

GRAPHIC DESIGN

MTWRF Rm 406B | Period 5 | Teacher: Mr. McGehee

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COURSE LENGTH: 1 quarter

My purpose for the course: The course is intended for students who have an interest in learning to use technology – computers and digital drawing tablets – to create various digital artistic media, including altered photography, digital collage, logos, charts, drawings, etc.

My expectations regarding ethics: I fully expect that all students comply with the district ethical guidelines concerning use of the Internet. Staff members need to trust you. Remember, you represent the not only the school, but all of the MMS Design Lab family. If you are caught playing games, looking online at unrelated content, you may lose your computer privileges. If you lose your internet logon and/or file server access, you may have to finish the course with altered curriculum, not using computer.

My expectations regarding use of MMS Design Lab equipment: The MMS Design Lab is special. We are lucky to have such great technology to use and I expect that each member of our classroom will treat that equipment with the greatest care and with respect for all of the other students using them. Do not write on, dismantle, disable or otherwise damage the equipment. This includes drawing on, removing any part of or altering in any way your assigned laptop or tablet. Do not allow a stylus to leave this classroom. Doing any of the above will result in disciplinary action and will likely result in you and your family being held financially responsible.

Other class materials: Other than your student planner, please have the only 2 essential tools or graphic design: paper and pencil!

Attendance: If you are not ready to receive your stylus at the beginning of class, you will be counted tardy. Students are granted 5 tardies each for the duration of the class term. Once a student has received 5 tardies, student responsibilities may include detentions and conferences with parents.

Students are responsible for any material or work time they miss as a result of an absence. Since much of the work for this class can't be done at home, it's essential that all students be here for every class period. In the event of an absence, check Mr. McGehee's website or with another team member.

Leaving Class: Students will be allowed to leave the class with Mr. McGehee's acknowledgment. Students are not allowed to leave within 10 minutes of class beginning or ending. Students will be required to sign in and out on the signout sheet AND fill out their planner. Passes are not made or given. Students leaving without signing out will be subject to disciplinary action.

Beginning of Class:

1. At the beginning of each day, sit down at your station and log in.

2. Immediately take inventory of your station. Check the computer, tablet, cables, etc. for any damage or changes that you can see.
3. Mr. McGehee may then proceed with a verbal check of each station. When you are called, tell him if anything is wrong with your station.

STUDENT-CREATED NORMS:

5th period students created these classroom norms based on what THEY think students should be behaving in this class. Students will be expected to follow each norm:

1. *Don't misuse/damage equipment*
2. *Treat people like you want to be treated.*
3. *Turn in work on time.*
4. *Maintain LEVEL 2 voices.*
5. *Don't talk when the speaker is speaking.*

Mr. McGehee's In-Class Expectations:

1. Professionalism is a must. Respect yourself and others by treating them with dignity. Don't use profanity or be rude. This lab is a safe place where everyone should feel able to do good work and grow without the threat of harassment. Racism, sexism, ableism, homophobia, or appearance-based remarks are never welcome and will be openly discussed.
2. Never run or play around the computers. Always watch out for cables.
3. Use and take care of the computers.
 - ✓ Boot-up & shut down properly.
 - ✓ Leave settings as they were intended.
4. Communicate with the instructor when you need to leave the room. You must have your planner to sign out.
5. Maintain a professional atmosphere.
6. If absent the day an assignment is due, ask Mr. McGehee when he will accept the work. This is your responsibility.
7. Always perform at peak efficiency.
8. This is your lab, too. If you have a problem, try your best to solve it yourself or with the help of other classmates/teacher assistants.

End of Class:

1. At the "exit warning," students should SAVE what they're working on, log off and get their station in order (laptop closed, tablet on top of the laptop).
2. To leave, students will be asked to stand up, push in their seat, and stand quietly behind their station.
3. Once the class is ready, Mr. McGehee will share any final thoughts and ask you to leave in order of your row. Rows ready, will be dismissed first.
4. You will return your stylus to him as you leave.
5. **DO NOT GO TO THE BACK OF THE CLASS BEFORE BEING DISMISSED. THIS SLOWS DOWN THE EXIT PROCESS.**

Grading/Self-scoring:

Student grades will be based on 60% assignment work; and 40% daily work/professionalism/participation. Points will vary depending on the complexity of the job and the length of the assignment. Each day, students will share their self-assessed grade for their

daily points. Based on classroom expectations and student-created norms, students give themselves a score from 0-10. In an average week, this means that students can earn 50 points. This is a very important part of our work!

Grading Scale:

100% - 95% =	A	75% - 76% =	C+
93% - 94% =	A-	71% - 74% =	C
90% - 92% =	B+	66% - 70% =	C-
80% - 89% =	B	50% - 65% =	D
77% - 79% =	B-	Below 50% =	F

Late Work:

Students often will work on assignments at their own pace. As a result, **student work will be accepted up to a week after the final due date with no drop in grade.** Work turned in beyond this period may result in reduced scores. However, failure to keep on top of assignments will quickly lead to falling behind. Make up work can be done during Power Period or during class time once other assignments are complete.

Electronic Devices:

Just as in the world of work, in the classroom, the use of personal electronics such as digital music players and mobile phones is prohibited unless specifically permitted by Mr. McGehee. If you want to take a photo, JUST ASK! ☺ Use of these devices may result in their removal until the end of the period or the end of the day in the main office. One warning will be given, then if further discussion is required, the device will be sent to Security for the student to pick up at the end of the day. If a student's family needs to contact their student, they are able to call the main office or the classroom directly, or expect that their child might contact them between classes.

Photo Release:

Throughout the year, students may have their photograph taken for use in school projects or to celebrate their work online. By signing below, you are providing permission for your student's photo to be taken for educational and school-related use. Note: student names will never be used on any item shared publicly. If you do not wish to prevent your student from having their photo taken, please put an X over this section before signing below.

Signatures:

Student Name: _____ Period _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____

Parent Email: _____

Would you like to receive notifications about your student's class via text? ___yes ___no

If so, please provide your mobile number: _____