



FOLSOM MIDDLE SCHOOL
PAWPRINT 2021 - 2022

YEARBOOK STAFF SYLLABUS

CLASS OBJECTIVE

You are historians, journalists, and artists putting together a photojournalistic book that will be on shelves for many, many years to come. What you do in this room directly affects every person in the Folsom Middle School community. On top of content production, you will explore topics like leadership, project management, sales, advanced design strategies, and time management. Our goal is to create remarkable content that demonstrates our commitment to excellence. **It is an honor and a big responsibility to be a part of the yearbook staff! Thank you for making the commitment!**

OUTSIDE-OF-SCHOOL WORK

When you signed up for yearbook, you signed up for an extracurricular activity as well as a class. Responsibilities for this course will be during school and outside of the school day. There will be times when you will be expected to work on yearbook work outside of class. Working lunches, after-school activities, and weekends may be required since staffers must attend activities and sporting events to conduct interviews and take photographs. It is the expectation of all staffers that they participate. Constant inability to participate may result in lost points or dismissal from the program.

Staffers are responsible for keeping track of important dates in their agenda. For example:

- staff meeting dates & times
- work nights or days
- distribution dates
- deadlines

STANDARDS OF BEHAVIOR

- Represent FMS Pawprint with dignity and respect. While this includes behavior at the school and in class, this also pertains to digital and social media behaviors. Any reports of harassment, excessively foul language, bashing of others, or any other aggressive behavior in person or online, may result in dismissal from the program.
- Technology is an integral part of what we do in class and you are expected to keep up-to-date and check Google classroom at least once in a 24 hour period during the school week. If you're at school, this can be done during class.
- Respect the class equipment. It is expensive and difficult to replace.



FMS PAWPRINT

STAFF WILL BE EVALUATED IN THESE PRIMARY AREAS:

Photography, Technology & Design: All staff members must take pictures. Photography is part of the requirements for assigned spreads and articles. Digital design is an element of the yearbook. Staff will be taught any software they are expected to use.

Journalistic Integrity and Production: Staff are assigned either spreads or articles. They are expected to produce honest, valid, well-done and complete work on schedule. This includes, but is not limited to:

- **ACCURATE, COMPLETE AND PROFESSIONAL WORK.** The articles and captions must be well-written, accurate and their own words. Errors are costly. We cannot and will not publish work that would be graded at less than an 'A' in any other class.
- **DEADLINES. DEADLINES. DEADLINES.** Stories/spreads are assigned with a predictable amount of time to complete them, most often over the course of several weeks. Staffers are given a set of tasks to complete by certain deadlines and they are expected to complete it by that time. Assistance is given in the case of special circumstances and guidance is given throughout the completion process. You are not alone, but you are responsible for your work. There is a threshold for submitting late work that could result at a minimum in lost points, and at most, a zero for incompleteness.

Performance: This is a combined grade of attendance and participation. A performance grade will be given at each event you are assigned. Staffers who miss more than six days a quarter, *unexcused*, may result in a grade level drop.

Students are edited and graded by their peers, as well as the advisor. This is a learning and student-run publication.

MEETING PRODUCTION DEADLINES IS IMPERATIVE

We have a contract with a publishing company which includes page submission requirements. Failing to meet company deadlines could cost us money. We cannot afford "I've been really busy," or "I didn't have time." It is an inconvenience and unprofessional to submit articles and spreads late as it holds up the entire publication (maybe even costing us hundreds to thousands of dollars). Penalties exist for missing deadlines in the real world and penalties exist for missing deadlines in this class.

This isn't like any other class. In other classes if a student chooses to not complete their work they only hurt themselves. However, a student who does not do their work in this class hurts us all. The spread or article must be reassigned and someone else is going to have to pick up the slack.

RESPONSIBILITY & *Reward*

I know that this is a lot to ask of a middle school student. These responsibilities are met with rewards that keep on giving throughout the year and lifetime.

