

## 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 2025 Yearbook.** All students will be allowed to help design and create the Jefferson 2025 Yearbook. The students will have various tasks to complete. 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.
4. **Class routines.** In addition to completing the yearbook, 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. This 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 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, Then 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.

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### GRADING

1. The students will be graded on participation, staying on task, and completion of their lessons/tests/yearbook pages.
2. Yearbook pages will be graded on completion, style, design, and text (quotes & captions on the page).
3. Typing will be graded on the completion of lessons and tests.
4. Students will also have a daily agenda/calendar check.
5. **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)	35%
Tests - (Study Skills/Typing/Yearbook Tests)	5%
Participation (Daily Points)	5%
Agenda/Calendar Checks	5%

\*\*\*\*\*Return the bottom portion to Ms. Gates\*\*\*\*\*

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date