yearbook

SYLLABUS 2025-2026

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Office Hours are by appointment only.

Class times: T TH 2:00 pm – 3:30 pm

Overview and Objectives:

The purpose of this course is to design a print media source (yearbook). Students enrolled in the course will have great influence on the organization and style of the yearbook. Students will be tasked with photography, content writing, and spread design. There will be a significant amount of responsibility placed on students to contact various entities of the Indiana Academy to obtain photographs and written material.

Our primary objective is to create a book of memories that is holistic and representative of life at the Indiana Academy.

Class Expectations:

- **Be responsible.** Come prepared to every class.
- **Be accountable.** Complete all assignments on time and ensure they are of the highest quality.
- **Be respectful.** This course involves a significant amount of both individual and group work. It is expected that you are understanding and respectful to your peers and instructor.
- **Be honest.** Do not lie, cheat or steal. Copyright infringement is a felony. While we want to be trendy, you are not to directly copy content from other creators or businesses.
- **Be organized.** You will have a significant number of dates and deadlines to keep track of. Write these down and track them. If you do not follow deadlines, we do not have a yearbook.
- **Be alert.** Check your emails, review Canvas announcements, and take notes.

Ball State University Beneficence Pledge:

Ball State University aspires to be a university that attracts and retains outstanding faculty, staff, and students. Ball State is committed to ensuring that all members of the campus community are welcome through our practice of valuing the varied experiences and worldviews of the people whom we serve. We promote a culture of respect and civil discourse as evident in our Beneficence Pledge. As a reflection of Ball State's commitment to respect, civil discourse, and the Beneficence Pledge, inclusiveness at the Indiana Academy emerges as one of the priorities of our living and learning community. We strive to exist together respectfully and compassionately, creating an environment where every member can thrive.

Attendance Policy:

Attendance is mandatory. Students may receive **excused** absences at the professional discretion of the School Nurse, the Associate Director of Mental Health Services, the Associate Director of College Counseling and Student Engagement, the Director of Academic Affairs, and the Executive Director of the Indiana Academy. **Unexcused absences** occur when students miss class without prior approval from the designated school officials. Continued absences (both excused and unexcused) from Academy classes increase the likelihood of unsuccessful completion.

Alongside steady attendance, students are expected to maintain consistent healthy habits of decorum, respect, and kindness towards their classmates, instructors, and teaching assistants. When students fail to meet these classroom behavioral standards and academic habits, it is the expectation faculty engage

appropriately to bring quick and immediate resolution. When students consistently fail to meet these behavioral standards and academic habits in the classroom, an administrative consequence ladder will be adopted and recorded in attempt to administratively address, engage, and rectify the ongoing challenges.

Late Work Policy:

Yearbook is a deadline-driven class. If an assignment is turned in late, you will receive a 50% penalty unless you have received an excused absence and have discussed an extension with the instructor.

Final spreads are NOT included in this policy. Not turning in a final spread will result in a 0.

Artificial Intelligence Policy:

Artificial intelligence (Chat GPT, etc.) is NOT acceptable in this class. Assignments using artificial intelligence will receive a 0.

Indiana Academy Wireless Device Policy:

Pursuant to Indiana Code 20-26-5-40.7, the Indiana Academy for Science, Mathematics, and Humanities prohibits the use of wireless communication devices for non-instructional purposes in the classroom. As such, all portable wireless devices that have the capability to provide voice, messaging, or other data communication between two or more parties must only be used for academic purposes directly tied to the classroom activity or related educational task. Exceptions to this wireless device policy are eligible through academic accommodations, individualized education programs, or with instructor approval permitting the use of a wireless device for justification related to health, safety, and/or well-being.

The improper use of a wireless device in an active classroom setting is subject to disciplinary action including but not limited to a verbal warning, temporary seizure of said device by a school official, an unexcused absence for the class in question, written communication to parent/guardian, among other elevated consequences for repeated improper use.

Academic Integrity:

Academic dishonesty is unacceptable and will not be tolerated. Students are responsible for knowing the policies and consequences as stated in the student handbook. Cooperative group work is appropriate and encouraged, but copying assignments is not acceptable.

Disability Services:
If you need course adaptations or accommodations because of a disability, please contact me as soon as possible. The Office of Disability Services coordinates services for students with disabilities. Documentation of a disability must be on file before any accommodations can be provided. Disability Services can be contacted at dsd@bsu.edu or 765-285-5293.

Grading:
The grading scale will work as follows:

A	93 – 100%	B+	87 – 89%	C+	77 – 79%	D*	50 – 69%
A-	90 – 92%	B	83 – 86%	C	73 – 76%		
		B-	80 – 82%	C-	70 – 72%		

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I will grade on a point system. Points will range from 10 – 100 points depending on the assignment. Each assignment will be available at the end of each class and will close prior to the beginning of the following class.

Assignments:

Accountability (10 points):

The most important aspect of any publication is to complete assignments by the deadline. To assure that all students are remaining on task, students will submit to materials each week to show what they have completed. Materials required should include the following:

- Accountability assignments due on Thursdays.
- A screenshot of assigned spreads, even if they are blank.
- Photos taken.
- Any written materials compiled, whether they are edited or not.
- Attendance logs for events.

Participation (10 points):

Students are expected to properly participate in class. To ensure students are participating, a participation grade will be assigned based on but not limited to the following:

- Computer usage.
- Cell phone usage.
- Contributing to class discussions.
- Positive attitude in class.
- Attendance.

Other Assignments (30 - 50 points):

Assignments will be determined prior to each class based on what the instructor feels is going to be most important. Assignments may include but are not limited to:

- Photography practice.
- Writing practice.
- Quizzes.

Group Plan (50 points):

Students are required to complete a group plan describing goals, planned content, and dates to complete spreads. Points will be given based on the following:

- Proper writing, spelling, and punctuation.
- Organization of thoughts and materials.
- Understanding of role as a yearbook staff member.

Spread Evaluations (100 points):

Quarter, Mid-term, and Final Spreads will be evaluated based on four main components:

- Photo quality.
- Meeting due dates.
- Page design quality.
- Written caption/copy quality.

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Course Schedule

Week	Topics	Events/Programs
1	**08.12** • Course Introduction **08.14** • Introduction to Theme and Assignments	
2	**08.19** • Walsworth Representative Visit • How to use Online Design **08.21** • Theme	08.18 – Girls Soccer Game 08.20 – Girls Golf Game 08.21 – Girls Volleyball Game 08.23 – Boys Tennis Game 08.23 – Boys Soccer Game
3	**08.26** • Theme **08.28** • No class	08.25 – Boys V Soccer Game 08.25 – Boys JV Soccer Game 08.25 – Girls Golf Home Game 08.28 – Girls Volleyball Game 08.28 – Girls Soccer Game 08.29 – Boys V Soccer Game
4	**09.02** • No class **09.04** • Coverage • What Needs to be Covered? • Quarter 1 Spreads Due	09.02 – Girls Soccer Game 09.03 – Girls volleyball Game 09.03 – Boys Tennis Game 09.05 – Girls Golf Game 09.06 – Girls Volleyball Game
5	**09.09** • The Ladder: A Coverage Roadmap **09.11** • Coverage: Beats	09.08 – Boys Tennis Game 09.08 – Girls Golf Game 09.09 – Boys Golf Game 09.10 – Girls Volleyball Game 09.10 – Boys Tennis Game 09.11 – Girls Volleyball Game 09.13 – Girls Soccer Game
6	**09.16** • Coverage: The Basics **09.18** • Photography: The Camera and How it Functions	09.16 – Boys V Soccer Game 09.17 – Cross Country Game 09.18 – Boys Tennis Game 09.18 – Girls Soccer Game 09.18 – Blood Drive
7	**09.23** • Yearbook Olympics: Part I **09.25** • Yearbook Olympics: Part II	09.22 – Boys V Soccer Game 09.23 – Girls Volleyball Game 09.24 – Boys Tennis Game 09.25 - Girls Volleyball Game 09.26 – Orchestra Fiddle Fest

8	**09.30** • Photography: Using the Camera and Photography Basics **10.02** • Photography: The Camera and How it Functions	10.01 – Boys V Soccer Game 10.01 – Boys JV Soccer Game 10.01 – Cross Country Game 10.02 – Boys V Soccer Game 10.02 – Boys JV Soccer Game 10.03 – Girls Soccer Game
9	**10.07** • No class **10.09** • Why Photography Matters	10.06 – Boys V Soccer Game 10.07 – Girls Volleyball Game 10.08 – Boys V Soccer Game 10.09 – Girls Soccer Game 10.10 – Boys V Soccer Game
10	**10.14** • Interviewing • Before, During, and After **10.16** • Interview Practice	10.18 – BSU Homecoming Parade
11	**10.21** • Copy: Why Copy Matters **10.23** • AP Style of Writing	10.23 – Choir Jazz Cabaret
12	**10.28** • Editing and Evaluating Copy **10.30** • Editing and Evaluating Copy • Evaluation Activity • Mid-term Spreads Due	10.28 – Band Concert
13	**11.04** • Storytelling Practice **11.06** • Caption Writing: The Anatomy of a Caption	11.08 – ASTA Invitational
14	**11.11** • Anatomy of a Yearbook **11.13** • Parts of a Spread	11.13 – Blood Drive
15	**11.18** • Design Basics **11.20** • Headlines, Color, and Using Negative Space	

16	**11.25** • Incorporating Theme in Design **11.27** • Yearbook Mods	
17	**12.02** • Critique Day **12.04** • Critique Day	
18	**12.09** • Lab Day **12.11** • Party!	
19	**12.16** • Final Exams • ALL Final Spreads Due **12.18** • Final Exams	