

Graphic Design (Yearbook) Syllabus

Instructor: Jessica McCann

Course Information

The objective of this course is to produce the school yearbook while learning graphic design techniques. The yearbook is also a business, so you will learn business skills in addition to studio skills. This classroom is primarily a studio—above all else, you are expected to behave like a **professional** artist.

Suggested Supplies: Pens, pencils

Technology: Cameras, laptops

When using classroom cameras, you are expected to treat them with respect. Always plug in the laptops when class time is over.

Platforms Used: Google Classroom, Jostens Yearbook Avenue, Adobe Photoshop CC

In addition to in-class lectures (primarily PowerPoint-based), the class will function mostly through Google Drive and Jostens Yearbook Avenue. These platforms will be used to communicate assignments, submit work, and access class materials.

File Management and Jostens

Store all of your files using your school login, and always save your work on Jostens to avoid misplacement or data loss.

Class Rules

1. Do your work.
2. When working on the yearbook outside the classroom, you represent our class—leave a good impression.

3. The yearbook is a published book. All material added must be appropriate and approved by Mrs. McCann and Mr. Rodriguez before publication. **NO** nudity, sexual or suggestive content, profanity, violence, or drug references. Keep it **PG!**

Note: Misbehavior that does not align with class objectives or disrupts the learning environment will result in escalating consequences, depending on the severity of the infraction.

Grading

The grading rubric applies to both daily participation and completed yearbook spreads. The number of required spreads per six weeks will vary depending on scheduled events.

Grading Policy

Each assignment has a set of criteria. Students will receive full credit if all criteria are met. Students will be assigned ZAP (Zeroes Aren't Permitted) for missing assignments, for being at risk of failing, or for not completing corrections. Please communicate any difficulties or emergencies as they arise.

Points will be earned through physical work, spreadsheets, and event projects. Projects are evaluated on provided criteria: composition, effort, creativity, and technical quality. Points may be deducted for damaged or incomplete submissions. A grade of zero will be issued for plagiarism.

Grade	Description
100%–90% (A)	Excellent, outstanding effort, exceeds expectations — “WOW!”
89%–80% (B)	Strong work, very good
79%–70% (C)	Fair, adequate, looks finished
69%–50% (F)	Incomplete work

Note: A final exam is required unless exempt per school policy.

Classroom Procedures

Some yearbook work will need to be completed outside of class. Daily participation points will be given.

- Be seated and working before the bell rings. If you're tardy, bring a late pass.
- Keep your cell phone hidden. Stay off social media and remain on task. Phones may be used for photography—**and that's it**.
- Work until the bell rings—do **not** stop early.

Contact Information

Jessica McCann – Photography Teacher

Email is the fastest way to reach me: jessicamccann@frankstonisd.net

Band App will be used for classroom communications.



Camera/Photo Contract

In Photography, Graphic Design, and AV classes, students will use school equipment. Digital cameras and supplies are available to complete assignments. Once a camera is checked out, the student is fully responsible for its care. If a camera is lost, stolen, or damaged, the student (or their guardian) will be responsible for replacing or repairing it. If your student has a personal DSLR or mirrorless camera they would prefer to use, it must first be approved by Mrs. McCann.

Your student may be photographed for class projects. Students will be required to complete photography assignments outside of class—some will occur after school. If your student is unable to attend after-school events, notify Mrs. McCann **as soon as possible** so alternate assignments can be arranged.

Please review this document with your student and sign below, confirming that the class expectations and conduct requirements have been discussed.

Camera Rules During Photography Work:

- Do not interrupt the game or event under any circumstance.
 - ALWAYS wear the camera strap around your neck or wrap it twice around your wrist.
 - Never leave the camera in a hot car or on the car floorboard.
 - Do not use flash during sporting events.
 - Treat the camera as carefully as your cell phone. Never leave it unattended.
 - If you are not using the camera, keep it in its bag.
 - When checking out a camera, sign the checkout book and get the teacher's initials when returning it.
 - Charge the battery after each use so it's ready for the next person.
 - No horseplay with the camera.
 - Upload your photos to your Google Drive **as soon as possible**—you are responsible for lost SD cards.
 - Keep the camera away from all liquids.
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Student Agreement

I agree to follow all class rules and expectations, keep the classroom clean, return my camera in the condition in which it was checked out, respect my classmates, and complete all assigned photography projects.

Check one:

- ☐ I agree to all the above-mentioned items. My student may stay after school for at least one event each nine weeks.
- ☐ My student will not be able to attend one after-school event each nine weeks.

Student Signature _____

Parent Signature _____

Date _____