

6th GRADE REQUIRED COURSES

The sixth grade core program includes Language Arts, Reading, Social Studies, and Mathematics in four class periods daily. Science, PE/Music, and Elective courses round out the seven period day. Intensive instruction in the use of reference materials and technology is provided by the Piedmont Middle School teacher librarians for all Core 6 and science classes throughout the year.

CORE 6

Language Arts

Writing is the main focus of the 6th grade Language Arts Program. Students learn the complete process from pre-writing to the final draft. They also learn to evaluate their work using the “Six Traits of Writing”. Grammar and research skills are stressed throughout the year. Written and oral language experiences are provided through response to literature, paragraphs, reports, exercises for practice, and class presentations.

Text: *Grammar and Composition Handbook*
Glencoe/McGraw Hill

Reading

Emphasis is on improving reading comprehension through the continued development of reading skills and vocabulary. Students study selected works of literature through discussions, exercises, and projects. The teacher librarians guide students in selecting books for independent reading through book talks scheduled regularly with each

Core 6 class as well as independent consultation with students.

Text: *The Reader's Choice, Course 1*
Glencoe/McGraw Hill

Mathematics

Basic operations involving integers, fractions, and decimals are used to evaluate expressions, solve equations, and calculate ratios, percent, probability, area, and volume. Additional topics include geometry, data analysis, problem solving, and other practical applications of mathematics in daily life.

Text: *Math, Course 1*
McDougal Little

Social Studies

From the earliest known people through the fall of Rome, students examine how early people of the Eastern Hemisphere have contributed to our lives. Students learn about the geography, history, culture, and economy of these regions through exercises from the text as well as projects, map work, discussion, and presentations.

Text: *History Alive! The Ancient World*
Teachers' Curriculum Institute

SCIENCE

Sixth grade Science students develop an understanding of the living and non-living factors of the earth. They investigate the ecosystems of the Northern California watershed and San Francisco Estuary using the scientific method. The standards-based studies focus on geology, ecology, and adaptations with an emphasis on inquiry skills.

Text: *Focus on Earth Science*
Prentice Hall, 2008

PHYSICAL EDUCATION / HEALTH

See page 6 for a full description.

6th GRADE ELECTIVE WHEEL

Every sixth grade student will complete a rotation of six-week Elective courses specifically designed to provide introductory experiences. Elective courses may include the following:

Art

Art 6 is designed to allow students an opportunity to acquire many new art skills and techniques while building confidence. Art students will learn and practice the 5 basic elements of shape through a variety of drawing projects that are completed with colored pencils, oil pastels, or paint.

Communications

This course seeks to build upon and fortify the tools of communication that each student inherently possesses. Students will learn communication and interaction skills, such as conflict resolution skills to help them create and maintain a safe and peaceful school environment.

Computers

Computer 6 is designed to strengthen keyboarding skills and to increase knowledge and skills of various computer applications. The class uses the program Mavis Beacon Teaches Typing each day to improve typing skills, speed, and accuracy. Several programs in Microsoft Office are used to create many different projects.

Drama/Shakespeare

Students will learn the introductory elements of drama including working effectively in a group, developing confidence and poise, enhancing communication skills, and exploring emotional and imaginative powers through pantomime, games, and skits. An introduction to Shakespeare will be part of this course. Students will learn about Shakespeare's life, Elizabethan theatre, and they will explore one of Shakespeare's plays.

Green Team

Service learning and sustainability are the basis of the sixth grade Green Team class. Student teams take turns composting brunch and lunch good waste, investigate the systems that provide our food and energy, and develop an awareness of how our daily personal choices contribute to a healthy world.

Woodshop

Students will learn the safe and proper use of woodworking tools to build individual projects.

SPECIAL EDUCATION

Learning Center classes are assigned to qualified special education students as determined by their Individual Education Program (IEP). Direct instruction is provided in the area of reading, language arts, and math. Learning support classes offer remediation, clarification, organization and/or reteaching of general education curriculum.

