

Yearbook Class Grading

Grading Criteria:

• Professionalism: meeting deadlines (with appropriate spreads), behaving as a professional at all time.	40%
• Weekly and Major Assignments: all assignments including: essay writing, quizzes about yearbook rules, story writing, taking good quality photos and documenting them, preparing layouts, conducting interviews, finishing spreads (first and final drafts), submitting final spreads appropriately (submitting printouts, graphics files [in correct tiff format, and correct resolution and CMYK color], and InDesign files named according to pages and events covered).	35%
• Participation: focusing on task, following directions, showing respect and commitment, displaying a positive attitude, maintaining a good behavior, and doing one's best.	20%
• Idea Book: coverage ideas, design ideas, theme, modules ideas, quotes, interviews, 5 Ws + H of photos, etc.	5%
• Leadership: helping out with everything related to yearbook at all time, taking initiative, being proactive, coming up with ideas, being resourceful, having a positive influence on others, showing commitment to yearbook outside class as well, taking photos at every possible opportunity, doing best to get advertisements, + prerequisite: maintaining an excellent behavior at all time.	+ 10%
Total =	100%

Professionalism Grade Details: (40%)

1. **Meeting Deadlines: Over 20** (Each missed deadline gets **3 pts. removed for each school day**)
 - a. You need to hand in all assignments on time. You are supposed to have done your best on them.
 - b. Even if you are absent, you need to make sure that needed material or assignments you have due that day reach Mrs. AbiSamra **that day**.
 - c. If you have been given an assignment and then you find out you cannot fulfill it, you need to make arrangements for someone else to cover the assignment.

2. **Behaving as a Professional at All Time: Over 20**
 - a. Handling School Equipment Properly: camera, USB, laptop, external drive, yearbook pass... (**MINUS 5** for each case of carelessness)
 - b. Doing Room Chores Regularly: making sure you have logged out at the end of the block, all the materials taken from the closet have been returned to their appropriate place, your chair is back in its proper place, your desk is left clean with no bottles or papers that need to be thrown away... (**MINUS ½** for each case of carelessness)
 - c. When leaving classroom during class time: not leaving without a pass, returning the pass before the end of the block, not taking any school equipment outside the classroom, even for 2 minutes, without checking it out, and returning it no later than the following school day, unless otherwise permitted. (**MINUS 1** for each case of carelessness)
 - d. When assigned to take pictures, returning the camera the following working day and downloading the pictures in the folder allotted to them. (**MINUS 1** for each case of carelessness)
 - e. Coming to class on time. (**MINUS ¼** for every late—5 minutes and above; **MINUS ¼** for every 3 late—less than 5 minutes)
 - f. Showing responsibility: keeping promises, showing up when agreed to meet... (**MINUS 1** for each case of irresponsibility)
 - g. If representing yearbook anywhere or at any event, maintaining an exemplary behavior: respecting appointments, self, and others. (**MINUS 5** for each case of misrepresentation).

Daily Participation Grade Details: (20%)

You will be graded "daily" on the following:

1. Focusing on task
2. Following directions, listening and not interrupting
3. Refraining from argument and sarcasm
4. Respecting self, others, and property
5. Displaying positive attitude and commitment
6. Contributing to others and to the class
7. Maintaining a very good behavior
8. Doing one's best at least most of the time.

4/4= Very good work

√ = Acceptable

0/4= Needs Improvement!

Yearbook Elective Class Holistic Grading: Letter Grade Descriptors

A

1. Meet all deadlines without any reminders;
2. Make sure that all events in charge of are covered;
3. Produce very creative spreads;
4. Do all assignments excellently;
5. Show a lot of commitment and dedication: set yearbook as your priority (or at least one of your priorities);
6. Master all the rules of design, copy writing, photography and photo editing that we have studied (based on "Yearbook Fundamentals," "Your Curriculum," and "Yearbook Must Dos");
7. Maintain an excellent behavior/participation and a positive/professional attitude at all time;
8. Always stay on task during class time, show initiative, and be proactive;
9. Fulfill more than the required number of after school hours. If you miss class hours, cover, the following school day, all that was done during your absence;
10. Maintain your Idea Book and constantly include in it new ideas for yearbook.

B

1. Meet all deadlines with very few reminders;
2. Make sure that all events in charge of are covered;
3. Produce creative spreads;
4. Do all assignments very well;
5. Show a lot of commitment and dedication;
6. Apply all the rules of design, copy writing, photography and photo editing that we have studied (based on "Yearbook Fundamentals," "Your Curriculum," and "Yearbook Must Dos");
7. Maintain a very good behavior/participation and a positive/professional attitude at all time;
8. Always stay on task during class time, show initiative, and be proactive;
9. Fulfill the required number of after school hours. If you miss class hours, cover, the following school day, most of was done during your absence;
10. Maintain your Idea Book and constantly include in it new ideas for yearbook.

C

1. Meet all deadlines with a few reminders;
2. Make sure that most events in charge of are covered;
3. Produce good spreads;
4. Do all assignments as required;
5. Show commitment and dedication;
6. Apply most of the rules of design, copy writing, photography and photo editing that we have studied (based on "Yearbook Fundamentals," "Your Curriculum," and "Yearbook Must Dos");
7. Maintain a good behavior/participation and a positive/professional attitude at all time;
8. Stay on task during class time and show initiative.
9. If you miss class hours, cover what was done during your absence;
10. Maintain your Idea Book and include in it new ideas for yearbook.

D

1. Meet most deadlines;
2. Make sure that some events in charge of are covered;
3. Produce acceptable spreads;
4. Do most assignments;
5. Show some kind of commitment;
6. Apply some of the rules of design, copy writing, photography and photo editing that we have studied (based on "Yearbook Fundamentals," "Your Curriculum," and "Yearbook Must Dos");
7. Maintain an acceptable behavior/participation and a positive/professional attitude most of the time;
8. Stay on task during class time;
9. Try to maintain your Idea Book and sometimes include in it new ideas for yearbook.

F

1. Meet no or very few deadlines;
2. Fail to make sure that all events in charge of are covered;
3. Produce mediocre spreads that do not follow the rules;
4. Do very few assignments or do them without putting in any effort;
5. Show no commitment or dedication;
6. Apply very few rules of design, copy writing, photography and photo editing that we have studied (based on "Yearbook Fundamentals," "Your Curriculum," and "Yearbook Must Dos");
7. Maintain a good behavior/participation and a positive/professional attitude some of the time or at no time;
8. Stay on task very little during class time;
9. Make no effort to maintain your Idea Book.