**James Clemens High School Yearbook Syllabus**

**Instructor: Mrs. Jennifer Franks, Room A111**

# Course Description

This elective course provides students the opportunity to produce the official James Clemens High School yearbook. Students will take on the roles of journalists, designers, editors, and photographers to create a professional, theme-based publication that reflects the school year. Yearbook staff will develop real-world skills in writing, graphic design, communication, leadership, photography, marketing, and project management.

# Course Objectives

By the end of this course, students will:

* Write journalistic-style copy, captions, and headlines.

* Apply photojournalism techniques to capture events and student life.

* Design cohesive, professional spreads using Walsworth's design tools.

* Collaborate on a unified yearbook theme.

* Conduct interviews and research to accurately represent the school.

* Meet deadlines and work within budget limitations.

* Learn effective promotional and advertising strategies to support yearbook sales.

# Course Content & Units (Specific unit completion may vary per semester due to enrollment variations.)

* Introduction to Yearbook & Ethics

* Theme Development & Visual Identity

* Photography & Photo Editing

* Graphic Design & Layout

* Journalistic Writing: Captions, Copy, Headlines

* Marketing & Sales

* Editing, Proofing, and Final Submission

* Event Coverage & Real-World Application

# Classroom Expectations

**Jets are Resourceful, Respectful, Responsible, and Reliable.**

* Resourceful: Students are expected to use resources appropriately; be prepared and ready to learn every day.
* Respectful: Students are expected to be respectful to the teachers, peers, and the learning environment.
* Responsible: Students are to be responsible for their own ideas, materials, and work.
* Reliable: Students consistently show that they are trustworthy and dependable. \*Follow all classroom procedures, JCHS policies, and the Madison City School Handbook.\* **Additionally please comply with the following:**
* **Be Professional**: Treat this class like a job. Meet deadlines, communicate effectively, and take responsibility for your work. This includes work outside of school hours, and students are expected to manage this responsibility professionally.
* **Respect Equipment**: Cameras and other equipment must be signed out and returned in proper condition. Misuse may result in loss of privileges.
* **Stay on Task**: Class time is for work, not games or personal browsing. Internet use should relate directly to yearbook production.
* **Collaborate Respectfully**: Teamwork is essential. Offer constructive feedback and support your peers.
* **Maintain Confidentiality**: Sensitive content or design ideas must remain within the yearbook team until publication.
* **Cover Events**: Each staff member is expected to attend and cover school events outside of regular class time (minimum 3 per semester).
* **Be Present**: Attendance is critical. Work missed due to absence must be made up promptly.

# Classroom Management Plan

* Verbal reprimand
* Conference with student with parent contact
* Withdrawal of privilege(s) with parent contact
* Other consequences determined to be reasonable and appropriate by the school administration.

# Electronics

Please refer to the Madison City Schools Code of Student Conduct and Madison City Schools policy manual concerning wireless communication devices**.**

# Grading Breakdown

|  |  |
| --- | --- |
| **Category** | **Percentage** |
| spread assignments and page submissions; photography, interviews, and event coverage; quizzes and skills assessments | 70% (test grades) |
| weekly classwork, participation, teamwork, attitude, etc. | 30% (daily grades) |
|  |  |
|  |  |

**Note:** Deadlines are critical due to publishing schedules. Late work will only be accepted under extenuating circumstances and with teacher approval.

# Technology Guidelines

* Only school-appropriate images may be submitted.

* School-owned equipment must be treated with care and signed out as needed.

* Photos taken during school coverage should not include personal or unrelated content.

* Walsworth usernames and passwords must remain confidential.

* Misuse of technology may result in disciplinary action or removal from staff duties.

**Supplies**: Notebook or binder; pen or pencil

**JCHS Yearbook Syllabus Agreement**

By signing below, we acknowledge that we have read and understood the James Clemens Yearbook Syllabus for the 2025–2026 school year. We understand the expectations, time commitments, and responsibilities of being on the yearbook staff. We agree to support the completion of all required tasks and understand that failure to do so may affect the student’s grade or staff role.

**Please return this page by Friday 8/8/25.**

**Student Name (Printed)** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Name (Printed)** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_