

Tartan Yearbook Fact Sheet

CONTACT INFORMATION	Dr. Carrie De Zutter, 941-468-3708 (cell)
EXPECTATIONS	<ul style="list-style-type: none"> • Attend class daily • Arrive on time (7:30 in the room prepared to work) • Cell phones may be used for music, with the focus on the yearbook not playlists, texting, or other cell phone use. When listening to music, earbuds or headsets must be used, and the music must not be audible to the class and teacher. • Follow directions; ask questions for clarification • Produce quality work • Meet deadlines! • Take care of equipment • This class requires time outside of class to take pictures and conduct interviews. • Have a professional attitude at all times
DAILY THEMES	<p>Monday: Motivational Monday</p> <p>Tuesday: Tartan Tuesday</p> <p>Wednesday: Writing Wednesday</p> <p>Thursday: Troubleshooting Thursday</p> <p>Friday: Flexible Friday</p>
BLACKBOARD	<ul style="list-style-type: none"> • Course information, announcements, and assignments are posted on Blackboard regularly. The calendar contains deadline information for pages and assignments.
DEADLINES	<ul style="list-style-type: none"> • Late work is subjected to 10 points off per school day. • Late pages are graded differently as the printing of the book is delayed if we don't submit pages by a specific date. 1 day late results in a loss of 50% of the grade; 2 days late results in a 75% deduction; 3 days late results in the page being reassigned with a grade of 0%.
SALES	<ul style="list-style-type: none"> • Tartan team members are expected to sell \$300 worth of advertising; this equates to one full page and may be a senior page or business ad(s). Alternate activities may be used for team members who are having difficulty selling ads. • Yearbook sales will result in a price discount for the team member's own yearbook.
GRADING	<ul style="list-style-type: none"> • Assignments and page development = 30% of overall grade • Assessments and page assessments = 30% of overall grade • Sales (including alternate assignment) = 20% of overall grade • Employability Skills = 20% of overall grade (5 points off for each unexcused absence; 3 points off for each unexcused tardy)