



Journalism:
Newspaper, *The Spirit*
Ms. Speight, Room 3
2009-2010

Welcome to Journalism! In this course, you will be responsible for producing a bi-monthly school newspaper, *The Spirit*, via the web and print editions (including the Senior Magazine). Be prepared to write and write some more, as you learn a specific type of writing while capturing the daily life here at SGHS.

Contact Information:

E-mail: mspeight@stegen.k12.mo.us

Phone: 573-883-4500, ext. 2137

Prep Period: 6th period (1:24-2:12 p.m.), M-F; also available before/after school

Website: <http://www.stegen.k12.mo.us/tchrpges/sghs/mspeight/classpage.htm>

Pre-requisites: Written application/Teacher recommendation; permission of the instructor; recommended "C" average in English.

Description:

Students study the production of print journalism. Students compile news, feature, sports, editorial and entertainment ideas; interview sources; and write and edit stories before posting/publishing. Students are also involved in all phases of production, including: advertising, photography, copy editing and design. All students are required to write for publication, and extra time after school is required. The class can also be taken more than once.

Supplies/Texts:

- Notebook, Folder, Writing Utensil (s), and Calendar
- Flash Drive; Digital Camera (recommended; not required)
- InDesign and other computer programs (e.g., DreamWeaver)
- Supplementary Texts
- Beat Sheets

Activities and Expectations:

- Sell advertising
- Take photos
- Cover events and conduct interviews
- Write, peer edit, and revise articles/layouts
 - Editing Process: You, Staff Member, Editor, Advisor
- Worksheets/activities, quizzes, and assessments
- Meet ALL article/layout deadlines
- Learn and use appropriate style standards for publications; Maintain publication standards at ALL TIMES
- Save items in the correct location
- Promote diversity and accuracy in reporting; Follow ethical/copy right standards
- Assist advisor, editors, and other staff members in order to meet individual and group deadlines and to create quality publications
 - Editors are only doing their job when they edit your work. It is NOT personal. They have a certain amount of authority AND responsibility and are expected to use it appropriately. Any disagreements will be arbitrated by the adviser.

Class Rules:

- **Be Prepared**—bring all materials to class.
- **Be Organized**—keep materials in their appropriate places.
- **Be on Task and Productive**—this is an independent work environment. If you have “nothing” to do, FINE SOMETHING FAST!
- **Be Respectful**—of other staff members and their ideas/suggestions; of the classroom and classroom materials; of the school and community. Remember you are REPRESENTATIVES of me, this class, and the school.
- **Be Present**—we need you ALL here to do a quality job.

Grading: *I DO NOT GIVE GRADES. YOU EARN THEM.* Grades are calculated on a point system (total points earned/total points assigned).

Grading Scale

96-100	A	Excellent
92-95	A-	
89-91	B+	
86-88	B	Superior
83-85	B-	
80-82	C+	
77-79	C	Average
74-76	C-	
71-73	D+	
68-70	D	
65-67	D-	
0-64	F	

Absences: This class is hands-on. Other people depend on you to meet your deadlines so that they can meet theirs. Keep that in mind. Also, one’s grade is dependent upon one’s productivity and presence. Therefore, daily participation points are given, and if you are absent (excused or unexcused), you will lose those points. Partial credit can be “earned back” for excused absences by completing extra work hours before/after school or by covering school events. So, excessive absences can and will affect your grade.

In addition, according to school policy, you have one day for every day absent to make up missed assignments. However, because this class is deadline sensitive (and these deadlines are set in advance), work due on a day you are absent is STILL due THAT DAY!

Late Policy: Article and spread deadlines MUST BE MET! A 10% grade reduction will be assessed for each day late (including weekends) on ALL ASSIGNMENTS. Continually missing deadlines will result in grade reduction and rejection of application for the next year.

*This syllabus is subject to change. Students and parents will be informed of changes if they occur.

JOURNALISM: Newspaper

Staff Contract

I, _____, am a student at STE. GENEVIEVE HIGH SCHOOL and am in good academic standing. I am a member of the 20_____-20____ Newspaper Staff, and with my signature below, I acknowledge that:

1. I must accept the assignments given to me and complete them before or on the day of their deadlines. I understand that failure to complete my entire assignment by the deadline, including any editing or photo-retakes, will result in a lower grade. If I am unable to complete a deadline because of illness or other excused absence, I will have another staff member submit by deadline or delegate my work to another staff member(s). Delegating work must be pre-approved by editor and adviser.
2. I understand and accept that in order to meet my deadlines or a staff deadline I may need to stay after school and/or come in on weekends to cover events and conduct interviews.
3. I agree to help other staff members finish their deadlines if I have completed mine.
4. If I transfer out of the class, I will make sure all assignments given to me at the beginning of the year and any current assignments are delegated to other staff members. I will inform the adviser about all unfinished assignments and work I have delegated before I leave the class.
5. I agree to sell advertising as a part of my grade.
6. I agree to handle all equipment, including cameras, computers, printers, and other supplies with care and be responsible for replacement or repair if lost or damaged while in my possession.
7. I agree to attend all staff meetings. If I am unable to attend, I will contact the adviser with the understanding that I will make up the time to earn back the points lost for missing the meeting.
9. I understand that missed deadlines will result in grade reductions and rejection of future applications.
10. I understand that being a yearbook staff member is a privilege and that I am expect to conduct myself appropriately in and outside the classroom. As a result, inappropriate conduct will result in disciplinary action.

Computer Usage

We are fortunate to have computers in our classroom. With privilege comes responsibility. Therefore, here are the rules/procedures for use:

- **Be Careful with Equipment**—Upkeep of this equipment is essential. Therefore, any damages that are an indirect/direct result of inappropriate use or care will be your responsibility.
- **Seek Permission First**—While the computers are in use, you may only go online, use your email, or check PowerSchool with my permission. Also, viewing inappropriate materials will receive an immediate write-up.
- **Keep Tables Clear**—Bags/Purses must be stored underneath the tables.
- **No Food/Drink/Gum**—This point is not negotiable.
- **Report Damage/Problems ASAP**—Because machines do break or fail us, report any problems so you won't be assigned the damages.

Procedure for Offenses

1st Offense—WARNING

2nd Offense—ONE WEEK off of computers

3rd Offense—WRITE-UP (school-wide block)

I have read the contract/computer usage rules and understand them. I will honor them both while in Room 3.

Staff Member's Name (Print) _____

Signature _____ Date _____

Parent's
Signature _____ Date _____