

THINGS YOU NEED TO KNOW

COURSE: Journalism
TERM: 2021-2022

TEACHER: D. Dillard
TEXT: None

Description of course/major objectives: Each member of the yearbook staff is expected to participate and carry his or her share of the workload. Compiling the very best yearbook possible is our goal. In order to accomplish this, everyone must do his or her own work in the designated manner within the designated time frame.

Specific Class Rules/Policies:

1. Every member of the staff is required to sell business ads by following the guidelines and deadlines discussed in May of the previous school year. (This will be done on your own time.)
2. Every member of the staff is expected to meet our deadlines for sales, page submissions, etc...
3. Staff members are responsible for preparing layouts, computer work, photography, or other necessary tasks in order to complete pages.
4. Every member of the staff is responsible for participating in yearbook activities i.e. distributing books when they are delivered, staff workshops, etc.
5. The staff is a team. Teamwork and “good sportsmanship” are expected from everyone.

**** Be prepared to work everyday. Sleeping will not be tolerated, nor will blatant misuse of class time, such as cell phone use. Cell phones will be used for yearbook work ONLY! Even when deadlines are not imminent, there is work to be done.**

Grading Policy:

1. At the end of each deadline, students will receive grades for their work in the following categories: Punctuality, Dependability, and Quality. If students have the work done on time, without errors and in the manner that was assigned, then they receive 100 in all three areas.
2. There will be written quizzes on yearbook terms as well as editing exercises.
3. Written assignments may also be given in the event of the teacher’s absence. These will also be graded.

**** An “A” is not the automatic grade for the journalism class. Students MUST earn the “A.”**

Teacher Contact/Student Concerns: Feel free to email me anytime at ddillard@southlandacademy.org

Student Signature _____

Parent Signature _____