6TH GRADE MUSIC

Intermediate Band

Prerequisite: Previous experience on a band instrument (no beginners)

*Note: **This elective is a full-year commitment.** This course alternates daily with PE/Health.*

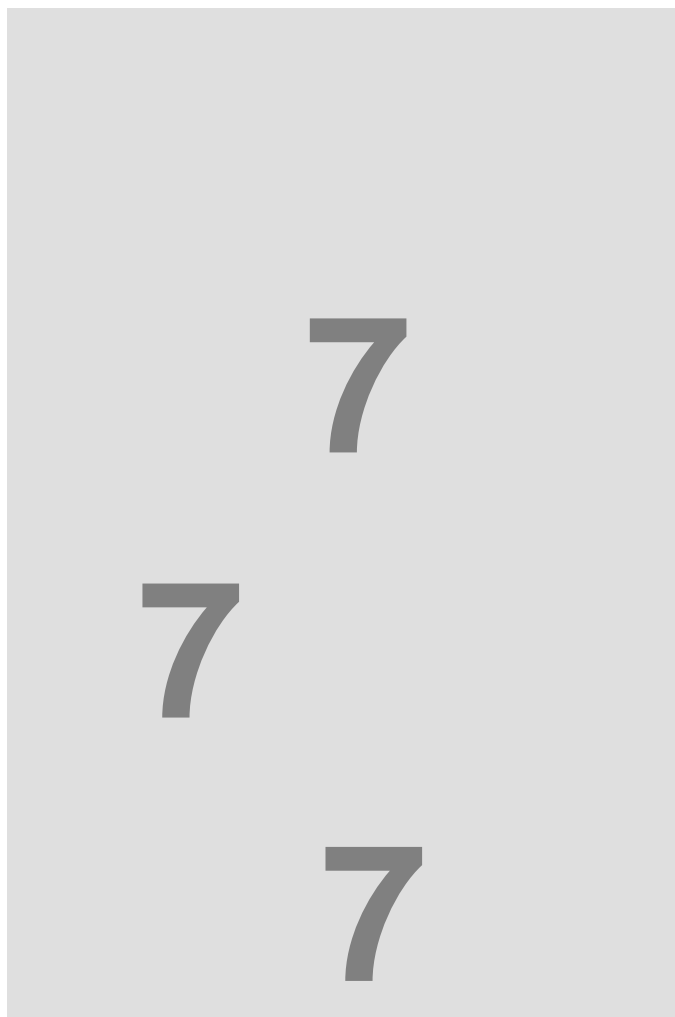
This class focuses on the development of technical proficiency and tone quality on band instruments including brass, woodwinds, and percussion. The goal will be to perform music of varied style for public performance. The class will require one evening performance each semester.

Intermediate Orchestra

Prerequisite: Previous experience in playing a string instrument (no beginners)

*Note: **This elective is a full-year commitment.** This course alternates daily with PE/Health.*

This intermediate class is for students of violin, viola, cello, and bass instruments to develop technical proficiency and tone quality. The goal will be to perform music of varied style for public performance. The class will require one evening performance each semester.



7th GRADE REQUIRED COURSES

The seventh grade core program extends over three periods for each of the two semesters. Core includes Language Arts, Social Studies, and Reading. Science, Mathematics, PE/Health and an Elective course round out the seven-period day.

CORE 7

Language Arts

Language Arts emphasizes writing as a process. Students work through several stages, including prewriting, writing, sharing and responding, revising, editing, and evaluating. Students do frequent, informal journal writings and take selected pieces of writing through all stages of the writing process to final drafts. They develop writing skills through practice and feedback from teachers and peers. In addition, students develop paragraphs with a topic sentence, supporting details, and a concluding sentence. They also write essays with introductory, body, and concluding paragraphs. Students engage in a variety of both formal and informal writing activities that include

descriptive, narrative, expository, and persuasive expression. The course also covers spelling, grammar, and the mechanics of punctuation and capitalization and the development of effective study habits and research skills, including reference work and the use of the library.

Text: *Grammar and Composition Handbook*
Glencoe, McGraw-Hill, 2002

Social Studies

Students will study social, cultural, religious, and technological changes around the world during the period 500 C.E. to the 1700's. Students will also study geography, geographic terms, and maps within each unit. Units of study are: Europe During Medieval Times, The Rise of Islam, The Culture and Kingdoms of West Africa, Imperial China, Japan During Medieval Times, Civilizations of the Americas, Europe's Renaissance and Reformation, and Europe Enters the Modern Age. Units include a variety of activities and projects, as well as traditional lectures and note-taking.

