

DIGITAL PUBLICATIONS

2011-2012 *ILIAD*

COURSE CONTENT:

Digital Productions is a course offered for three trimesters and requires students to be involved in two trimesters (one of which needs to be 1st trimester). The course is designed to provide students the opportunity to learn elements of design and develop skills necessary to producing pages suitable for submission and print. Students are provided instruction detailing background information in design, planning, and production of pages that appear in printed publications. Students will also gain experience and practice in photographing events and activities for inclusion in Whitmore Lake High School's yearbook publication.

INSTRUCTION

Instruction will be provided largely in hands-on activities, but will also include discussions: both instructor-led as well as student-led. Students will make frequent use of computers in order to plan, design, edit, and finalize articles and images for their publication assignments. Students will make use of the Internet as a means of submitting their publication assignments and have the ability to access their work both in classroom as well as outside of school.

HOMEWORK/LAB WORK

Homework will be assigned during the trimester, but a large part of their work will likely be completed during the class period. Unless otherwise noted, homework and projects are due at the beginning of the class period. In the event of an absence, students will be given two days to make up work (class work, homework, tests, quizzes, etc) for every one day of absence. It is the student's responsibility to obtain missed assignments from the instructor. Long-term and group-based assignments (such as page deadlines) must be submitted on the due date whether or not the student is in class on that day. Page assignments will require the use of computers. The computer labs are open before and after school to accommodate those students who do not have a personal computer in their home.

GRADING SYSTEM:

Grades will be based on the total points earned from completion of assignments and tests. The grading scale provided below will be used to determine a student's grade:

A	93-100	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62
B+	87-89	C+	77-79	D+	67-69	E	Below 60

Computer labs are open extra hours before and after school for those students who need additional time to complete their work.

CLASSROOM RULES, PROCEDURES, & EXPECTATIONS:

The class is based on two important concepts:

1. Students are asked to sell business ads or be involved in other aspects of fundraising as a part of their grade. The sale of these business ads and fundraising is critical as it serves a large portion of the manner in which we fund the publication of our yearbook. Each student is encouraged to start early in the first trimester to accomplish this task. While we understand that students are involved in a number of activities, starting early and making use of available time is going to be vital to them accomplishing their task. Other forms of fundraising are also available and options will be discussed in class. First trimester grades will be determined largely upon completion of in-class assignments, tests/quizzes, page deadlines, as well as include student's efforts in advertising sales/fundraising.

2. Students must be able to work effectively with other staff members and the advisor.

In addition to the completion of class assignments, quizzes/tests, student projects, and ad sales, students are also expected to ***meet the pre-set deadlines*** for yearbook page completions. There are several deadlines, the first of which typically occurs in late October or early November. Given that the work has met acceptable publishing standards* maximum grades will be earned based on the following schedule:

Page(s) accepted on or before the deadline date = 100%
Page(s) accepted one day after the deadline date = 90%
Page(s) accepted two days after the deadline date = 80%
Page(s) accepted three days after the deadline date = 70%
Page(s) accepted four days after the deadline date = 60%
Page(s) accepted five or more days after the deadline date = 0

*Acceptable publishing standards includes the student's layout(s) is/are done without errors, have been thoroughly proofed (including spell checked and students are correctly identified and names are spelled correctly), and the spread is ready to submit for publication.

After all pages are turned in, there remains quite a bit of work to do by the advisor and/or editor to prepare each layout for electronic submission, or shipment to the publisher.

As in any journalistic production, our publisher, Walsworth Publishing, sets the number of completed pages and the deadlines in order for our book to be completed and delivered on time. On average, each student will be responsible for 2-4 pages per deadline. There is ample time for completion of each deadline, providing the student stays on top of their work, does not procrastinate, and does not use yearbook class time as a study hall (which most likely comes about as a result of their choice to not complete homework the night before or poor planning). Each deadline missed delays our book being returned and will result in additional charges. **It is of utmost importance that all pages for a deadline are completed on time for submission to the publisher.** (*Every high school's yearbook has the same criteria to follow, not just ours.*) Consequently, no student may drop yearbook during trimester 2 or 3 because page assignments are made in early-mid September for the entire year. If a student were to drop the class, his/her workload would fall to the other students, which would then place an unfair burden on them. Students are responsible for completing all of his/her assigned pages. An incomplete will be given for 1st trimester until all work is finished.

Over the past few years, I have found that a few students don't understand how serious a deadline is even though the deadline dates are discussed and posted well in advance. As a result, the following restriction has been imposed for the sake of the whole class and prompt delivery of our book:

If a student's page(s) are not done correctly or completely and not turned in by the previously established deadline date, not only are you causing more work for yourself, you are also causing unneeded (and undesired stress) upon your advisor. Absences are not an excuse for missing a deadline, and academics should take precedence over extra-curricular activities, sports practices, etc. **PLAN AHEAD!** All main staff members—Editor, Junior Editor, Computer Manager, Division Editors, and Index Editors—are needed before and/or after school to help complete late pages and meet deadlines when necessary.

WORKING ONLINE: Students will have the ability to work on their yearbook deadlines anywhere there they have an Internet connection. This means that they are not limited to just working on their pages during the yearbook class period. This does not mean that they should use yearbook class to work on other homework or assignments. A LOT goes into making a page great; they need all the time they can get. They can work on assignments outside of the classroom. While there may be questions that arise on their pages, not having enough time to complete their page because they were not at school is not acceptable.

Please feel free to call or e-mail if you have any questions at all, or make arrangements with me to visit our yearbook room. I'm looking forward to working with your son/daughter and assisting him/her in producing a memorable yearbook.

Sincerely,

GRADING SCALE

Scott Sprow
Iliad Advisor

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• A	93-100	• C	73-76
• A-	90-92	• C-	70-72
• B+	87-89	• D+	67-69
• B	83-86	• D	63-66
• B-	80-82	• D-	60-62
• C+	77-79	• F	59 and below

Sign and return this copy to school

Whitmore Lake High School: 2011-2012 Iliad Class / Student / Parent Contract

Please read this carefully and discuss the criteria with your child. After both you and your son/daughter have signed the contract, it must be returned to Mr. Sprow to be placed on file at the school.

I understand the criteria for grading in yearbook for my son/daughter is largely based on completing classroom assignments (which will also include homework, quizzes, and tests), student projects, meeting pre-set deadlines, and also includes selling approximately \$200 in advertisements/fundraising (A potential for a small increase or decrease exists. This is dependant upon the number of students who are enrolled.) I also understand that my student may not drop yearbook during trimester 2 or 3 and that his/her grade will be based on his/her accurate completion of the above described assignments and deadlines.

I also give my permission to have my student stay before and/or after school in the staff room in order to complete his/her pages(s) to meet the shipping deadline set by the publisher. Absences are not an excuse for missing a deadline. Deadlines are far enough apart, and there is more than enough time in class to complete pages. There are several deadlines throughout the year and students are expected to complete each deadline assignment on time and free from errors. Sports practices, club meetings, doctor appointments, etc. are not acceptable excuses for neglecting to spend extra time before or after school to complete your deadlines, or spending time outside of the school day working on deadlines. Academics take precedence over any and all extra-curricular activities. Procedures and paper work pertaining to detentions and/or school suspensions (if needed) will be managed according to those procedures stated in the student handbook.

Student Signature: _____ Printed Name: _____

Parent/Guardian Signature: _____ Printed Name: _____

Date: _____

Please have your son/daughter return this form promptly so he/she may remain enrolled in yearbook class.

Additional Comments:

Please keep this page as a reference

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