

DeLand High School
Course Syllabus for English 2
Mrs. Schaffer

Textbooks:

Collections

Performance Assessment

Close Reader

Other Texts:

Old Man and the Sea by Ernest Hemingway

Persepolis by Marjane Satrapi

Antigone by Sophocles

Macbeth by William Shakespeare

Anthem by Ayn Rand

The Importance of Being Earnest by Oscar Wilde

Materials Needed:

folder with 3 rings, pockets and dividers

blue and black ink pens

post it notes

highlighters

Major Units of Study:

Collection 1 *Ourselves and Others*

Collection 2 *The Natural World*

Collection 3 *Response to Change*

Collection 5 *Absolute Power*

Collection 6 *Hard-Won Liberty*

Major Projects:

Essays, reports and presentations

County Grading Scale:

90-100 A

80-89 B

70-79 C

60-69 D

0-59 F

Policies and procedures for the classroom:

Student supplies: Bring a folder with dividers, notebook paper, and a blue or black pen each day.

Daily routine: Sit at your assigned desk and copy the agenda in your notebook. Listen for instructions.

Electronics: Cell phones and music players must be turned off and out of sight during class.

BYOT (Bring Your Own Technology) days will be announced in advance. Improper use of technology will result in a discipline referral.

Passes: Three restroom passes are permitted each quarter. You must sign out when leaving the classroom.

Tardiness: Three tardies will result in a discipline referral.

Absences/missed work: Please see me about making up any missed assignments. Students must submit an excuse note to the guidance office within two days of the missed class. You will be given one day for each day absent to complete the missed assignments.

Folder: Label the dividers with the following words: *agendas*, *assignments*, *vocabulary* and *notes*. Write your name, class and period on the outside of the folder.

Assignments: Write your first and last name, the date, and the class period on every assignment turned in. Typed assignments must be double spaced and printed at home or in the media center. Assignments will be turned in directly to me. Students have access to Office 365. Through Office 365, students will be able to store and submit some assignments electronically.

Please send me an email if you have any questions or concerns.

rjschaff@volusia.k12.fl.us

DeLand High School
Course Syllabus for English 2 Honors
Mrs. Schaffer

Textbooks:

Collections

Performance Assessment

Close Reader

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Folder: Label the dividers with the following words: *agendas, assignments, vocabulary* and *notes*. Write your name, class and period on the outside of the folder.

Assignments: Write your first and last name, the date, and the class period on every assignment turned in. Typed assignments must be double spaced and printed at home or in the media center. Assignments will be turned in directly to me. Students have access to Office 365. Through Office 365, students will be able to store and submit some assignments electronically.

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DeLand High School

Course Syllabus for Journalism 1

Mrs. Schaffer

Textbook: *Journalism Today*

Materials Needed:

Folder with pockets and 3 rings
Dividers
Highlighters
Blue and black ink pens

Major Units of Study:

Unit 1 Journalism in a Democracy
Unit 2 Gathering News for the School Newspaper
Unit 3 Writing and Delivering the News
Unit 4 Writing Features, Sports and Editorials
Unit 5 Other Aspects of Scholastic Journalism
Unit 6 Photography
Unit 7 Computers and Desktop Publishing

Major Projects:

Papers
Articles
Presentations
Layouts

Methods of Assessment:

Class work
Homework
Quizzes
Tests
Final exam
Papers
Presentations

Grading Scale:

A 90-100
B 80-89
C 70-79
D 60-69
F 0-59

Policies and Procedures in the Classroom:

- Student supplies – Bring a folder with dividers, notebook paper, and a blue or black pen to class each day.
- Daily Routine – Sit in your assigned seat, copy your agenda and listen for further instructions.
- Electronics – Cell phones must be turned off and out of sight during class.
- BYOT days will be announced and technology will be permitted for academic use.
- Passes – Three restroom passes are permitted each quarter.
- Tardiness – The school's tardy policy will be followed.

- Absences/missed work – Please see me about making up any missed assignments. You will have one day for each day absent to complete missed work.
- Folder – Label the dividers as agendas, assignments and notes. Write your name, class and period on the outside of the folder.
- Assignments - Write your first and last name, the date and the class period on every assignment you turn in. Typed assignments must be double spaced and printed at home or in the media center.

DeLand High School

Course Syllabus and Policies & Procedures 2017-2018

Yearbook/Journalism 2, 3 and 4

Yearbook is more than a class. We run a business. Our product is expected to be an award-winning full-color publication for which people will pay for and treasure. Take pride in being on the yearbook staff, and in every bit of hard work you put into this book.

production. You will be assigned spreads on which you will digitally embed words and images. It is recommended that all staff members make an effort to learn as many different skills as possible. This can come in handy at deadline time and next year.

Job Requirements

Students on the yearbook staff maintain several types of responsibilities such as writing, photography, spread design, copyediting, marketing, sales and digital

Ad Sales

Advertising subsidizes the cost of production, so ad sales are required for this course. Each staff member is

required to sell one complete page in business ads by _____.

After-school/weekend work hours

Within the time constraints we face, it is difficult during the regular school day to get the book done. Therefore, as we near deadlines, you will be required to work after-school hours and on Saturdays. A calendar with scheduled work days will be provided to the students.

