**Publications**

**Syllabus 2011-2012**

Ms. Casarez

**Contact Information**

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Prep Hour: 3rd hour (9:23-10:08)

Room Number: 212

**Course Description**

Publications is a class that emphasizes real life experience. Students are responsible for the publication of an online newspaper and school yearbook. An emphasis on meeting deadlines, fulfilling responsibilities, and maintaining a professional work environment is integrated throughout all aspects of this course.

**Course Objectives**

* Students will use text, graphics, photography, and design tactics to emphasize the range of story-telling possibilities.
* Students will consider appropriate laws and guidelines for publications.
* Students will explore key principles of journalism and layout design as they function in a product-based curriculum.
* Students will construct and utilize financial guidelines relating to advertising sales, fund raising, and yearbook sales.

**Assessment—General Framework**

Students will be evaluated on their reading, writing, designing, and photography skills in the following manner.

* Attendance and participation in and outside of class.
* Individual, partner, small group, and large group activities.
* Quizzes
* Projects (photograph and article submission, portfolios, ect.)
* Sales (advertisements, yearbooks, and fundraisers)
* Responsibility (meeting deadlines and volunteering for additional tasks)

**Attendance**

In addition to attending class, students are expected to attend a variety of extracurricular and fundraising activities (which they have the opportunity to sign up for to best meet their own schedules). If a student is going to be absent, he/she should notify the advisor and editors as soon as possible. This is particularly important if the student will be missing an event that he/she is scheduled to cover. Excused absences do not excuse students from deadlines. Plan in advance and make sure that you do not commit yourself to events that you cannot attend.

**Missing Assignments**

The Publications class is run like a business and has very real deadlines. Failure to complete page layouts puts added stress on your peers, is costly (the yearbook publisher charges a fee when pages are submitted late), and is not acceptable. Deadlines will be posted well in advance, and it is the student’s responsibility to complete work on time. Missing assignments can and will result in removal from this course. There are no make-up assignments in this course. **Students who miss ANY assignments or deadlines within the first two weeks will be asked to drop the class.**

**Grading Procedure/Criteria**

Quarter grades will be calculated as follows:

* Photography 25%
* Design 25%
* Writing 25%
* Sales 25%

Semester grades will be calculated as follows:

* Quarter 1 40%
* Quarter 2 40%
* Exam 20%

**Publications Syllabus**

I have read, I understand, and I agree to the terms outlined in this syllabus. I agree to meet all deadlines and complete all work to the best of my ability. I understand that, at times, I will be required to work outside of class to meet the requirements for this course.

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Student signature/Date Parent signature/Date

Parent home number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Equipment Contract**

Students are financially responsible for school-owned equipment (cameras and camera accessories) while both on and off campus. Students are required to pay for lost, stolen, or damaged equipment while it is checked out to them.

* Please note that our camera equipment is only one year old. Cameras range from $800-$1300 a piece, lenses cost approximately $600 each, and miscellaneous camera equipment ranges anywhere from $50-$260. Students should be using yearbook equipment in a responsible and mature manner. In addition, students who are not enrolled in Publication should NOT have access to the camera unless they have written approval by the instructor.

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Student signature/Date Parent signature/Date