Journalism I, II, & III with Mrs. Clay Landstown High School

Course Overview & Classroom Expectations 2015 - 2016

Welcome to Journalism Class and the Landstown Newspaper Staff!

To best prepare you for this class, I have created this FYI sheet for you and your parents to review. Please read it, sign it, and place it in the front of your Journalism binder. I firmly believe that if you understand the information found here, positively participate in class, and complete assignments on time, you will grow to love news writing as I do. As your teacher and sponsor, I am here to facilitate your success.

Our curriculum covers a wide range of topics including: (but not limited to) newspaper terminology, current events, history of journalism and the media, reporting, interviewing, writing for publication, editing, AP format, newspaper design, broadcast journalism, and advertising. In this multi-level class, you will work independently as well as collaboratively with students who are enrolled in Journalism I, Journalism II, and Journalism III. As a group, we will draft, edit, and publish four editions of *The Talon*, Landstown’s school newspaper. We will have guest speakers (and take field trips) to learn more about careers related to journalism. After completing Journalism I, students may apply for leadership positions on the editor staff. Please take advantage of all opportunities to build your knowledge and skills.

I am ready to see **the very best** you can do!

Contact Information & Schedule

If you have any questions or concerns, please feel free to contact me. I will do my best to respond within 24 hours.

* Email [leighanne.clay @vbschools.com](mailto:leighanne.clay%20@vbschools.com) Mrs. Clay’s cell/text: (757) 619-1845

1A Planning English Office 1B Planning English Office

2A English 11 Honors Room 212 2B Journalism I, II, & III Room 212

3A English 11 Honors Room 212 3B English 9 Room 212

4A English 11 Honors Room 212 4B Study Block Room 212

* I am available to work with students during my 4B Study Block or after school by appointment.
* Follow this link to receive important reminders about our class: <https://www.remind.com/join/7c969>
* Mrs. Clay’s website: <http://landstownclay.weebly.com>

Materials

For my class, you are expected to be prepared for class each day, ready to learn. Every day, please bring:

* Notebook with loose-leaf paper
* Pencils or pens
* Flash drive to use for writing assignments and research
* I will have Post-It notes, markers, colored pencils, and highlighters for you to use during class, but you are welcome to use your own. ☺

Grading Policies

* I will use a total points grading system. Your grade is determined by the total points received divided by the total points possible. Generally, classwork will count 20 points, current events will count 30 points, quizzes will count 50 points, quarterly newspaper submissions will count 50 points, and projects will count 100 points. This scale helps me place appropriate emphasis on course objectives and assessments.
* Student grades are available for viewing through the Parent Portal which will be updated on a weekly basis. I will follow the VBCPS grading scale, which can be found online or in your student planner.
* I will take notes on every student’s behavior and participation daily. Positive class participation (including actively listening to others, asking and answering meaningful questions, making an effort, following directions, engaging in class discussions, reading independently when work is finished, etc…) will affect a student’s grade **positively**. Negative class participation (such as sleeping, inattention, unnecessary talking, interrupting others, missing materials, missing assignments, creating a disruption, etc…) will affect a student’s grade **negatively**. If a problematic pattern persists, I will involve parents, counselors, and administrators.
* The LHS Honor Code will be enforced on all assignments, large and small. Never claim another’s work/words as your own. Violations will result in a zero, a gradebook notation, and possible disciplinary action.
* Extra credit assignments will be offered at least once per grading period. Bonus questions on quizzes and tests will be offered frequently.

Classroom Procedures/Student Conduct

* **Be in class every day**! The attendance policy can be found in the planner. Remember that some missed assignments can be made up after an absence; however, class discussions and group work cannot.
* **Be on time**! Be in your seat and ready to work when the bell rings. I will enforce the tardy policy outlined in the school planner. *Expect me to enforce all VBCPS policies.*
* **Bring the assigned books and materials each day**.
* **Participate appropriately in class and small group discussions**. Your contributions will show your intelligence, preparation, and motivation, all of which benefit your grade.
* **Be polite and respectful to others at all times**. Be aware of your tone of voice and the timing of your comments. If you have a question or comment, please use good manners.

Homework, Late Work, & Make-up Work

* In this elective class, deadlines – rather than homework – are assigned. Time management is crucial! Class time is allotted for all activities; however, due to the nature of news reporting, some work must be completed outside of class. All assignments with their due dates/deadlines will be posted on the board as well as on

Mrs. Clay’s website: <http://landstownclay.weebly.com>

* Assignments that are turned in late will receive a maximum of 75%, which is a C.
* When you return from an absence, check the classroom make-up work folder. Read through the missed lesson plan and attached handouts. Immediately, make a plan to complete all missed assignments. It is your responsibility to turn in any missed homework or classwork. If you have questions or need additional help, please check our class website, email me, or call so that we can make a plan to keep you on track.
* All work needs to be made up promptly following an absence, including ISS and OSS.

Newswriting Assignments & Projects

* Students will be writing EVERY DAY in Journalism! Some assignments will be short and simple while others will follow the multi-step, newswriting process. All final drafts must be typed and submitted through SharePoint.
* In accordance with the BYOD (Bring Your Own Device) VBCPS School Board Policy, “students may be allowed to use personal portable communication devices in class for instructional purposes only when permitted by the instructor.” I will provide appropriate guidelines for use of personal devices. Violations of the guidelines will result in disciplinary action in accordance with the Student Code of Conduct and school rules.

Signatures and Contact Information

I am genuinely looking forward to working with each of you and hope this year will be successful in every way! For my records, please sign this sheet indicating that you have read and understood the class expectations for Journalism. If you have any comments or questions, please write a note below, call me, or send me an email.

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Best Contact \_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best Contact

Comments or Questions: