OBJECTIVE
To produce a school newspaper while developing a better understanding of the foundation, creation, and production of journalism.

ORGANIZATION
The class will be set up as a functioning newsroom, with students fulfilling the roles of editors and staffers and I fulfilling the role of publisher. I intend to let the students, for the most part, run the class while I act as an adviser; however, I, along with the administrators, reserve the right to exercise vetoes over the judgments of class, with stated reasons. We will attempt to publish monthly this year, with eight issues, one each for October through May. September will consist of boot camps to refresh publishing, writing and designing skills. June will consist of producing a special project as decided upon by the staff and preparing a legacy for the next year’s class. Here are the topics we will cover during designated learning days:

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<thead>
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<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
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<tbody>
<tr>
<td>1st Day</td>
<td>Editing Content</td>
<td>Industry Standards</td>
<td>Media History</td>
<td>Journalistic Ethics</td>
<td>Writing Content</td>
<td>Display Type</td>
<td>Opinion Writing</td>
<td>Voice Extensions</td>
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<tr>
<td>2nd Day</td>
<td>Editing Pages</td>
<td>Industry Standards</td>
<td>Legal History</td>
<td>Journalistic Policies</td>
<td>Writing Style</td>
<td>Graphics Packaging</td>
<td>In-depth Writing</td>
<td>Visual Extensions</td>
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GRADING
The four categories of work that will make up your semester grade are: production, 45 percent; preparation, 25 percent; participation, 15 percent; and portfolio, 15 percent. Available points for each of those categories are outlined in the staff manual. Your final grade will be the average of your two semester grades. Grades will not be discussed during class time; please arrange a meeting with me instead.

CLASSWORK
When we start publishing after the boot camps, there will be 10 class periods in a given month; of those, only two will be learning days for the entire class. The rest of the time, multiple activities, such as conferences and production, will be taking place in the class. That means you will have at least eight days a month to work on your role in creating the newspaper. While working independently, editors will be supervising you; you should cooperate with them as if they were the teacher. During learning days, we will work cooperatively as a class to improve our skills in some area of journalism.
HOMEWORK
Because most time spent in class involves working together on production of the newspaper, it is expected that most work, such as conducting interviews, writing stories and taking photographs, will be done outside of class. For each individual contribution to the newspaper, there will be intermediary deadlines to make sure final deadlines are met.

LATE WORK
No late work will be accepted. Of course, extenuating circumstances may be considered, but I must be informed of these BEFORE the due date, either in person, by phone or through e-mail. Do not assume you have been granted an extension unless you receive notice directly from an editor or me.

MISSED WORK
All deadlines assigned for newspaper production, not learning days, are expected to be met consistently; if you are absent on a day when a story is due, you should try your best to send it from home, and if this is not possible, you should bring it to class the very next day, not the next class period. In either case, you should contact an editor or me immediately to arrange the best solution to your absence. Students are responsible for making up assignments missed during a learning day absence. If you are absent, you can find the day’s assignment on Blackboard. If Blackboard states that you should see the teacher for a worksheet, you should do this the first day you are back at school, not necessarily the first class period you attend. If you have trouble understanding an assignment, ask a classmate or arrange a time to come speak with me; I will not discuss make-up work during class time. For excused absences, full credit will be given for missed classwork as long as it is turned in by the proper due date. No credit will be given for assignments handed in more than the number of days you were absent from school. For example, if you are absent on Monday, when you return to school on Wednesday, you should look up the missed work, which will be due on Friday. But if you are absent on Monday and Wednesday, your work will not be due until the following Wednesday.

EXPECTATIONS
As per the Student Handbook, all expectations fall under the three R’s of respect. The following are examples of specific manifestations that could occur in this class:
1. Respect for self: Failing to maintain academic honesty, such as by copying an article.
2. Respect for others: Writing an editorial to purely attack a person or group, such as for race or religion.
3. Respect for the school: Using the furniture for purposes other than they were intended, such as putting feet on desks.
Violation of the rules will result in probation, suspension, or expulsion, depending on the severity of the infraction. Additional expectations for the class will be developed in collaboration among the students and teacher during the first few class periods. Once
established, they will be posted in the classroom and on Blackboard. The standards governing the procedures of the class can be found in the staff manual, which will be distributed to every student and can be found on Blackboard.

SUPPLIES
The student need provide only the following items, which can be found in any office supply store, for class each day: a writing utensil and loose-leaf lined paper. I will provide a folder to act as a class mailbox. Some long-term projects will require other materials, such as a binder for your portfolio. Please let me know if you cannot obtain any of these supplies. Access to a computer, including a word processor and Internet browser, will be essential for this class. If you do not have one at home, there are plenty of computers available at the school. Once again, if you have any problems with access to technology, just let me know so we can arrange technological assistance.

COMMUNICATION
If you have questions about assignments and due dates, please try checking Blackboard first. If you still have questions or concerns about what is going on in my classroom, contact me by phone at 972-9-890-1000 or by e-mail at keggerton@wbais.org. Please allow 24 hours for me to return your call or e-mail. I am always happy to arrange a conference or observation with you or send home written evaluations of student work.

Kim Eggerton, Teacher                  Date

Please sign below and return to me as soon as possible:
I have read and understand the above syllabus.

Student’s Signature                  Date                  Parent’s Signature                  Date

Contact Phone Number                  Contact E-mail                  Best Way to Reach You
                                      (Phone or E-mail)

Any immediate questions or comments?