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**Y E A R B O O K C L A S S**

**Teacher:** Mr. Clyde Ashby **RM**: Mac Lab

**E-MAIL**: [cashby@rootshigh.org](mailto:cashby@utahinternational.org)

Welcome to the Roots Charter High School Yearbook class. This class is designed to develop students’ skills in yearbook development by providing experiences in selected aspects of yearbook production. Students will learn basic principles of yearbook production and develop skills that include writing copy, captions and headlines; digital photography; desktop publishing and using appropriate technology tools for the final output of our school annual.

**Course Objectives**

In order to capture and record the current school year for enjoyment and reference in the future, students will:

• write copy and captions in appropriate journalistic style for yearbook

• use good photojournalism techniques

• design a professional, attractive theme-based yearbook

• write effective headlines and captions

• edit, proofread and evaluate their own and other's’ work

• work cooperatively within time constraints (DEADLINES) and budget limitations

• learn and use effective sales and promotional techniques

**Requirements**:

Attend classes as scheduled (on time)

Complete yearbook activities as assigned

Turn in all assignments (on time)

Meet yearbook publication deadlines

Have a positive attitude toward learning

When absent, it is the student’s responsibility to complete missed work

**Class Outline**

Unit 1: Intro to Yearbooks

Unit 2: Theme Development

Unit 3: Photography

Unit 4: Design

Unit 5: Writing

Unit 6: Putting it all Together

**Outside-of-School Work**

When you signed up for yearbook, you signed up for an extracurricular activity as well as a class. Much of the work of yearbook is completed outside of class. Students must be present at activities and sports events, conduct interviews and may also be selling business ads.

**Grading**

All school, procedures, and grading policies apply in this course. Grades will be based on ***Attendance***, ***Citizenship*** - ***on task***, and ***completed Assignments***; Individual weekly assignments, Page Spreads, Assessments, and Participation Deadlines. Each of the categories is worth a third of your grade.

**Attendance:**

Attendance is a third of your grade; please attend class as much as possible. Students automatically earn 10 points per class for showing up on time. If you are tardy in the first 5 minutes you lose 5 of those points. You can still lose points if you are not on task, or being disrespectful to others and the learning experience, and eating food while using the school’s computers. So show up on time and participate in class assignments, and respect others and class culture.

Also, since we are using school computers, and if you do not have a home computer, get as much work done in class and complete assignments on time. We will always have several classes to work on and complete assignments before due dates. Please see my available hours for after school tutoring and assistance in the information at the bottom of this page.

**Tutoring and Help Sessions:**

I am available to discuss grades or missing work, and for tutoring and help Monday to Thursday from 3:15 pm to 4:00 pm, and after school Fridays until 4 pm. Other meetings (mornings) or tutoring help will have to be made by appointment with me 24 hours in advance in person or by email.

**Cell Phones**

Please do not use cell phones during instructional periods of class. You will receive one warning for phone infractions, the second time I take your phone until the end of class, third infraction is when your phone goes to the office for the day. I do allow students to listen to music with one ear bud during studio work times.