**Daybook Set up**

1. Reserve the first 5-10 pages of your composition book for your table of contents.

**Daybooks must have a Table of contents that is updated daily**

Refer to the Table of Contents example to see how your table of contents should look.

1. It does not matter in what order your work is in *your* book. As long as when I look for a particular assignment, it is on the page that *your* Table of contents provides.
2. Every page within the book must have a title, date, and page number.

Refer to the Daybook pages example to see how pages within the daybook should look.

**Table of Contents Example Below:**

|  |  |  |
| --- | --- | --- |
| **Page #** | **Title** | **Date** |
| 1 | Syllabus | 8/26 |
| 2 | Agenda/Warm-up/Grad Project notes | 8/27 |
| 3-4 | Graduation Project Notes | 8/27 |
| 5 | Annotation Review Notes/”Where I’m From” Annotation | 8/27 |
| 6-8 | “Where I’m From” Poem Draft (HW) | 8/27 |
| 9 | Agenda/Warm-up (GP Research Survey) | 8/28 |

**Daybook Pages Example Below:**

|  |  |
| --- | --- |
| **P. 2 Agenda/Warm-up/ Grad Proj. Notes 8/27/13** | **Grad. Proj Notes 8/27/13 P. 3** |
| **Agenda** |  |
| -Warmup  -Graduation project notes  -Partner Assignment |  |
|  |  |
| **Warm-up** |  |
| I have no idea what I will do for my product. However, I plan to stay after school on Tuesdays and Thursdays so that I can get help from my teachers. |  |
|  |  |
| **Graduation Project Notes** |  |
| Presentation  Product  Portfolios |  |
|  |  |
|  |  |
|  |  |