

901 S. Nadine, Kimball, Nebraska 69145

Yearbook Syllabus

Mrs. Kim Beyer – Yearbook Adviser

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Course Description:

Yearbook is a production-based class that creates the *Longhorn* yearbook. We are entering into our **seventy-eighth** year of publication. The staff is solely responsible for the content, design, layout and selling of the book. The benefit of this class is for students to learn how to manage a full-scale, full-budget production that involves innovating, creating, editing, enhancing, advertising, selling, and distributing our very own book.

Course Objectives

- ◆ Learn and demonstrate journalistic principles
- ◆ Develop the concept of the yearbook
- ◆ Understand how a yearbook theme keeps consistency and flow within the yearbook.
- ◆ Learn to use the <http://yearbookavenue.jostens.com> design site.
- ◆ Meet original deadlines
- ◆ Deliver the yearbook to the staff and students on time

Materials:

Flash drive (provided)

3 Ring Binder

Pen or Pencil

Expectations:

While completing this course, students will have the opportunity to demonstrate proficiency in the following areas:

- ◆ Interviewing/Factual researching
- ◆ Interpersonal communication
- ◆ Legal/Ethical media issues
- ◆ Meeting production deadlines
- ◆ Photography principles and practice
- ◆ Headline/caption writing
- ◆ Knowledge of current events
- ◆ Jostens yearbookavenue.com

Participation:

Students enrolled in yearbook are expected to participate fully during class, as many learning activities and stories will be due before the end of the quarter grading period. **Time outside of class will be required for interviewing, reporting and shooting at various school and community-related events.** In addition, students will be expected to perform every page or photo assignment using the highest ethical and legal standards for publication.

Make-up/Late Work & Deadlines:

All deadline (spreads) make-up work for excused absences must be completed in a timely manner. Students are responsible for getting their own make-up work. Students and advisor will follow the policies and procedures of the Kimball High School handbook for make-up.

Publication deadlines and timeliness are essential components of yearbook. Consequently, ***if a student misses their deadline, students will be docked 2 points for every school day it is late.*** Because our yearbook is directly tied to specific deadlines set by our publisher, any single or double-page spread or related assignment that fails to meet deadline will result in a lower grade than a possible of 100 points earned.

Grading:

This course will follow the Kimball High School grading scale. Your grade will be determined by the following categories:

50% - Spreads (Page Assignment) and Calendar Event Assignments: Spreads will be assigned throughout each quarter. Because our yearbook is directly tied to specific deadlines set by our publisher, any spread that fails to meet deadline will be docked 2 points for every school day it is late. Missing deadline is extremely costly for the yearbook and that's why deadlines become imperative.

20% - Weekly Photos: Students are required to take 10 weekly photos of student involvement in academic projects. Assigned calendar events do not count as 10 weekly photos with the exception of half-time money making projects.

10% - Editing: Students are required to edit 2 other student's spread each quarter. Points will be deducted from the editing student's grade if missed errors were found by the chief editors or the advisor.

10% - Binder: Each quarter there will be a binder check to assure all forms and instructions are kept in a neat and orderly manner.

5% - Start-Up and 5% - Clean-Up (Participation): Production of the yearbook is a team effort. Coming to class prepared to work (with binder, pencil, restroom and water breaks taken care of) and putting all supplies away before the end of class helps in everyone's participation.

Semester Exam: Equals 2 quarter Saturday work days. Semester exam counts as 10% of semester grade.

Special Notice: *This is a production class. Work must be drafted, edited, revised, and simply perfected, before each deadline. This isn't like any class you've taken, and the accountability is much higher. The plus side is that you'll be far more ready for the real world as a result.*

BONUS: *A FREE YEARBOOK WITH PERSONALIZATION AND 2 FREE ICONS & FREE ADMISSION TO HOME AND AWAY GAMES IF THE STUDENT IS THE ASSIGNED PHOTOGRAPHER.*



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STAFF CONTRACT for the KIMBALL HIGH SCHOOL YEARBOOK STAFF

MRS. KIM BEYER, ADVISER

The yearbook publication is unlike any other class on campus. Because we have the tremendous responsibility of preserving the memories of high school for every student who goes to our school, we have got to have an extraordinary team and a fair and firm set of rules. Each staffer and his/her parents must read and sign this contract. Staffers initial in the space provided and return it to the adviser.

For Staff to Initial:

- ___1. I understand the importance and cost of publication equipment and supplies and agree to use care when using all equipment. Should I neglect or abuse equipment, I will pay for repair or replacement.

- ___2. I understand that I will be asked to run errands, take photos, do interviews, etc. on campus during the class period assigned for yearbook, during lunch, and before and after school. I commit to being where I am supposed to be and doing what I am supposed to be doing at all times. Be responsible for photographing assigned calendar events.

- ___3. I understand that I am responsible for learning all aspects of yearbook publication. I will pay attention to instruction, take good notes and apply what I have learned in class to my yearbook assignments. I will get help if I am not sure what to do BEFORE I get behind.

- ___4. I understand my course grade will be based on the quality of my work, my participation in all yearbook activities (including outside of class) and my timeliness at meeting deadlines.

- ___5. I understand my attendance is vital to the work of yearbook publication. In the event that I must be absent, I will promptly make up any work, even if it means working outside of class time.

- ___6. I understand it will be necessary for me to work outside of class time (before school, during lunch, after school) to complete yearbook production. I will make necessary arrangements to do so.

- ___7. I will meet all deadlines assigned to me, and will communicate immediately to the adviser and/or editors if circumstances beyond my control (i.e. inclement weather, cancellation of an event, failure of another staff member to complete his/her assignment, etc.) prevents my assignment from being completed.

Yearbook Syllabus and Contract Agreement: I have read, I understand, and I agree to the terms outlined in this syllabus, including the Staff Contract. I have read and initialed/signed the Staff Contract, based on the privileges/equipment usage my parents/guardians wish me to have. I agree to meet all deadlines and complete all assigned work to the best of my ability. I understand that, at times, I will be required to work outside of class (including nights and weekends) to meet the academic and performance requirements of Yearbook.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____