Text: *History Alive! The Medieval World & Beyond*
Teachers Curriculum Institute, 2005
Additional curriculum resources: *Interact*

Reading

Reading skills are reinforced and emphasized through the study of literature. Areas of focus include vocabulary, comprehension, and analysis of plot, setting, characters and theme. Students will study elements of literary style and a variety of forms, including biography and autobiography, the short story, the novel, folk literature, and poetry. Literature units frequently relate to the social studies curriculum. In addition, each student participates in an outside reading program.

Text: *The Reader's Choice*
Glencoe McGraw-Hill, 2002

Reading List (teachers select books from this list):

One Thousand and One Arabian Nights
Tunes For Bears To Dance To
Beowulf
Dragonwings
The Little Prince
Roll Of Thunder, Hear My Cry
Living Up the Street
Seedfolks
Stories from Shakespeare
Various folk and fairy tales
Short stories and poetry

SCIENCE / HEALTH

In the seventh grade students are exposed to an overview of the different human body systems through a thematic approach that integrates the chemistry, physics, and biology of the human body.

Supplementary units covering sex education, STDs drug education, nutrition, and eating disorders are covered. Students also study the physics of motion through a unit on simple machines. Topics such as speed, balance, friction, and kinetic and potential energy are studied using hands-on activities and an inquiry approach.

Text: *Focus on Physical Science*
Prentice Hall, 2001

Decisions for Health
Holt, 2005

MATHEMATICS

Pre-Algebra

This class focuses on the concepts and skills fundamental to success in a first year Algebra class. Emphasis is on proportional relationships, solving equations and inequalities, linear functions and graphing, spatial relationships and geometry.

Text: *Prentice Hall Pre-Algebra*

PHYSICAL EDUCATION / HEALTH

See page 6 for a full description.

SPECIAL EDUCATION

Learning Center classes are assigned to qualified special education students as determined by their Individual Education Program (IEP). Direct instruction is provided in the area of reading, language arts, and math. Learning support classes offer remediation, clarification, organization and/or reteaching of general education curriculum.

7/8 GRADE ELECTIVES

See 7/8 ELECTIVES beginning on page 8.

SEMESTER ELECTIVES

Advanced Band/Orchestra

Animation Workshop

Art

ASB (Associated Student Body)

Ceramics

Computer Art & Graphics

Creative Writing

Drama

Film/Video Workshop

French A (7th grade only)

Green Team

Journalism

Mandarin A (7th grade only)

Public Speaking

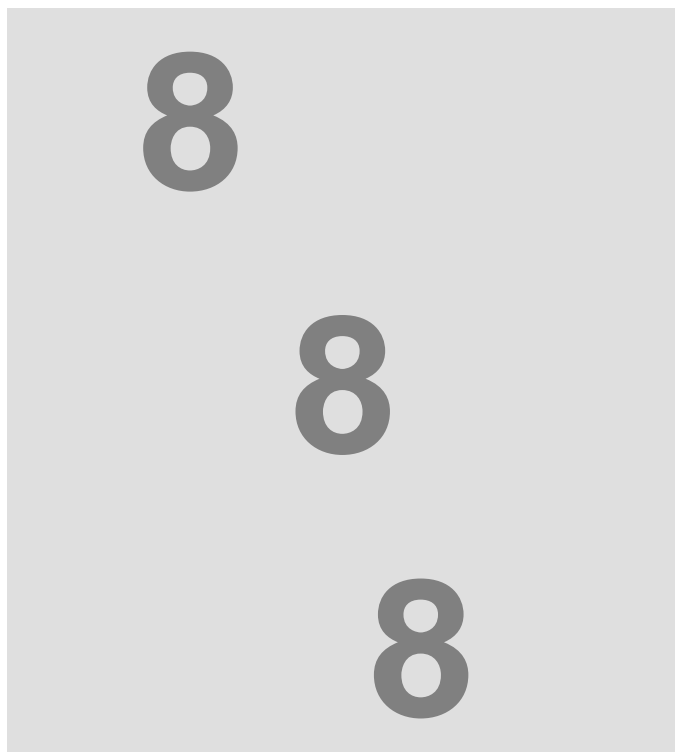
Spanish A (7th grade only)

Shakespeare

Study Skills

Teacher Assistant

Woodshop



8th GRADE REQUIRED COURSES

ENGLISH 8

Eighth grade English includes a study of literature, composition, grammar, and vocabulary to prepare students for success in high school. Literature units focus on autobiography, drama, short story, novel, poetry, and Greek mythology. Composition includes narrative and expository writing related to the literature units. Grammar and vocabulary are studied in weekly units as well as being integrated into the literature and composition units.

Texts: *Grammar and Composition Handbook*
Glencoe McGraw Hill

The Reader's Choice
Glencoe McGraw Hill

Additional paperbacks of autobiographies, short stories, and novels supplement these textbooks.

MATHEMATICS

Students will be scheduled into one of the following courses:

Algebra 1

This class covers first year Algebra concepts with an emphasis on applications to practical word problems. Topics include equations, polynomials, rational expressions, functions, graphing, systems of open sentences, radical expressions and quadratics.

Text: *Prentice Hall Algebra 1*

Introduction to Algebra

This year long course covers in-depth the first half of the material in the Algebra 1 course. Students who successfully complete Introduction to Algebra in 8th grade will be ready to enroll in Algebra 1 in 9th grade.

Text: *Prentice Hall Algebra 1*

Geometry

Prerequisite: Completion of Algebra with a grade of C or higher

This course develops the elements and theorems of Euclidean geometry using discovery and investigations. Topics from first-year Algebra are applied and extended in the study of one-, two-, and three-dimensional geometric elements and shapes, apply properties of geometric figures, and develop skills with coordinate geometry. The geometric concepts studied in this course will be applied to situations in the physical world.

Text: *Discovering Geometry*
Key Curriculum Press

SCIENCE

Eighth grade Science is a year-long course in the physical and earth sciences. Students are introduced to physical science concepts while developing and refining basic laboratory skills. Light, color, and chemistry are major physical science units studied and students will be exposed to selected introductory units in related areas. Earth science study consists of units in weather and astronomy. Students analyze data and apply concepts based on what they have learned. Students will be required to maintain a science notebook and work on a variety of collaborative science projects and presentations throughout the year.

Text: *Focus on Earth Science*
Prentice Hall, 2001
Focus on Physical Science
Prentice Hall, 2008

U.S. HISTORY

This class is designed to investigate the people, concepts, and events leading to the foundation of the United States and its constitutional form of government. The class also investigates westward expansion, the rise of sectionalism, industrialization, urbanization, and the impact and contribution of immigration. This course is an in-depth study of U.S. history from the colonial period to 1914. Special emphasis is placed on the study of the U.S. Constitution and the writing of a research paper.

Text: *The American Journey*
Appleby, Brinkley, McPherson
Glencoe/McGraw-Hill
The National Geographic Society

SPECIAL EDUCATION

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PHYSICAL EDUCATION / HEALTH

Physical Education/Health provides opportunities for psycho-motor, cognitive, affective, and social growth through physical activities. Acquisition of physical skill, enhancement of physical fitness (with an emphasis on cardio vascular endurance in conjunction with the use of heart rate monitors), knowledge of health-related concepts, sports history and rules, and strategies are stressed.

As the students progress, an increasing emphasis is placed on an introduction to lifetime activities to help students adopt a physically active, healthy lifestyle. *

Class Preparation: All students are required to wear athletic shoes, socks, and change into a PE uniform. In addition, students may wear sweatpants or sweatshirts over their PE uniform. **

* Daily instruction for all students, except for 6th grade music students who alternate PE with instrumental music.

** PMS PE uniforms can be purchased from the PE office(s) at any time during the school year.

6th Grade Instructional Units - Emphasis on working co-operatively to achieve a common goal while building self-confidence, self-esteem and social growth. Core units may include instruction in recreational games, dance, basketball, hockey, paddle tennis, soccer, team handball, whiffle ball and track and field. Topics of one week introductory mini-units in lifetime activities vary annually. Health instruction will include personal health and individual growth and development. ***

7th Grade Instructional Units - Emphasis on meeting challenges and making decisions. Core activity units may include instruction in volleyball, basketball, fitnessgram, hockey, paddle tennis, soccer, tumbling, dance and track and field. Topics of one week introductory mini-units in lifetime activities vary annually. Health instruction will include CPR training.***

8th Grade Instructional Units – Emphasis on teamwork, lifetime activities, and resolving conflicts in a positive environment. Core activity units may include instruction in archery, flashball, hockey, badminton, volleyball, dance, basketball, softball, self protection, track and field. Topics of one week introductory mini-units in lifetime activities vary annually. Health instruction will include personal safety and fire safety.***

*** The PMS PE Department uses the STAR Model in all class activities:

S = Show Appreciation

T = Trust

A = Appreciating Differences

R = Respect

7/8TH GRADE ELECTIVES

See 7/8 ELECTIVES *beginning on page 8.*

SEMESTER ELECTIVES

Advanced Band/Orchestra

Animation Workshop

Art

ASB (Associated Student Body)

Ceramics

Computer Art & Graphics

Creative Writing

Drama

Film/Video Workshop

French A (7th grade only)

Green Team

Journalism

Mandarin A (7th grade only)

Public Speaking

Spanish A (7th grade only)

Shakespeare

Study Skills

Teacher Assistant

Woodshop

FULL-YEAR ELECTIVES

Advanced Band/Orchestra

French BC

Mandarin BC

Spanish BC

Student Yearbook

7/8 Electives

The following is a description of elective courses that are offered to both 7th and 8th grade students unless otherwise designated. Students will be scheduled into elective classes based on seat availability. Please be advised that 8th grade students receive priority placement in elective classes.

SEMESTER ELECTIVES

Art

Come and join this fun and lively art class! Learn about art techniques and materials while creating eye-popping projects. Explore a wide variety of artist's tools, such as colored pencil, paint, pastels, collage, and more. Projects, challenge and encourage creativity! Isn't it time for you to exercise the *right* side of your brain?

Animation Workshop

Animation Workshop explores the history and techniques of animation. Students view a variety of animated films and learn basic animation vocabulary and skills. They will work with materials such as paper, drawings, toys, clay, photographs, and magazines in the production of animated shorts using digital video cameras in stop-motion style and then edit in iMovie. This class requires direct participation as students will complete individual and group projects as part of their own production companies. Lights! Camera! Action!

ASB (Associated Student Body)

Got Spirit? This class is for enthusiastic and energetic students interested in organizing fun activities for the PMS student body. Students will plan, lead, and participate in activities that include assemblies, spirit days, student recognition, school dances, lunchtime activities, along with various school fundraisers and community service drives. While promoting school spirit, ASB students will develop important leadership skills in the process. Students must maintain a 2.5

GPA with no failing grades and/or unsatisfactory marks in citizenship to be considered for the class.

Ceramics

This pottery workshop covers basic to advanced clay techniques. Students will learn how to hand build with clay, use the potter's wheel, and practice glazing techniques. Students generate their own projects and enjoy independent work time as the semester progresses.

School of Speech:

Public Speaking, Rhetoric and Action

Public Speaking is a tool to help students better understand effective communication and advocacy. Critical thinking, thesis development, good storytelling, careful preparation, and dynamic delivery skills are the foundation of all public communication. Students will learn audience analysis as they prepare and deliver speeches in a number of formats. In addition, this class is the best place to prepare for Middle School Debate competitions. Whether or not you are already comfortable speaking in front of an audience, this class will help you develop and hone the skills you need to effectively advocate, persuade and entertain through speech.

Woodshop

This is a hands-on course designed to make learning about woodworking fun. This class offers opportunities to explore woodworking while making a variety of projects such as miniature animals (wolves, ducks, dinosaurs, etc.), decoys, toys, puzzles, model building, intarsia, wood jewelry, pens, etc.

Teacher Assistant

If you wish to be an assistant for the library, teacher, or office, please indicate this choice on your card. Teacher assistants will be filled on an as-needed basis in the Fall and Spring. *Excellent citizenship is required.*

Computer Art & Graphics

This is a project-based class and is appropriate for students at all levels of comfort with computers. This class is designed for students who want to learn to express themselves using the computer.

- Learn to make Flash animation and games
- Make a web page using Dreamweaver
- Make 3D worlds with animated fly throughs
- Learn Photoshop

Be prepared to have lots of fun in this class.

