



Yearbook I & II
Ms. Jennings-- 2017-2018
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◆ Course Outline:

Lane Tech says: Yearbook I is a year-long course for students interested in writing and designing Lane Tech's Arrowhead and Artifacts Yearbooks. The classroom portion of this course emphasizes the mechanics of good writing, as well as strategies for effective communication. Students will learn how to design layouts using programs such as In-Design on the Macintosh Computer. Students will learn about traditional and digital photography. A successful yearbook student will be highly motivated to produce quality publications. Additional work outside of class time is required; assignments may include staffing group photo sessions, interviewing students and teachers for articles, or taking photos of special events. Upon completing the course, a yearbook student should be knowledgeable in all aspects of desktop publishing.

Yearbook II is an honors class for students with previous yearbook experience. Yearbook II students serve as the editors, or supervisors, of the various sections. They manage the work of the yearbook one students, guiding them in completing their tasks. The students are also responsible for additional Yearbook II related tasks. These advanced students learn management strategies that include developing motivational tactics and organizational skills. Additional work outside of class is required; tasks may include supervising group photo sessions, distributing yearbooks, and attending editorial staff meetings. Excellent attendance is required in order to be successful in Yearbook (II).

Ms. Jennings says: You are the ambassadors for Lane Tech memories. We will spend the year creating the official yearbooks, which are meant to serve not only as memory books for you as students, but as accurate representations of this year at Lane. Parents, teachers, administrators, even the general public will potentially use these as sources for what Lane Tech stands for. The honor of creating these books is one that needs to be taken seriously and with a dedication which will allow you to pay attention to detail, meet your deadlines, and create the best books possible. In addition to that, you will personally gain vast experience in writing, interviewing, photography, professionally presenting yourself, and general management of your time and talents. I am very excited to be a part of this group and look forward to an amazing year with you!

◆ Policies and Expectations:

- Come to school; you need to be here in order to get the work done. Arrive on time, be prepared with required materials, and wear your ID *everyday*.
- Respect- this includes:
 - Yourself- dress appropriately according to Lane Tech policies and general good taste. If you fail to do so, we will make arrangements for you to be presentable.
 - Your instructor- I will not sleep, eat or listen to music via headphones during class. I expect you to reciprocate. This is not your lunch period, nap time or commute. Water in plastic bottles is allowable. Special events *may* warrant food or beverage consumption, but will be PRE-APPROVED by me on an individual basis.
 - Your environment and fellow humans- I will NOT clean up after you.
- Complete work on time. *You* are responsible for keeping up with work in order to meet deadlines, and we need to strive to make them all! An online calendar can be found on the class website. We will maintain deadlines and special events with assigned staff there for everyone's reference.
- All Lane Tech rules and policies will be fully enforced- please review them in your planner.

◆ Grading Scale:

- 100-90 A
- 89-80 B
- 79-70 C
- 69-60 D

◆ Attendance:

In accordance with the Lane Tech attendance policy, any more than five absences per semester (excused and unexcused combined), your letter grade will be lowered by one letter. You cannot receive an A with more than five absences. Three tardies equals one absence. Special circumstances which warrant conversations will be considered on an individual basis. Life requires that you show up, on time. You are young adults on the cusp of a reality that will not accept notes. Be on time.

◆ Teacher Information and Final Thoughts:

- I am available and more than happy to assist you. Please feel free to schedule an appointment or ask questions regarding anything you are struggling with. If you don't complete your work we will all suffer. If you are making an honest, dedicated effort and continue to have trouble, we will work through it together. The email listed at the top is for your use. Emails, a note in my mailbox, or questions at the end of class are all effective ways of communication. I am here to help.
- This is a demanding class, meant to further prepare you for your future regardless of the path you personally choose. The work done in here will be relevant to your world and it *will* help you throughout your life. We will fully utilize every class period; come prepared. This year we only have ONE class period to complete the same amount of work, so everyone will be occupied and creatively engaged every day. Respect yourself enough to work hard, work smart, and always with honor. The dividends will be worthwhile. I have high expectations of you and will accept nothing but your best.

Student/ Parent Agreement
Yearbook I/II - Ms. Jennings

I have read and understand the course syllabus including all policies and expectations. As a student of this class, I accept my responsibilities and acknowledge the importance of my participation and cooperation with every member of the class. If I fail to uphold my obligations, I will be subject to the resulting consequences. As a parent, I agree with and support the expectations placed upon my son or daughter and will support them on their academic mission.

Student Signature

Parent Signature

Print Name

Print Name

Parent Contact Email

Parent Contact Phone

Date

**** No class assignments will be accepted until this agreement has been signed by both parent and student and returned to me.****