

**Photojournalism Course Syllabus & Outline 2017-2018**  
**Brentsville District High School**  
**Ms. Joyce Chastine**  
ChastijA@pwcs.edu

**Course Overview** In this course, students will learn the basic writing, photography, design, and business skills needed to produce a high school yearbook. Students will have class instruction, activities, and assignments related to the production of the 2018 BDHS yearbook. The course is co-curricular, and student participation on the yearbook staff will be included in the course grade. This course is exceptionally time-intensive, with demanding deadlines and heavy after-school workloads. In order to succeed in this course, students must be able to meet all due dates and effectively manage obligations.

**Course Outline** Below is a tentative outline of the course by grading period

- **First Quarter:**  
Introduction to photography composition, journalistic writing, elements of design, staff organization, and sales promotion. Theme Development.
- **Second Quarter:**  
Advanced photography, journalistic writing, graphic design, and staff management. Developing Theme with images.
- **Third Quarter:**  
Professional publication production and promotion. Developing Theme throughout.
- **Fourth Quarter:**  
Theme selection and development, advanced software usage, planning, recruiting, and book sales.

**Materials Needed**

1. One basic two-pocket folder
2. College-ruled notebook paper
3. Pens (black or blue ink only)
4. A USB flash drive of at least 256MB
5. A lanyard or similar string to be used with Yearbook staff ID cards
6. **\*\*Optional\*\*** Digital Camera (at least 3 mega pixels)

If the student does not own or have access to a digital camera, he or she can check out the class camera which is available for assignments. Arrangements must be made to check out a camera at least 24 hours in advance on a first come, first served basis. Personal cameras are preferred since they allow greater flexibility in assignment completion. Students owning personal cameras are asked to carry them at all times, as photo opportunities can occur unexpectedly anywhere. Brentsville District High School will assume no liability for personal digital cameras.

**Student Expectations**

Students are expected to do the following:

1. Come to each class prepared and ready to work.
2. Be in class and seated when the bell rings and remain seated until they are released to work on individual assignments.
3. Adhere to all Brentsville District High School rules and expectations.
4. Keep a positive attitude, regardless of what assignment a student is working on or with which editor or staffer a student is working.

**Grading** Grades for photojournalism come primarily from performance-based assessments and not from traditional tests and quizzes. The skills taught in the class are evaluated through the assignments given for book production. Students will receive grades daily for spending time on task completing assignments as well

as evaluative grades when assignments are submitted. The categories will reflect more traditional titles, but the names of the assignments will be as follows: Copy, photos, homework, marketing, etc. Final Copy assignments will be weighted as either a test grade or an essay grade category with marketing falling into the broad category of homework. The weights for the categories will be Exam (copy) 30% , Essay 30%(final copy with photos and captions), Project 30% (marketing, interviews, etc), homework 10% (classwork and homework).

**After-School Duties** Students will have varying assignments that cannot be completed in the classroom. This may mean attendance at sporting events, visiting local businesses, working on online page creation, and/or other tasks essential to yearbook production. This is not optional.

**Attendance/Tardy Policy** This course will adhere to the attendance policy set by the school. You are tardy to class if you are not in your seat before the bell rings and you do not have a written excuse from a teacher or administrator. If you are tardy, you report to your alpha-administrator before taking your seat. You are subject to the disciplinary actions set by the school tardy policy.

**Final Exams (PWCS Policy)** Please note – for the final examinations, all teachers will follow the Prince William County guidelines outlined in Regulations 661.03-1 and 661.03-2. For detailed information about these guidelines, please access the county’s Web site at <http://www.pwcs.edu>, click on the Policies & Regulations side bar/Regulations, and scroll down to the specific regulations. Photojournalism does have a final exam.

**Make-Up Work** Students are responsible for completing all assigned tasks by the appropriate due dates. **The school has a contract with Herff Jones Yearbooks, and our deadlines to this company are non-negotiable. If we as a class do not meet those deadlines, Herff Jones will fine the school. As such, regardless of absences, assignment due dates will not change. All assignments must be completed on time in order for the class to meet our deadlines to the companies and avoid late fees.**

**Failure to complete assignments for yearbook production CANNOT be excused for any reason because of the professional contracts with outside vendors. Students who fail to complete yearbook production assignments on time will be penalized. No late work will be accepted for any reason.**

**Yearbook Staff IDs** Students will be issued an identification card for the Flash staff. Each staffer is to wear this ID on a lanyard around his or her neck at all times when out of the classroom on yearbook business. While wearing this ID, students represent the yearbook staff, the yearbook, and Ms. Chastine. As such, they are to behave appropriately at all times while wearing their IDs. No student will be permitted to leave the photojournalism classroom without his or her ID. An ID may only be worn by the person to whom it is issued. Misuse or abuse of staff IDs may result in disciplinary action including loss of ID use and referrals to administration.

**Journalistic Ethics** Journalistic ethics refers to the authenticity of information being presented through this publication. That includes providing verified and accurate information, giving due credit to all sources of words and images, and perfectly representing all quotations. Knowingly submitting false, slanderous, or unverified information is a breach of these ethics. Any breach of journalistic ethics will result in failure of the assignment and probation. A second breach will result in further administrative consequences.

**Plagiarism** Any act of plagiarism will result in immediate failure for the assignment, a parent conference request, and all disciplinary action as outlined in the Code of Behavior and English Department guidelines. This includes copying someone else’s work as well as not giving credit to the sources of words or images submitted.



I have read Ms. Chastine's Course Syllabus and Guidelines. I understand that due to the special responsibilities that come with the yearbook and our contract with the publisher that late work cannot be accepted. I understand that I can email work directly to Ms. Chastine at [ChastiJA@pwcs.edu](mailto:ChastiJA@pwcs.edu) in the event that I must miss being present on the day an assignment is due. I also understand that I am expected to send any email, if it is necessary, before the end of the class period in which it is due. Otherwise, the grade on the assignment will be a zero. Of course, in the event of a family emergency, I understand my parent(s) or guardian(s) will need to contact Ms. Chastine to discuss the situation and any possible remedy for the zero on the assignment.

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Student name printed

Student signature

Date

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Parent name printed

Parent signature

Date

