YEARBOOK – KIM EGGERTON
WALWORTH BARBOUR AMERICAN INTERNATIONAL SCHOOL 2007-08

OBJECTIVE
To produce a yearbook that reflects the values and experiences of the WBAIS student and faculty community throughout the school year.

ORGANIZATION
The class will be set up as a functioning publisher, with students fulfilling the roles of editors and staffers and I fulfilling the role of chief executive officer. 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. September will consist of planning the yearbook and conducting boot camps to refresh skills essential to production, including photography, layout, reporting, writing and advertising. June will consist of producing a special project as decided upon by the staff and preparing a legacy for the next year’s class. After the boot camps, we will begin two-week production cycles, with the following deadlines:

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Tuesday</th>
<th>Thursday</th>
<th>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
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<tr>
<td></td>
<td>Staff Meeting</td>
<td>Quotes</td>
<td>Photos</td>
<td>Text</td>
<td>Spread</td>
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GRADING
The four categories of work that will make up your semester grade are: production, 50 percent; participation, 20 percent; biweekly log, 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, multiple activities, such as conferences and production, will be taking place in the class. That means you will have almost every day to work on your role in creating the yearbook. While working independently, editors will be supervising you; you should cooperate with them as if they were the teacher. Every other week, we will meet formally as a group to discuss our progress.

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 production are expected to be met consistently; if you are absent on a day when an item 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 boot camp 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 inventing quotes.
2. Respect for others: Ignoring accuracy in a way that hurts a student, such as a misspelled name.
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 biweekly logs and 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@wbaís.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

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)

Best Time to Reach You

Any immediate questions or comments?