

Technology Syllabus

Class Description

This class introduces the student, through hands-on operation, to Mavis Beacon Teaches Typing (keyboarding), Windows XP (Operating System), Mozilla Firefox (navigating and finding information on the Web), MS Office 2010 (Word, Excel, PowerPoint and Publisher), Adobe Photoshop CS3, HTML and Windows Movie Maker (capture and edit digital media). Students will also work on a variety of media projects both independently and as part of a group. This course will cover ethical issues and standards related to media production, script writing, media crew assignments, lighting, and computer graphics. Students will use personal computers along with digital video cameras and media software to produce a variety of video projects.

Course Materials

- A 3-ring folder in which to keep a portfolio of course related reference material.
- Pencils, pens, and binder paper should be brought to class every day.
- For sanitary reasons, we ask that students provide their own headphones. They may be any size, although the "ear bud" styles fit better in backpacks. The headphones need a "mini" 3.5 mm headphone jack.

Home/School Communication

Parent communication between home and school is available by email and phone. Parents may leave a message at (916) 928-5353 ext. 226. I will check messages after 3:00pm and respond to calls within 24 hours. The best way to receive an immediate response is by emailing me at jmusic@natomas.k12.ca.us.

Expectations and Code of Conduct

- Students may not use the Internet for any reason other than the specified assignments given by the teacher for this class.
- Students may not access email for purposes other than sending/receiving class work. Students must ask for teacher permission prior to logging in to an email account.
- Lab tables must be left clean. Writing on the tables, computers, monitors or any furniture will not be tolerated under any circumstances.
- Misbehavior in the classroom and violations of lab rules will result in one or more of the following consequences: (1) Conference with student and a call home (2) Detention (3) Referral.
- Respect the computer equipment by using it when and in the manner instructed. Failure to do so will result in the loss of access to the equipment for the time period designated by the teacher.

- Students are expected to use restrooms during morning/afternoon breaks and at lunch. If a student must use the restroom during class, sign out using the class roster located by the front door and take a "Press Pass". Students will be allowed 3 restroom passes during each trimester, unless there are special circumstances. Greater than 3 bathroom passes will result in an after school detention for each occurrence thereafter.
- Arrival & Dismissal - Students are required to be sitting in their assigned seats when the bell rings otherwise they will be tardy. Students will be dismissed by the teacher; the bell and/or clock does not dismiss the class.
- Eating is allowed in the classroom during production and breaks, however, please move your keyboard and mouse under the monitor in order to prevent mishaps. All drinks must be kept on the side counter, on the floor next to your chair or in your backpack. Gum chewing on campus will result in gum scraping duty for each occurrence.
- Cheating, including copying from others or from the Internet is not allowed nor will it be tolerated. Any parties suspected of violating this policy will receive a zero on the assignment and will be written up for a referral (see the Student Handbook for the school plagiarism and cheating policy).

Policies and Procedures

- The following behaviors will result in assignment to After-School Detention:
 - ▶ Accumulating 3 tardies in class and every tardy thereafter for the trimester. Six tardies in a trimester will result in an office referral.
 - ▶ Consistent disruption in class and/or school activities.
 - ▶ Excessive talking/socializing and/or writing notes.
- Late Work
 - ▶ Late work will not be accepted in class. Late work may be made up and turned in during Study Lab for half credit within two weeks of the due date.
- Absent Work
 - ▶ A student who was absent from school is expected to make up all homework and assignments. The responsibility for getting assignments and making them up rests completely with the student. A student will have one day for each day he/she was absent to make up work. Long-term projects are still due on the assigned date.

Grading

Final grades in this class will be a combination of class participation, quizzes, tests and projects. In addition, we grade each student holistically based on their numerical grade, classroom observation, improvement, and attitude. Therefore, please do not assume that the final grade you view online is exactly what your child will receive on his/her report card. PowerSchool is only one tool used to measure student achievement.

- 6-Mastery and exceptional understanding (98% or above)
- 5-Mastery and complete understanding (90% or above)
- 4-Good mastery, some areas of weakness (80-89%)
- 3-Some mastery, needs additional help in more than one area (70-79%)
- 2-Almost no mastery (60-69%)
- 1-No mastery (59% or less)

Citizenship Rubric

The following grades are issued for the evaluation of citizenship: O, S, and U. This citizenship evaluation is consistently expected and required by all teachers.

O = Outstanding

A student enthusiastically comes to class each day prepared and motivated to learn. The student may lead class discussions and initiates a leadership role in group work. Consistently models school and class rules and is an optimistic and constructive role model for other students to follow. The student seeks to surpass class expectations.

S = Satisfactory

A satisfactory student makes a diligent effort to come to class each day prepared, takes responsibility for his or her own learning, participates in classroom discussions and group work and follows class and school rules.

U = Unsatisfactory

This student's behavior is disruptive and may warrant behavior consequences. This student is minimally prepared for class, inadequately participates in classroom discussions and rarely participates in group work. This student fails to follow class and school rules and fails to follow the directives of the teacher. This student does not meet class expectations.