Photo Assignments

Each student will be required to complete photo assignments for each assigned spread. Students will take a minimum of 100 pictures for the spread. Some assignments will require you to be off campus after hours. Other photo assignments will include taking photographs for mods, people pages and student profiles.

Classroom Policies

- Be on time. It is the considerate thing to do!
- Be respectful when interacting with staff, students, faculty, and administrators. The same goes when you are off campus. You represent DeLand High School.

- Comply with all rules in the student handbook.

Remember: Serving on the yearbook staff is a privilege. If any of the above expectations are not met, you will receive a verbal warning followed by a parent phone call. Depending on the severity of the offense, you may receive a referral.

Operating Procedures

- A flash drive is required for this class. Store all of your work on your flash drive. It is up to you to protect yourself against losing work.
- You will also need to purchase an SD card to use when taking pictures.
- Clean/straighten your work area before leaving. Put your papers in your folder and your folder in the file cabinet.
- Do not use yearbook as an excuse to get out of other classes. You may stay after school to complete assignments if necessary.
- The computers are designated for school-related assignments only. The DeLand High School computer usage contract must be followed. Violations can mean a referral. Repeated violations can mean dismissal from the staff.
- Do not remove yearbook materials from the room unless you clear it with the adviser.
- Always return disks to the disk box.

Procedures for leaving the room

Whenever you leave the classroom during class time, you are required to sign out, giving time and exact destination. Be sure to take your yearbook pass with you. You are required to sign in when you return. Leave the room one person at a time, unless it is OK'd by your adviser. You should only leave the room during class time to conduct yearbook interviews or use the bathroom. Do not roam the campus. If you cannot abide by these rules, then your yearbook pass will be revoked.

Yearbook Passes

You will need to see Mr. Goldy in Student Services to get your yearbook pass. If you lose your yearbook pass, you will have to pay for the replacement. Yearbook passes should be worn when photographing events and conducting interviews.

Absences/Deadlines

Production journalism revolves around making the deadline. Missing deadlines costs us money and delays book delivery. Remember that deadlines do not get sick or miss school when you do. They are here whether you are or not. You will be made aware of deadlines months in advance. **If you are going to be out of school on a deadline day, you are responsible for getting materials to the appropriate editor or**

me before the deadline. Spreads will receive two grades; one for the spread itself and one for meeting the spread deadline. Each grade is worth 100 points. A parent conference will be set up if a deadline is missed.

Remember: Serving on the yearbook staff is a privilege. If expectations are not met, you will receive a verbal warning followed by a parent phone call.

Depending on the severity of the offense, you may receive a referral.

Grading Policies

Your grade will be based on the following areas each nine weeks:

Ad Summative: Ad sales are required and graded.

Spread Evaluation (summative): Each spread has extensive evaluation sheets. A percentage score for each spread is factored into your overall grade. You will be graded on the proofed spread. It should be flawless since it's going back to production to be printed. You will lose points for failing to run spell-check, and for every mistake your adviser finds. These include, but are not limited to, mistaken identification, misspelled names, incorrect font size and incorrect folio copy.

Deadline Grade (summative): The deadline grade is 0 or 100 depending on whether the deadline is met.

Assignments (formative): Assignments include writing assignments, interviews,

quote and information gathering, photo assignments, layout, design, InDesign, ad sales records, marketing, graphics, typeface and many others.

Projects (summative): Design projects and writing projects will occur throughout the year.

Editorial Responsibility

Editors, section editors and managers will be evaluated based on their ability to communicate information, handle situations and proofread.

Cameras

1) You are required to purchase an SD memory card to take photos.

2) We have two cameras available for checkout. You may reserve one and check it out or use your own camera. The checkout is for one evening at a time. You will sign each piece of equipment out with your adviser.

You are responsible for the equipment until it has been checked in by the adviser.

3) As soon as you return to the classroom from a photo shoot, let the photo editor know that you have photos to download. The photo editor is responsible for managing photos. Do not store photos on the Mac desktop because too many photos slow down the computers. Be sure to remove your

memory card from the camera. Photos should be stored in the appropriate files on the server.

Advertising Policy

The yearbook staff has the right to refuse an advertisement. We will not publish ads promoting tobacco, alcohol or other illegal substances. In addition, we will consider the appropriateness of the business for high school students before accepting payment. Refer questionable potential clients to your adviser.

Yearbook Staff Agreement Form

Student

I understand that being a member of the yearbook staff means that I am part of a cohesive team responsible for producing a high-quality publication. I affirm that I have read the course syllabus, guideline and policies and procedures. I understand what is expected from me in this course. I understand and agree to the terms for successful completion of this course as outlined above. I also agree to follow the rules of conduct for DeLand High School and abide by all classroom guidelines, procedures and class participation policies set forth by my adviser.

Student Name (printed)

Date

Student Signature

Date

Parent/Guardian

Please sign this form to indicate that you understand and agree with the course syllabus and policies and procedures. Instruct your son/daughter to return this completed and signed form to me for my records no later than Tuesday, August 22, 2017.

You may reach me by phone at 386-822-6909 ext. 23380, or email at rjschaff@volusia.k12.fl.us.

Parent email: _____

Parent phone number: _____

Student email: _____

Student phone number: _____

Parent Signature: _____