

- B. Apply correct grammar, mechanics and usage
- C. Develop an advertisement/sales plan to apply to
 - 1. Interviews
 - 2. Correspondence
 - 3. Bookkeeping
 - 4. Organizational system for sales
- D. Develop design techniques for the layout page
- E. Transfer design techniques to the computer or layout page
- F. Continue development of a thematic plan to be carried throughout
The whole yearbook
- G. Apply theme to the layout page
 - 1. to the design
 - 2. To the art
 - 3. To the copy
- H. Develop and apply classroom organizational techniques
- I. Develop and apply long range planning
- J. Apply photographic knowledge
 - 1. Taking photographs
 - 2. Cropping photographs
- K. Transfer computer knowledge to the blank templates
- L. Researching for human interest stories
- M. Compiling information from original sources
- N. Demonstrate design application
- O. Apply editing skills
- P. Meet deadlines

III. Grading

- A. Weighting varies with the difficulty, amount of time spent, and the completion of the subject on time. Typical subjects are:
 - 1. Daily participation
 - 2. Caption and body copy writing
 - 3. Interviewing
 - 4. Computer performance skill
 - 5. Photo accomplishment
 - 6. Ad sales
 - 7. Organization of their material
- B. Major projects
 - 1. The yearbook is one major project
 - 2. Deadlines being met in November, January, February, and March
 - 3. Expectations

Students must focus on their task when making all parts of the yearbook. All class members depend on each other to make the system of producing a yearbook work in order to meet deadlines and achieve the final product.

IV. Class policies

A. Materials

1. Mac Computers
2. Layout equipment to produce any pages by hand
3. Josten's Yeartech programs
4. Josten's literature-hardcopy and online
5. Josten's representative training sessions

B. Late work

1. 98 % is class work and will only be considered late if a student does not complete his/her project by the required deadline.
2. If an assignment is sent home, there will be a deadline and a grade reduction of ten points if the assignment comes back a day late.
3. All assignments must be complete because they are part of a deadline.
4. If a student continually does not complete his/her assignments, he/she may be asked to drop the course

C. Absence

Majority of work is done during class time, absences do not affect work unless a student is absent excessively

D. Homework – There are only two times when students are ask to do homework for Journalism

1. Compliment pages
2. Finishing entry page stories

E. Student may be asked to come in a few times before or after school to finish pages for a deadline that were not completed during class