

# McGraw Central School District

## “The MAC” Yearbook

### Course Syllabus 2021-22

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### COURSE DESCRIPTION:

The course is designed and developed to produce a school yearbook with the involvement of all yearbook staff members and students. Students and staff will implement Inter-State software and be responsible for taking and collecting photographs, organization and layout of the yearbook, sales and promotions of the yearbook, and writing captions and articles for the yearbook. Throughout the school year, students will also study the principles of graphic design and layout using various computer programs.

### COURSE CONTENT

Theme, Graphic Design, Elements and Principles of Design, Journalistic Writing, Typography, Photography/Equipment usage, Creating and editing images for print, Leadership/Team Management, and Publishing

### TEXTBOOK/RESOURCES

<https://yearbooks.inter-state.com/Home> – Digital Classroom; Additionally, we will have area professionals coming in to class to give mini-presentations on a variety of topics related to the publication of “The MAC” such as Isaf Merkur demonstrating the proper aperture setting for taking a picture.

### MATERIALS

- Flash Drive
- Folder for notes and handouts
- 35 mm camera with lens (school provided as classroom tools)
- Black or blue ink pens, highlighters
- #2 pencils
- Cell phone or other recording device

### ASSIGNMENTS/HOMEWORK:

Most work is done in class. However, from time to time, students will have assignments to take photographs at school events or complete captions and articles at home. Please note that students will be able to select which extracurricular events work with their particular schedule. Any outside assignments will be pre-arranged.

### STUDENT RESPONSIBILITY/RULES

The end product of this course is a high quality and comprehensive MAC Yearbook of the 2019-20 school year. It is imperative that each student abide by and meet the intended deadlines set forth in class and complete the assignments as needed by each deadline. The successful production of the MAC Yearbook depends on each student preparing and completing the assignments in full and on time. Failure to meet the responsibilities of this course will result in student dismissal from the course as either a class or club participant.

### GRADING POLICY

This class involves cooperation, time management, and responsibility. All students will be expected to “pull their own weight” in order for the yearbook to be successful. Periodic participation grades will be taken. There will be several projects / assignments throughout the year. Students will be expected to meet certain deadlines. Grades will be given for meeting deadlines and having the work completed correctly. Students will be expected to work together and communicate problems or concerns about the yearbook to the yearbook advisor.

Daily work/Homework/Quizzes	30%
Final Pages/Deadlines/Projects	60%
Active Participation	10%

### LATE/ABSENT WORK

Missing assignments will averaged into the grade as a “0.”

## Parent-Guardian Signature Page

To create a positive, safe and enthusiastic working relationship in this class, it is important we all agree on a given set of expectations from the beginning. Yearbook students accept the tremendous responsibility of creating a permanent and accurate recording of the school year. This privilege comes with certain expectations. Behavior that violates this contract can lead to removal of your child from the yearbook staff and course. (Check all that apply)

- I grant permission for my child to attend after-school events (sports, music) without my or his/her teacher's presence.
- I understand my child will be responsible for taking a class camera to events and returning it to the teacher before school the next school morning.
- I understand my child will need (depending on assignment) to devote time after school to cover certain events or complete a deadline.
- I allow my child to be placed in a different elective if the teacher decides yearbook is not a good fit with his/her learning style or classroom behavior.
- I have read and discussed the class syllabus and contract with my child.

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Parent/Guardian Signature

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Date

### Student Signature Page

- I understand my assignment may require me to attend events off campus, and I pledge to behave responsibly and respectfully.
- I am fully aware I may need to devote after-school time in order to complete my assignment by deadline. I commit myself to making those times available.
- I understand I am responsible for the proper care of the equipment I utilize for the Yearbook. I will not allow non-yearbook students to use the school camera.
- If I cannot attend an event for which I am scheduled to cover or photograph, I will find another staffer to take my place, and I will notify my teacher of the change.
- I understand points will be deducted for late work and I will receive a 0 if my scheduled event is not covered (photographed or interviewed), unless previously discussed with my teacher.
- I accept this Staff Contract and the student responsibilities as specified in the Yearbook Syllabus.

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Student Signature

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Date