2015-2016 Mrs. Sweeney

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| **Audio Visual Syllabus** |

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| **Course Description** |

This course allows students to set up, operate, maintain and repair equipment used to enhance live events, such as microphones, video recorders, projectors, lighting and sound mixing equipment. They will record meetings and presentations with video cameras, operate spotlights, adjust amplifiers, coordinate graphics used in displays. Students may also edit, copy and store DVD’s, track inventory of equipment and order supplies. Students will be working all school home sporting events, plays and masses. They will also be working with the Development Office producing quality videos for fundraising and recruitment. Students need to be able to work independently. This course does require working after regular school hours.

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| **Course Goals** |

Goals for this class are to be able to:

* Use Adobe Premier to edit video
* Use video camera to capture video of various athletic activities and meetings
* Use sound mixing equipment to create the right sound for the project
* Use the display board in the gymnasium

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| **Assignments and Materials** |

All material for class is provided in class.

Students will be recording after school several times.

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| **Extra Help/Tutoring** |

I want you to be successful in this course. I am willing to meet with you before or after school to provide extra help. **Students who would like extra help need to make arrangements with me prior to coming in.** I want to make sure that I am available before they make plans to stay or come in early.

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| **Make Up Work Policy** |

Students are responsible for all makeup work. Students can check the Edmodo.com website to see what was done when absent. In general, students will have **ONE day for each day of class missed to make up their work**. If work is not made up within time limit, the same policy for late work will apply. All work can be completed at home on the computer.

Attendance is absolutely necessary to be successful.

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| **Discipline Plan** |

1. **Warning**
2. **Commitment Conference**—Meeting with me to discuss your behavior
3. **Parent Contact**—Parent/guardian contacted regarding your behavior
4. **Office Referral**—Student given a discipline slip, will talk to the principal and receive appropriate discipline action

**Cheating**

*Cheating will not be tolerated no matter how large or small the assignment/exam is*. Cheating will result in **zero credit** on the assignment/exam, parent contact, and an office referral. See the student handbook for disciplinary action that results from cheating.

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| **Grades/Late Work** |

1. Grades will be calculated based on total points.
2. Points will come from the daily work.\* There is no final in this class, but there is a project due at the end of the semester.
3. Assignments 1 day late will receive a 10% deduction, 2 days late will receive a 20% deduction, and assignments will not be accepted after 2 days late.

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| **Contacting Mrs. Sweeney** |

Email: rsweeney@scspk12.org

Phone: 417-881-8817

Website: https://Edmodo.com

Schedule:

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| **Hour** | **Class** | **Hour** | **Class** |
| A1 | Multimedia | B1 | Computer Management |
| A2 | Multimedia | B2 | Prep |
| A3 | Prep | B3 | Computer Science |
| A4 | Study Hall | B4 | Accounting |
| A5 | Audio Visual | B5 | Multimedia |

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| **Classroom Rules** |

1. ***Be Respectful***.
   * Show respect to all teachers and students. Absolutely no foul language, name-calling, or harassment will be tolerated. Show respect to all school property and the property of others. Please keep the room clean and leave it the way you found it.
2. ***Be Responsible for YOU***.

* Manage your own behavior. Be here on time and ready to work with all materials. Do all assignments to the best of your ability by the due date.

1. ***Be Honest and Reliable***.

* Do your own work and be proud of it! Be the kind of person that others can count on.

1. ***Be Accountable***.

* You are accountable for your decisions, so be willing to face the consequences of the bad ones. Think about the consequences of your actions and how they affect others.

1. ***Be a Person of Integrity***.

* Be ethical. Stand for what you believe in. Just because everyone else is doing it, doesn’t make it right.

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| **Computer Lab Procedures** |

**MAJOR VIOLATIONS WILL RESULT IN AN IMMEDIATE DISCIPLINE SLIP!**

1. Please use proper posture and technique when typing.
2. **Please do not check your email, play games, or open any programs other than the one you are supposed to be working in. Inappropriate use of the computer results in a discipline slip. This is your warning!**
3. Please do not bring food, drinks (clear water in a bottle with a lid is the exception), or gum into the classroom.
4. Please do not unplug any computer connectors.

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| **Classroom Procedures** |

**General Classroom Procedures:**

1. Do not ask to go use the restroom or get a drink during class, unless it is an emergency.

2. Cell phones should not be out or turned on at any time.

3. If you leave your seat for any reason or come in late, please do not disturb others.

**Entering the Classroom**

1. Enter quietly.
2. When the bell rings you need to be in the classroom or I will count you Tardy.
3. When you come into the classroom please immediately log on and gather materials needed for class. You should be in your seat when the bell rings. I will not wait on you to start class.

**Agenda**

1. Look at your agenda on a daily basis.
2. Record daily agenda.
3. Please do not ask, “What are we doing today?” until you have looked at the daily agenda.

**Procedures for Assignments and Exams:**

1. Please write legibly. Make your assignment as organized and neat as possible. If I cannot read your writing, I will not grade your assignment.
2. Please type your name in the header of each document you print.
3. Assignments should be placed in the appropriate tray for your class.

**Procedures for When You are Absent:**

1. Check the website, either Weebly or Edmodo, to find out what work you missed.
2. If you need a computer to make up your work, please schedule a time to come in with Mrs. Sweeney.

**Procedures for the Class When There is a Substitute:**

1. All classroom rules and procedures apply when there is a substitute.
2. When the bell rings, you must be in your seat, quiet, and writing your agenda. Those who are not will not be warned and will face consequences.
3. If work is not collected by the sub on the day it is assigned, it will be due at the beginning of the next class period.
4. *REMEMBER!* When there is a substitute you are expected to be on your best behavior. If you cause the substitute any problems, you will receive a discipline slip. Be prepared to be held accountable for your actions.