

Yearbook/Newspaper Syllabus

Teacher: Mrs. Koch

Email: vkoch@loyolacatholicschool.org

Website: under construction

COURSE DESCRIPTION:

Students in the Yearbook class are the leaders and decision-makers of the yearbook staff of Loyola High School. The students will create the school yearbook. We will focus on photography, presentation, layout, editing, production, deadlines and learning the necessary software to complete these tasks.

COURSE GOALS:

1. To create a quality yearbook and quarterly newspaper for Loyola High School that reflects a pictorial history of the campus for the present school year.
2. To work as a team to develop a theme and create a yearbook that reflects that theme.
3. To learn the business side of newspaper and yearbook production. This includes organizing the sale and distribution of the book as well as selling advertising.

COURSE OBJECTIVES:

- Students will meet all required deadlines.
- Students will learn the basics of yearbook, newspaper, layout, design, copy writing, photography, and Jostens YearTech® Online.
- Students will conduct interviews as needed for their pages and have interviewees sign off on their quotes.
- Students will take pictures or be responsible for securing a photographer for their pages.
- Students will attend events as needed to learn about or record their assigned pages.
- **Students will ensure that all grade levels and activities receive quality/quantity representation.**

DAILY REQUIREMENTS:

Each student is expected to bring the following items to class every day:

1. Laptop computer.
2. Writing utensil.
3. Three-ring binder or a notebook and folder.
4. **Day-planner or Google Calendar for organization and commitments.**

QUARTER GRADING:

Each quarter grade is a composite of Homework Assignments/Projects and Responsibility/Cooperation (meeting deadlines).

Homework/Projects: 80% of the Quarter Grade.

- Homework will be assigned with specific due dates.
- It will include going to some school-related functions as a reporter and/or a photographer.
- It will include going to yearbook/newspaper staff meetings to work with the rest of the yearbook/newspaper staff.

Responsibility/Cooperation: 20% of the Quarter Grade.

- This category deals with meeting the deadlines set up by Jostens and by the teacher.
- **Yearbook/newspaper students will work as a team with each member exhibiting leadership skills, accepting delegation for tasks, and cooperating with fellow students through positive communication to accomplish the goals of the team.**

SEMESTER GRADING:

Semester grades are determined using the following formula:

$$1^{\text{st}} \text{ quarter grade} \times 50\% + 2^{\text{nd}} \text{ quarter grade} \times 50\%$$

GRADE SCALE:

The grading scale is as follows:

94-100%: **A**, 90-93%: **A-**, 88-89%: **B+**, 82-87%: **B**, 80-81%: **B-**, 78-79%: **C+**,
72-77%: **C**, 70-71%: **C-**, 68-69%: **D+**, 62-67%: **D**, 60-61%: **D-**, 0-59%: **F**.

ATTENDANCE AND MAKE-UP WORK:

Absent students are responsible for all work covered during their absence. Please visit with Mrs. Koch and/or fellow yearbook students for missed work/notes. Students absent for 1 or 2 days have 1 day to make up the work. Students absent for more than 2 days have 2 days extra. If it is a **school absence**, like a field trip, music lesson, sports excuse, or suspension, hand in homework on time—**no extension** for missed day(s).

EXTRA HELP:

In addition to two Guided study periods each week, I am available for individual help at the following times: 7:30-8:00 a.m. and 2:45-3:30 p.m. Occasionally, I will have staff meetings during these times. Please try not to discuss yearbook/newspaper related issues during Religion, as class time is limited.

NOTE TO PARENTS:

Thank you for taking an interest in your child's learning by reviewing this letter yourself and with your child. I look forward to sharing this year with your child and challenging him/her to excel. You can reach me by email: vkoch@loyolacatholicschool.org or by phone: 388-2997. To ensure good communication, it would be very helpful if you would provide me with your email address.

Sincerely,

Mrs. Valerie Koch

Student signature _____

Parent/Guardian signature _____

Parent/Guardian email _____