

JOU212/312 • Griffon Yearbook • Fall 2009

Dr. Ann Thorne • Eder 220 • Office Hours: 11-12 MW, 1 - 4 W; thorne@missouriwestern.edu

Course Syllabus • Department of English, Foreign Languages and Journalism • Missouri Western State University

Textbooks: The only required text is the Yearbook Staff Manual. There are also many good resource books in the yearbook office available to the staff. For writers, the most important is the *AP Stylebook*. Other resources are available for photography and design. Students should become familiar with these during the course.

Required Material:

Textbook: *Yearbook Staff Manual* (distributed in class without charge)

Additional Requirements:

- **Jump Drive** (required of all students)
- **Writers:** Digital recorder; AP Stylebook

- **Photographers:** Quality digital camera
- **Designers:** Knowledge of InDesign or PageMaker

Objectives: The purpose of this course is to provide practical experience in writing, editing, photography, layout, production and design by producing a high-quality yearbook. The course will also provide hands-on experience. Yearbook editors will be responsible for supervising these activities and keeping the yearbook production on schedule. The yearbook adviser will provide support and advice.

As a practicum course, student staff will perform a variety of tasks, working with other students with different backgrounds and experiences. The team will be responsible for specific yearbook pages, and will resolve problems and take responsibilities to insure the quality of the pages. Students will draw on what they have learned in other classes in order to do the work well, and learn to work together as a team.

Staff responsibilities: All students enrolled in the class are expected to attend the class labs as scheduled. Students should plan to work at least three additional hours per week on yearbook projects. You will be required to set up hours in which you will be in the office or on assignment.

Each area (editorial, production, design and photography) serves a specific purpose. Each area will designate its own minimum number of assignments based on the needs of that area. In addition, all students should complete several supporting tasks, such as handing out yearbooks at an assigned time, covering the office phones, etc.

In addition, each student will be assigned to a maestro group that will be lead by an assistant editor. These maestro groups will meet during class time to help complete yearbook tasks.

Editorial Staff

Students in editorial are responsible for developing and writing the yearbook stories under the supervision of the copy editor. The stories should be consistent in style and content with other yearbook stories.

Production & Computer Design Staff

Students assigned to production and computer design will be responsible for assisting in the design of yearbook spreads. The staff is responsible for assuring the consistency and accuracy of all spreads. All students should be able to use InDesign.

Photography Staff

Photographers are responsible for shooting events and taking campus life photographs under supervision of the photo editor. Each photographer is responsible for having his or her own camera and being capable shooting of high quality photographs. Students who do not know how to do this need to work with an experienced photographer until they are able to do their own work. Photographers are also required to provide information for captions on all the photographs they take.

Deadline policy:

Meeting deadlines is essential to keeping a yearbook on schedule. All students must meet their deadlines, whether in editorial, production, design or photography. If a deadline is missed twice on one assignment, the student will receive a zero grade on that assignment, and it will not count toward the number of projects needed to be completed for the semester. The assignment will be reassigned to someone else.

A deadline schedule for this year's book is attached. Please note that these are overall deadlines for page submission. The section editors will set their own individual deadlines.

Grading policy:

Portfolio and Portfolio Reporting:

Students enrolled in JOU212/312 are required to place their completed tasks in a portfolio on the main computer. The instructions for doing this will be in the staff manual. However, if you are unable to link directly to the computer, you can simply use a jump drive and put it in the folder using drop and drag. On every first and third Monday, beginning September 14, you will load the information into the folder and also email thorne@missouriwestern.edu with the following information:

Reporting for writers:

- List assignments completed in the past two weeks.
- List amount of time spent on each assignment
- List name of person interviewed and if the interview was conducted in person or by phone (email interviews are not acceptable)

Reporting for photographers:

- List assignments completed in the past two weeks.
- List amount of time in completing the assignment
- List amount of time gathering the information for captions

Reporting for designers:

- List assignments completed in past two weeks (or time spent learning InDesign)
- List amount of time required to do assignment

Reporting for editors:

- List all activities for the past two weeks, including training staff, editing stories or photos, teaching student's software or photography or writing skills.
- List time spent in the office working on yearbook projects.
- List time out of the office working on yearbook projects.
- The time listed on your timesheet should correspond to the time you list in your bi-weekly report.

Attendance: Producing a yearbook is a team project, and it is therefore essential that everyone attend class meetings on Mondays and Wednesdays. Attendance will be taken promptly at 12:00 each class period. Anyone **absent or tardy** (more than 5 minutes late) will be counted as absent. Students are expected to attend the entire class hour. Students who do not attend the full class session will be counted absent. **More than four absences** during the semester will constitute an F grade.

In addition, because this is a 200-level course, there is an institutional policy regarding attendance that you must follow. **The policy states:**

In order to improve student learning as well as to achieve compliance with federal financial aid policies, Western has a mandatory attendance policy for all 100 and 200 level courses.

You will be given an excused absence when acting as an official representative of the university, provided you give prior written verification from the faculty/staff supervisor of the event. All other absences will be deemed unexcused. The maximum number of unexcused absences allowed for this class before the midterm report is 4. Thus, when you have 5 unexcused absences you will be

reported to the Registrar's Office, who will automatically withdraw you from this class. The Financial Aid Office will reduce financial aid as appropriate.

Mid-term Grade: Each student will receive a mid-term grade. The adviser will assign the grade based on the work in the student's portfolio. The area editor will recommend a grade based on each assignment. There will be student conferences with the instructor after mid-term grades to discuss the portfolio.

Final Grade: The adviser will assign each student's final grade in the course based on the student's portfolio. The evaluation will be determined by the number of assignments completed, the quality of the work submitted, the student's enthusiasm, and whether or not deadlines were met.

Students with Disability

Any student in this course who has a disability that prevents the fullest expression of abilities should contact me personally as soon as possible so that we can discuss class requirements.

Academic Honesty Policy and Due Process

Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit for another's work, falsifying documents or academic records, or any other fraudulent activity. Violations of academic honesty may result in a failing grade on the assignment, failure in the course, or expulsion from the University. When a student's grade has been affected, violations of academic honesty will be reported to the Provost or designated representative on the Academic Honesty Violation Report forms.

Please see the 2009-10 Student Handbook and Calendar on for specific activities identified as violations of this policy and the student due process procedure. This handbook is also available online at <http://www.missouriwestern.edu/handbook/index.pdf>

Journalism Honesty and Ethics

All stories and photographs are expected to be the work of the yearbook staff. All interviews must have been conducted with the understanding that the story is to appear in *The Griffon* yearbook. All other principles of journalism ethics apply to the yearbook. Any violation will be considered a violation of the Academic Honesty Policy.

Yearbook Phone Number: 271-4540