

**Moira Longino**/Room 354 /Conference: 8:50 - 9:40 p.m. or by appt./

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This year-long course allows students to join the staff of *The Final Draft*, WHS’s award-winning literary and fine arts magazine. Working closely with each other and the faculty advisor, students new to the staff will develop – and returning students will hone – their skills in publishing the magazine. Skills include concept development, design and layout, submission selection and editing, digital photography, desktop publishing, and the printing process. Students will assume the role of a specific editor, designer, or general member of the staff. The course culminates in the publication in the spring of The Final Draft. Permission of the instructor must be obtained to add or drop the course mid-year.

**Goals and Objectives**

Students will:

1. Act with integrity

2. Be on time

3. Stay on task

4. Act responsibly... but also creatively

5. Keep the room clean

6. Respect both the property and the feelings of others

7. Be willing to brainstorm and readily share ideas

8. Follow-through with their titles and duties that accompany them

**Travel Opportunities**

Students who make significant contributions to the publication may earn the privilege of traveling to out-of-town conventions. These are valuable opportunities to compete, to share ideas with other staffs, and to bond with members on our own staff. Most expenses, such as airfare and hotel, would be incurred by the student.

**Grading**

In accordance with departmental policy, 40 percent of the student’s six-weeks grades will be determine by daily work and 60 percent by major grades. All students’ responsibilities depend upon their positions on the staff, and each will respectively be evaluated according to those tasks.

**Make-up policy**

In accordance with school policy, you have one day for every day you are absent to turn in make-up work before points are deducted for late work. Tests and quizzes must be taken when make-up sessions are offered by the teacher, whether during class or before and after school. It is your responsibility to ask for assignments when you are absent.

**Late work**

Late assignments will receive a 10-point grade deduction each day. After five days, you will receive a zero for that assignment and all grades associated with it. Do not wait until the last minute to shoot assignments, develop film, and make prints. Plan your time wisely and remember that we share the darkroom with other classes. If you don’t complete your work during class, it will be your responsibility to make it up after school.

**Classroom procedures/rules**

1. Be on time. Announcements, instructions, or lectures will be given by the instructor at the beginning of the class period. At the start of class, DO NOT leave the room until attendance has been taken. Upon entering the room, students who are tardy to class must still report their presence to the teacher, even if I’m already busy with other students.

2. Occasionally, students may receive instructor clearance to leave the room in order complete assignments. If students abuse this privilege, it will be instantly revoked.

3. Parents and caregivers should understand students’ liability for any computer equipment. If any equipment is damaged or lost by a student, the student will be held fully responsible for payment in order to fix or replace the materials.

4. Students should understand that there will be times when work outside of class might be necessary in order to complete deadline. However, there is ample classroom time to complete this process if that time is used wisely.

5. Follow procedures and behaviors appropriate for the school setting. If not, they will be immediately referred to the assistant principals’ office for disciplinary action.

6. Clean up after yourself and respect the equipment and work of others.