Creative Writing

Unlike any other class at the middle school, Creative Writing allows students to express their uniqueness through writing in any genre they choose. The class is lively during discussions, focused during writing, and the writers celebrate each others' writing each week with Author's Chair. We also walk to the park to write outside in a different environment. Grades are based on participation in writing and discussion.

Drama

Students will be introduced to the exciting beginning elements of acting and theater. This will include creative movement, stage combat, theater games, improvisation, short plays, and monologues. Students will work individually and in groups. Emphasis will be on creativity, building group cohesion, elevating confidence, and performing in front of class members and, occasionally, school audiences. We'll also take field trips to see rehearsals at the PHS drama department and to see a professional youth theater group!

The Green Team

Are you concerned about the Environment? Are you looking for an opportunity to explore, or make, the shift to a more Green, sustainable way of living? Are you looking for a new opportunity to provide service and leadership on campus? Let's retool the school. Along with specific guidance, structure and lessons, this class will build on a model of student empowerment and collaboration. You will take responsibility and action on a daily basis-- to Green yourself, our school, and the larger community. You will decide how to make a better future today.

Film/Video Workshop

In this semester course students will gain an understanding of the history of film and the techniques involved in producing film and video. The class will view and analyze a sampling of films from the earliest films to more recent films. In production companies, students will plan films from the pre-production stage, through production, and then to post-production editing using digital video cameras and iMovie. They will have specific assignments to develop stories, to learn how to

use the camera effectively, and then to edit to complete the films. This class requires direct participation individually and as a productive member of a group production company. The lights are on, and the cameras are rolling.

Journalism/ School Newspaper

Wanted: Motivated students who work responsibly and cooperatively with others to write, edit, layout, and publish the PMS Globe, our school newspaper. Students will have a chance to see their names in print and become well-known around PMS! And...

- Be a newspaper columnist, cartoonist, and critic
- Report on PMS, community, and even world events that impact teens
- Interview schoolmates administrators and members of the Piedmont community
- Sharpen their writing skills
- Learn new graphic arts skills for newspaper layouts

Shakespeare

Sword fighting! Stage combat! Improv! Romance! Comedy! Tragedy! Ghosts! Masques! Dance! This exciting theater-based class will take William Shakespeare's plays off the page and onto the stage! Students will dive into Shakespeare's comedies and tragedies through theater games, scene performance, a field trip to see a professional Shakespeare play, and instruction from guest artists. We will also take a field trip to see a professional Shakespeare production at Cal Shakes in Orinda!

Advanced Band/Orchestra

Prerequisite: Previous experience in playing a band or string instrument (no beginners).

Note: Seventh grade students may take this course for one semester if they choose.

This class, available to 7th and 8th graders, includes work on refinement of technique and tone quality on band and string instruments. Emphasis will be on musicianship and ensemble playing within the band/orchestra. The goal will be to study and perform music of varied styles for public performance. The class will require two evening performances per year. Other performances may be added.

Study Skills

This class is designed to support students who are academically at risk. Curriculum for this course may include suggestions for organizational skills, goal setting, note taking, listening strategies, and independent study strategies for short and long-term assignments. This class will also support students in completion of assignments during the school day. Students may be required to be prepared with reading material in class each day.

Spanish A

Open only to 7th grade students.

Spanish A offers instruction in basic vocabulary and structure necessary for comprehension, speaking, reading, and writing the language. In this semester long class students will learn the alphabet and the sound of the letters, greetings and goodbyes in Spanish. In grammar, they will learn subject pronouns, present tense of some regular and irregular verbs, feminine and masculine words and adjectives. They will also learn vocabulary such as numbers, time, classes at school, etc. Students also learn about traditions and customs of Spanish speaking countries through discussions, videos, songs and games.

Students may begin Spanish in 7th grade or in high school. Those who begin in 7th grade and continue in 8th grade (if successfully completed with a grade of B-or better) have the opportunity to enroll in Spanish II in 9th grade. Grades 7 and 8 equal one year of high school study.

Text: *Bienvenidos*
Schmidt/Woodford

Mandarin A

Open only to 7th grade students.

Note: This class is made available to any interested student through the Mandarin grant.

Mandarin A is an introductory course to the basic vocabulary necessary for speaking, reading and writing Chinese. Students will learn about 70 traditional Chinese characters plus the pinyin romanization system. They will also learn numbers from 1 – 100. Chinese customs and traditions are a very important part of the curriculum. Students will explore the art of brush painting, martial arts, and holiday celebrations in this class.

Text: *Ni Hao! An Introduction to Chinese*
By Shumang
Fredlein and Fredlein
Published by Chinasoftware

Students may begin Mandarin in 7th grade or in high school. Those who begin in 7th grade and continue in 8th grade (if successfully completed with a grade of B- or better) have the opportunity to enroll in Mandarin II in 9th grade. Grades 7 and 8 equal one year of high school study.

French A

Open only to 7th grade students.

Students learn the introductory vocabulary and structures necessary for understanding, speaking, reading, and writing French. They also learn about traditions and customs throughout the French speaking world, through discussions, movies, songs and games. Instruction is organized around three major themes:

- Basic greetings
- Friends and family
- Eating at a café

Text: *Discovering French Bleu*
McDougal Little

Students may begin French in 7th grade or in high school. Those who begin in 7th grade and continue in 8th grade (if successfully completed with a grade of B- or better) have the opportunity to enroll in French II in 9th grade. Grades 7 and 8 equal one year of high school study.

 FULL-YEAR ELECTIVES

French BC

Prerequisite: Completion of French A with a final grade of "B-" or better or appropriate previous study of French. Semester I grade of "B-" or better is required to continue in this course in Semester II.

Students continue to learn the introductory vocabulary and structures necessary for understanding, speaking, reading, and writing French. While most of the material will be in the present tense, past and future tenses will be introduced. They also continue to learn about traditions and customs throughout the French speaking world. Instruction is organized around five major themes:

- Activities
- Getting around a city
- Shopping and clothing (The Fashion Show!)
- Weekend activities
- Describing People

Text: *Discovering French Bleu*
McDougal Little

Students who successfully complete this course with a grade of C- or better may consider enrolling in Spanish II at the high school.

Mandarin BC

Prerequisite: Completion of Mandarin A with a final grade of "B-" or better. Semester I grade of B- or better is required to continue in this course in Semester II.

Mandarin BC builds on the fundamentals learned in Mandarin A. Speaking, listening, traditional character writing (180-200 characters), and pinyin romanization are equally emphasized in the curriculum. In addition to the textbook, cultural activities such as calligraphy, music and story telling are all integral parts of this class.

Students who successfully complete this course with a grade of C- or better may consider enrolling in Spanish II at the high school.

Text: *Ni Hao! An Introduction to Chinese*
By Shumang
Fredlein and Fredlein
Published by Chinasoft

Spanish BC

Prerequisite: Completion of Spanish A with a final grade of "B-" or better or appropriate previous study of Spanish. Semester I grade of "B-" or better is required to continue in this course in Semester II.

Students continue to build on the basic concepts learned in Spanish A. This course will emphasize

active involvement of the student in all areas of communication (listening, speaking, reading and writing). In this course, students are expected to use their communications skills in and out of class. Students will continue learning the conjugation of verbs in present tense, in present progressive and near future. They will learn new vocabulary related to family, sports, travel, health, weather, travel, etc. Students will also learn about traditions and customs of Spanish-speaking cultures through discussions, videos, songs and games. The Spanish A and BC courses are the equivalent of the first year of high school Spanish (Spanish I) if successfully completed with a grade of "C-" or better.

Students who successfully complete this course with a grade of C- or better may consider enrolling in Spanish II at the high school.

Text: *Bienvenidos*
Schmidt/Woodford

Advanced Band/Orchestra

Prerequisite: Previous experience in playing a band or string instrument (no beginners).

This class, available to 7th and 8th graders, includes work on refinement of technique and tone quality on band and string instruments. Emphasis will be on musicianship and ensemble playing within the band/orchestra. The goal will be to study and perform music of varied styles for public performance. The class will require two evening performances per year. Other performances may be added.

Yearbook

Students in this fast-paced production course are responsible for planning, writing, and producing the school yearbook. Students will become skilled in journalistic business practices. This challenging and highly rewarding course will give students experience in project management and collaboration with each other and our publishers' representative as they complete each spread assignment.

Students enrolling in this course should be aware of required time commitments outside of school: for example, sporting events that may occur outside of regular hours or a submission deadline. Students considering this course must first complete an application statement. Forms are in the office.