

Mendocino High School  
Design, Visual, and Media Arts  
2019-2020 School Year  
Course Syllabus: Yearbook

Dear Students and Families,

Welcome to Mendocino High School Yearbook! I'm excited about the opportunity to get to know you and I'm looking forward to a productive school year.

*The Boom* has been around for **101 years** and is one of the most creative and unique classes you can take at Mendocino High School. It's a class where you learn not only about yourself but the school as a whole. Below is a general outline of how this class will work for the 2019-2020 school year:

Course Description:

Yearbook is journalistic in nature and allows students to participate in the production of the school yearbook. Students in this course are required to learn layout design; write and fit copy, captions, and headlines; sell advertisements; learn basic photography skills; and should be proficient on a computer. Individual responsibility is essential toward completion of assignments for deadlines. Students will also have the opportunity to accept leadership positions and develop new skills as they build the yearbook.

Course Objectives

- Develop leadership skills.
- Design aesthetically pleasing layouts: placing the dominant photo and subordinate photos; establishing an eye line; placing headlines, story copy and captions; properly using white space; and enhancing layouts with the use of graphics.
- Take great photos using the rule of thirds, line, contrast, and composition.
- Manipulate digital photographs, text, and backgrounds in Adobe Photoshop, Adobe Lightroom, and Jostens Yearbook Avenue.
- Make use of the Yearbook Avenue organizational system of deadline folders and software plug-ins that arrange links and pages.
- Understand and employ the ethical decisions inherent in making a yearbook.
- Meet all deadlines in a real-world application.

Instructor Contact:

Marshall Brown - Teacher/General Manager

E-Mail: [mbrown@mendocinousd.org](mailto:mbrown@mendocinousd.org)

Cell: (707) 367-8148

Lab hours:

- Monday/Tuesday: 8:00AM-6:00PM
- Wednesday/Thursday/Friday: 8:00AM-4:00PM
- After school open lab: Monday 3:30PM-6:30PM
- Lab can be open during lunch by appointment only
- Lab is open during advisory

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Students are **expected** to bring the following supplies to every class session:

- Pen/Pencil
- School issued Chromebook or personal computer device. Charged.

My grading policy is:

- See attached policy after syllabus

Overall Lab Expectations: **See Technology Use Guide and Grading Policy for more specific expectations**

As a technology driven, hands-on course it is crucial that students attend all classes. Skills are built over the year from the ground up.

- It will be the student’s responsibility to catch up on work after an absence.
  - As stated in the Student Handbook, if a student has more than 5 unexcused absences the teacher could issue a failing grade.
- The Media Lab has a large cache of supplies that professionals use, so the expectation is that all students will treat the tools in our lab like a professional.
- Cell phones are off and away

In addition to the everywhere all the time school-wide expectations, below are the expectations for all Media Lab students:

Be Safe	Be Respectful	Be Responsible
<ul style="list-style-type: none"> <li>● Walk a professional pace in the lab</li> <li>● Lift objects using taught methods</li> <li>● Use lab equipment and tools that you are instructed to use</li> </ul>	<ul style="list-style-type: none"> <li>● Use safe and professional language in the lab</li> <li>● Use a quiet voice</li> <li>● Keep food and drink outside of the lab</li> <li>● Treat lab equipment and tools with care</li> <li>● Use of personal computers only when instructed by the teacher</li> </ul>	<ul style="list-style-type: none"> <li>● Complete work completely and accurately</li> <li>● Be on time for class</li> <li>● Hold yourself to a high standard</li> <li>● Communicate with the teacher</li> <li>● Help keep teacher accountable for timeliness and consistency</li> <li>● Come to class prepared</li> </ul>

Once again, welcome to Mendocino High School’s Yearbook class. Let’s work together to make this the best year ever!

Sincerely,

Marshall Brown  
 Teacher

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**2019-2020 School Year Syllabus Contract**  
**Class: Yearbook**

By signing below, you understand the class policies and expectations stated in the information listed above, the grading policy attached, and the technology guideline.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

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**Student Off-Campus Waiver**

From time to time, it's necessary for students to leave campus for yearbook purposes. These activities include, but are not limited to, selling ads, repairing equipment, taking photographs, and/or communicating with other members of the community. By signing this waiver, you agree to the terms listed by the choice you make below.

*Please choose one of the following and sign:*

\_\_\_\_\_ **Yes**, I give permission for my son/daughter to drive or ride in a vehicle for the purposes described above. Furthermore, I release the school, yearbook adviser, and/or district personnel from any liability that may occur while my student is involved in such activities.

\_\_\_\_\_ **No**, I do not give permission for my son/daughter to drive or ride in a vehicle for the purposes described above. Please do not allow my student to do any of the above errands, for yearbook purposes. I understand that my student will need to sell ads before or after school in order to still meet his/her selling goal.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date: