

STEAM Yearbook Elective Syllabus

CLASS REQUIREMENTS

1. **Be on time for class.** Students should be sitting in their seats at the tardy bell.
2. **Students are expected to work cooperatively and display respect for others.** The students are expected to follow all class and school rules. Students are to show an appreciation for and be respectful of all opinions, ideas, and thoughts. All students have the right to a non-threatening environment. Creativity and positivity are encouraged and a must for all students.
3. **Completion of the Jefferson 2026 Yearbook.** All students will be assigned various tasks to help design and create the Jefferson 2026 Yearbook. The students will have various tasks such as: page design, writer, cover design, editor, taking photos, and tagging photos. The students who are assigned a yearbook page(s) will be required to design and edit the page(s). They will also have the opportunity to take pictures at school events, edit pages, develop a theme for the yearbook, and/or create the yearbook cover. At times this class can be stressful, but very rewarding experience.
4. **Class routines.** Once the yearbook is complete (around April), the students will have the opportunity to improve their typing skills, learn new study skills, and maintain their school agenda/calendar. Some days, students will have time to work on homework/classwork from other classes. Homework/study time will be given after all yearbook assignments have been completed. The completion of the yearbook is our priority.
5. **Students will need a folder for the class.** The students will need a folder to hold all their notes. The students will take notes on study skills and how to design a yearbook.

DAILY ROUTINE/SCHEDULE

1. Class will start at the tardy bell with attendance. The students will update their agenda/calendar and check in with one another. The remainder of the time, the class will learn study skills, typing skills, and/or designing and completing the yearbook.
2. Every week, there will be an agenda/calendar check. Organization is a vital skill for all students to learn. Maintaining their agenda/calendar helps the students learn how to be organized and keep track of their assignments/tests.
3. After all yearbook assignments have been completed, students will have the opportunity to work on homework/classwork from other classes.

GRADING

1. **Classwork Category:** The students will be graded on participation, staying on task, and completion of their lessons/tests/yearbook pages.
2. **Yearbook Category:** The students will be graded on their assigned yearbook pages on completion, style, design, and text quality (quotes & captions on the page).
3. **Agenda/Tests/Notes Category:** Typing will be graded on the completion of lessons and tests.
4. **Agenda/Tests/Notes Category:** Students will also have a daily agenda/calendar check.

5. **Agenda/Tests/Notes Category:** Students will take notes on how to design a yearbook page. This must be completed first, before gaining access to the Yearbook web-based program. Students will need to keep these all year long to refer back to.
6. **Daily Points:** Students can earn 10 points a day by staying on task, working hard, and being responsible and respectful.

The following areas are weighted:

Classwork - (completion of Study Skills, Typing, and Yearbook lessons)	50%
Yearbook - (completion of job: page designer, editor, photo tagger, writer)	30%
Participation (Daily Points)	15%
Agenda/Calendar Checks/Test/Notes Check	5%

*****Return to Ms. Gates*****

I have read and understand the class requirements, grading policy, and class expectations.

Student Signature

Parent/Guardian Signature

Date