

THE LAB

PRINCIPLES OF DIGITAL EDITING
SYLLABUS

WELCOME TO THE LAB

BRANDON BUCKNER GRAPHIC DESIGN TEACHER

BRANDONBUCKNER@MISDMAIL.ORG

COURSE DESCRIPTION

Students will construct and maintain an electronic filing system for managing all projects. Students will be able to analyze different aspects of the design field and develop technical knowledge and skills needed for success in the visual arts.

A technical understanding of the industry, with a focus on skill proficiency, will be expected and explored.

Academic knowledge and skills in art and design projects will be applied. Will implement advanced problem-solving methods. Employ critical-thinking and interpersonal skills, will gather data and interpret independently, and in teams, to solve problems and make decisions. Implementation of advanced information technology applications.

The student is expected to use personal information management, email, Internet, writing, and presentation applications for graphic design and illustration projects.

Teamwork and conflict-management skills practiced and establish and maintain effective working relationships by providing constructive praise and criticism. Stress management applied for emotional control.

Ethical decision making practiced and client privacy core

SCOPE & SEQUENCE

TEKS 130.88

(a) General requirements. Graphic design includes the knowledge and application of creative design, theory, principles, and practices as related to communication media. (b) Rapid advances in technology have created new career opportunities, and demands in trades and industry. T&I supports integration of academic and career and technology knowledge and skills.

POSTING THE GRADES

Student grades will be posted in Skyward parent portal within five business days for daily grades and major grades. Special consideration is given to major projects. Students will be getting critiqued and may be asked to redo a certain aspect or all of their assignment. After the first critique student's may redo their assignment for a higher grade without penalty if the student has been working on the assignment consistently during the allotted time. This allows for mentoring between the teacher and the student. If a student looks to be on the downward trajectory, the teacher will email the parents making them aware of the teacher's concern.

ABSENCES & MAKE-UP WORK

Before school, 6:30 AM-7:00 AM; After school- Immediately after 2:30pm. (Special arrangements made for students on other campuses) Student will be responsible for asking teacher about any make-up work or assignments that are due after an absence. Student will be responsible for scheduling/coordinating the make-up time with teacher. (Failure to make up work will be a zero) May re-take test upon request with a maximum grade of 70%.

スタジオジブリ作品
制作委員会
A FILM BY
HAYAO MIYAZAKI
KIKI'S
DELIVERY SERVICE



KIRSTEN DUNST JANEANE GAROFALO PHIL HARTMAN DEBBIE REYNOLDS

UNDERSTANDING YOUR GRADE

A

Performance at this level demonstrates an in-depth understanding of content and concepts. These students make connections amongst ideas that go well beyond the obvious, solve challenging problems --with efficient and innovative strategies, communicate complex ideas insightfully, effectively and creatively.

B

Students at this level demonstrate strong, solid achievement in grasping content and concepts. They display command of essential concepts, skills, and processes and make important connections between central ideas.

C

Performance at this level demonstrates partial command of essential concepts, skills, and processes. With some direction and guidance the student can obtain a complete command of the desired goals. The communication of what they understand is adequate but sometimes rudimentary or incomplete.

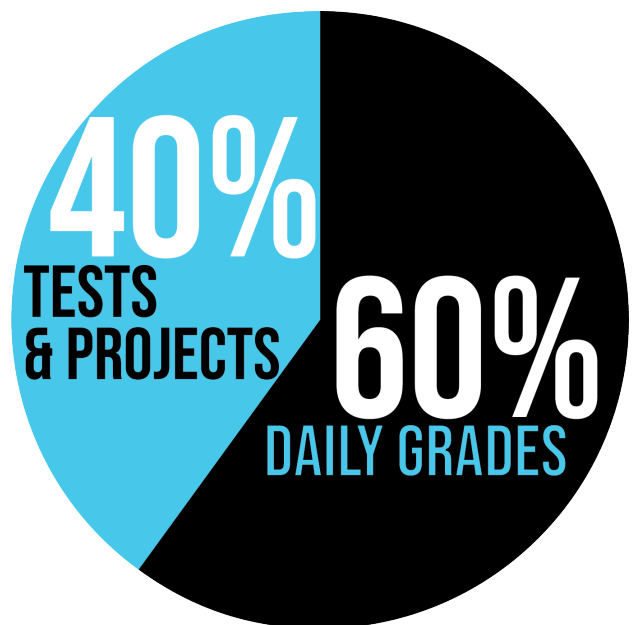
F

Students at this level are failing to apply basic skills and effort to their assignments.

