2015-2016 Mrs. Sweeney

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| **Multimedia Syllabus** |

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| **Course Description** |

Students will be introduced to tools, skills, and materials that they can manipulate as the primary means of creative expression. Students will explore basic applications of various multimedia tools to create visual, aural, and written projects in both digital and print format skills. Students will use Word, sites. Google, Windows Media Player, PowerPoint and various other software applications.

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| **Course Goals** |

Goals for this class are to be able to:

* Learn to use any of the Microsoft Office software, ie Word, PowerPoint, Publisher, to create documents for use in classwork.
* learn to search the web efficiently
* use MovieMaker to edit photos and film
* use Audacity for editing sounds
* know what copyright and fair use policies are and how to apply them to their own works.

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| **Assignments and Materials**  |

All material for class is provided in class.

Students will have a login for Edmodo.com and can access this from school or home.

All work will be done in class.

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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.

Student Daily Progress Points will be 5 points each class period. Students will either receive the full 5 points or zero points. **No partial points will be given**. If a student is absent, he or she will be exempt from the daily points until it becomes a recurring issue. Below is the rubric I will use to evaluate the SDPP. A rubric will not be completed each period for each person. I will give rubric to students who do **not** get full points. Points will simply be tracked and it is the responsibility of the student to monitor their personal points and determine appropriate plans of action if needed. Students must receive all three checkmarks for the below standards to receive daily points.

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|  | Accomplished |
| Student worked productively on the project at hand during the *entire* length of the class period.  |  |
| Student was respectful of instructor and peers. Student did not consistently interrupt or distract others. Student discussion was on topic and had purpose. |  |
| Student made progress on the project at hand. |  |