

PUBLICATIONS

CONTACT INFORMATION:

Teacher: Ms. Huffman
Room: 231, Middle School Library
Phone: 777-5533 ext 231
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COURSE DESCRIPTION

During the semester the publications staff will accomplish the following:

- Set goals and establish time line
- Take, identify, and edit photos
- Research and conduct interviews
- Write and edit stories, headlines, and captions for page layouts
- Create an index
- Design yearbook cover, divider pages and section page layouts on computer
- Publish a school yearbook

EXPECTATIONS:

I have high expectations for you, so have high expectations for yourself. Expectations include: having respect for yourself, your classmates, your teacher, and objects, coming prepared to class, being on time, and taking responsibility for your words and actions. All Stevensville School rules and policies apply as well.

COURSE MATERIALS:

The following materials are required for Publications:

- Two-pocket folder or three-ring binder
- Writing utensils

COURSE POLICIES

GRADING:

Grades are based on your participation. You will receive up to 5 points per day in each Publications class. In order to earn 5 points, you must be on task and cooperative. You will be marked down for tardies, poor behavior, not coming to class prepared, etc.

PARTICIPATION:

The success of this course will depend largely on the participation of all members of the class through self-direction and class activities. I am asking for quality participation which demands preparedness, attention, and cooperation.

CONSEQUENCES:

Violation of any school, classroom, or course rules/policies will result in the implementation of interventions which can include verbal reprimands, confiscation of prohibited materials, lunch detention, after-school detention, removal from class, parent contact, eg. The severity of the violation will decide the consequence.

DISCLAIMER:

The syllabus is a general and tentative guide for the course. The instructor reserves the right to make changes deemed necessary.

PUBLICATIONS

Please return this portion signed:

Students:

I have read all of the above information and understand its contents. Moreover, I will abide by the above information.

Student Signature:

Date:

Parents:

I have read all of the above information and understand its contents.

Please retain the syllabus so that you have my contact information. Please contact me at any time if you have questions or concerns. Thank you and I look forward to meeting you! ☺

Parent/Guardian Signature

Date:

Email (if you would like to receive the class newsletter):

Phone:
