to Administration

*If the behavior is creating a serious disruption, an immediate referral will be sent with the student to the office. * If any student no longer contributes to the yearbook or careless mistakes are continually made, the student will be removed from the yearbook class, as thousands of dollars are paid by parents and students each year for a well-made yearbook by dedicated students.

***Plagiarism:** Plagiarism is the act of copying or borrowing the work or ideas of another person and passing it off as one's own. **Plagiarism occurs when quotes or paraphrasing material in written work does not have in-text citations or is not referenced or student copies from another student's work.** Students who commit plagiarism will not receive credit for their work and the parent will be contacted. Both the student who copies and the student who allows another person to copy their work will be penalized.

VIRTUAL

COMMUNICATION: Students are expected to check their Google classroom and class website regularly for announcements, lessons, and assignments. Because documents will be distributed electronically, you must inform me immediately if there is a problem retrieving them. Problems with due dates must be discussed with me before the due date. The best way to reach me is through e-mail. If you have a concern or question you need to discuss at length, I am available in-person or through Google meet appointments. Online meets must contain a parent/guardian, or they will be recorded.

Parents – Your child is responsible for submitting layouts **ON TIME**. This is more than a class, we are running a business, and failure to submit work on time will result in our school not publishing the yearbook on time. If students are not keeping up with their assigned work, I will contact you immediately to see how we can work together to help your child be successful.

ONLINE LEARNING EXPECTATIONS:

- You will complete required tasks in a timely manner. Be proactive with a back-up plan in case you are unable to access the Internet in your regular place of study.
- You will not plagiarize the work of others and claim it as your own. Cite sources using the writing style guide MLA most recent edition.

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SYLLABUS AGREEMENT:

I, _____, have read, understand, and agree to all of the terms outlined in this syllabus, and I agree to complete all assignments to the best of my ability. I understand that I will be required to work outside of class, if needed, to meet the academic performance requirements of this course.

Student Signature

Date

Parent Signature

Date