**Yearbook Expectations and Grading Procedures**

**2015-2016 Book Production**

Yearbook is a class geared to the final product: the production of a comprehensive yearbook. It is a class that demands good time management, teamwork, an eye for detail, a high level of self-accountability, and a desire for perfection. Students will not only improve these skills in this class, but will improve their inter-personal skills through working together, interviewing others, observing human interactions and more. They will improve their writing skills through story copy, captions, headlines and the editing and revising process. Studies have shown that students who are successful in yearbook tend to have higher success rates in college and their career fields over others who did not participate in yearbook. Welcome!

**Expectations:**

•Students will willingly accept assignments given to them and will begin working on them immediately. Sometimes students will have a choice in assignments, sometimes they will not. This ensures a well-rounded experience for each student in the class.

•Students will ask for help early and often when they are unsure of a process or method and then WILL ACT ON that advice. Advice will often come from the advisor in a manner that will allow students to take responsibility for their own learning and growth. For example, if a student is unsure how to write a headline, the advisor will direct the student to a teaching handout or video online for the student to study and view. After that has been completed, then the student and advisor can discuss what was learned and how the student can apply it to his or her assignment.

•Students will act at all times as a professional when representing the yearbook, whether this is in the community selling ads, working a concession stand, or in the hallways of MCHS during yearbook class conducting interviews or doing yearbook errands. Students who violate this expectation may be warned once depending on the infraction. Students removed from the class for violating this policy will fall under MCHS guidelines for credit loss for this class.

•Students will be expected to participate in all fundraisers, work all work days, and sometimes work during their lunch break, especially near deadline days. Ample time is given when work days are scheduled outside of the regular class time for students to arrange schedules.

•Students will work outside of class ON THEIR OWN TIME on yearbook assignments; treating those assignments as they would homework in other classes. These times are recorded and turned in weekly on work logs.

•Students will take care with equipment belonging to the yearbook, to the photography company, and to MCHS. This includes, but is not limited to, cameras, chargers, scanners, computers and printers. Should you lose or break a piece of equipment while it is under your care, you will be responsible for replacing the item. These items range in cost from $35 - $2,000, so treat these items carefully. A sign-out for the cameras will be followed. If you fail to properly sign out or sign in equipment you are using, points will be docked from your grade.

**Materials Needed:**

Students will need a 3 ring binder, notepaper, pens and pencils and an 4-8 GB SD card for their photography. The SD card may be purchased from Mrs. Gugerty for $6. All materials must be purchased by the third day of class.

**Grading Procedures:**

**August:** The month of August is a learning/hands-on time of instruction. Assignments given during this time will be graded on completion. Students are given time to try new ideas and perhaps fail the first time they try without a hit to their grade. After August, assignments will be graded based on quality and meeting deadlines. Rarely, an assignment may be made after September that will be a completion grade.

**Grading Procedures Continued:**

**September – May:** Grades will be given in the following areas:

**Out of class work: (weekly grade) 35 points**

Students log their time spent outside of class working on their assignments. Students may work extra time for extra credit each week. This is a great way to earn extra credit in this class.

**Photo Assignments: (monthly grade) 100 points**

Students must turn in 10 quality, usable, tagged photos from their assignment.

**Teamwork/Attitude (monthly grade) 25 points**

Students will be placed on “teams” to help keep the business side of yearbook running smoothly. Teamwork refers to the work done on these teams as well as being willing to help another staffer out when he or she is struggling. The ultimate goal is to get the book done! Teams include, but are not limited to: Social Media, Sales, Fundraising, Production/Deadlines

**Ad Sales: (monthly grade) 50 points**

Students will each sell 1 ad a month to a business in town or to a senior parent. Points earned are based on ad size (25-30 points), the contract filled out, signed, with a contact person (10 points), payment brought back to the high school (5 points) and any copy/artwork turned in to Mrs. Bernardi. (15 points) This is another area where students may earn extra credit.

**Fundraising: (variable monthly grade) 50 – 100 points**

In months where we have fundraising activities, students are expected to fully participate. They are doubly compensated with points toward their grade and money off their yearbook. Fundraising activities include, but are not limited to, working concession stands, selling items staff decides to sell (this traditionally has included pies and candy), and setting up and attending dances the yearbook sponsors.

**Pages Assigned: (quarterly/term grade) 160 points/page**

Students will be expected to cover events/groups/teams, etc. thoroughly. This means attending AT LEAST two of the group’s events (2 games, a rehearsal and a performance, 2 club activities, etc.) to cover the assignment well. They will also provide all leaders and members interview sheets which they will collect later to have references for quotes, story details, etc. Pages will be graded as follows:

Meeting deadline: 25 points

Headline: 15 points

Captions: 20 points

Photos: 25 points

Layout and design: 15 points

Stories: 25 points

Supporting elements (quotes, stats, graphs and charts): 20 points

Incorporating book theme: 10 points

Overall feel/tone: 5 points

Please look this over with your parent. If you have questions, now is the time to ask! If you agree to these expectations, please sign and date on the appropriate lines below.

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Name Date

Please look this over with your student. If you have any questions, please contact me via email: [dgugerty@morrishs.org](mailto:dgugerty@morrishs.org). If you will support your student and help them meet these expectations, please sign and date on the appropriate lines below.

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Name Date