CERTIFICATIONS

The Adobe Photoshop Associate Certification exams will be given in this course. However, it is not required. Throughout this digital editing class, students will receive video tutorials preparing them for the certification exam. These videos will be available 24/7 on Google classroom once they are posted. Students will take a practice exam before taking the certification exam, so that the student can adequately prepare for the associate certification exam. The cost for the Adobe Associate Certification is \$70, however if the student passes the practice exam, the exam will be paid for by the Mansfield ISD. However, if the student does not pass the practice exam, it will be on the student to pay for certification.

ANATOMY OF YOUR GRADE



RULES & EXPECTATIONS

- 1 Students are expected to use Google classroom for turning in all electronic assignments.
- 2 Students will be taught extensively how to use this application on the internet. Not turning assignments in on time will result in a late grade.
- 3 Students must also turn in the correct file format that is requested in the assignment instructions. If student fails to turn in the correct format, there will be a late grade penalty.
- 4 Show up on time to class.
- 5 Students are expected to bring headphones. Most of the tutorials will be online in class over the software that is used to create designs.
- 6 If the student is absent, the student needs to approach the teacher for make-up work.
- 7 Students need to think outside the box, and give me their best every day.
- 8 Drawing tablets will be provided for student use in the classroom. Each student will be responsible for returning all-digital tablets and digital pens to their original place before the end of class.
- 9 Computers are to be set at the same configuration as found. No changing the desktop.



TURNING IN ASSIGNMENTS

Students will be expected to use Google Classroom for turning in all of their electronic assignments. Google Classroom will also be where students will receive feedback on their work. Not turning assignments in on time for any reason other than what is excusable under district policy will be not excused. Students will have specific instructions on how to turn in assignments, when the assignment is due, and which file format the assignment should be turned in as. Students clicking “submit and done” with nothing attached will receive an automatic zero for their assignment.

STUDENT ORGANIZATIONS

Graphic Design Club

The name of this student-led club is to be announced, however this club will be for students who want to further their knowledge in graphic design and compete in graphic design competitions throughout the year. Students who are involved in this club will have social events as well. This will be held on Wednesday 3:30-5:30.

DECA

For students enrolled in Graphic Design. DECA membership is optional, but it is recommended. Students have the opportunity to learn more about the fields of Business, Marketing and/or Finance by their involvement in DECA, which includes competition, field trips, guest speakers and/or participation in the Fall and Spring Fashion shows.

COMPETITIONS

SKILLS USA

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DON'T FORGET THE FINE PRINT

LATE WORK

Students will be expected to use Google Classroom for turning in all of their electronic assignments. Google Classroom will also be where students will receive feedback on their work. Not turning assignments in on time for any reason other than what is excusable under district policy will be not excused. Students will have specific instructions on how to turn in assignments, when the assignment is due, and which file format the assignment should be turned in as. Students clicking "submit and done" with nothing attached will receive an automatic zero for their assignment.

The teacher designates due date and time for assignment (Beginning of class period, End of class period, designated time of day) If student fails to meet the due date and time, then the student has till the next class period (next A day or B day) to turn in assignment to be considered one day late. Students will be assessed a penalty of 30% points for up to one class period late. Score of a zero may be given for work turned in after one day late.

CONSEQUENCES FOR ACADEMIC DISHONESTY

Daily Work

Every Offense

Academic and Disciplinary Consequences

Assign grade of zero

Write a referral

Teacher contacts parents

Consequence from administrator would be a minimum of AC placement

Exams or Other Major Assessments

Every Offense

Academic and Disciplinary Consequences

Assign grade of zero

Write a referral

Teacher contacts parents

Consequence from administrator would be a minimum of AC placement

An alternative exam or major assessment can be completed for a maximum grade of 70%

Academic Associate is notified and will schedule a meeting with student, parent and teacher

SEMESTER EXAMS

Each semester, specific exam schedules are designated for MISD high school and dual credit courses. These schedules must be followed. Neither mid-term nor final exams are given early. If a student is absent on the day of an exam he/she will take the exam at a date/time designated by the school.



MAKEUP WORK

The teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. When absent, the student is afforded the number of days missed plus one additional day to turn in makeup work. [A/B Block Example: A student misses Monday and Tuesday of the week and he/she returns on Wednesday of that same week. Student work from Monday's absence is considered late after Friday, and student work from Tuesday's absent is considered late after the following Monday.]

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student is encouraged to speak with his/her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence.

A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

See UIL Eligibility ("No Pass/No Play") guidelines for additional information related to grades and UIL Eligibility.

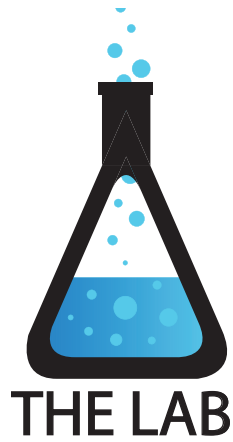


TEST RETAKES

Students who fail a major test/assessment (below 70%) will be allowed to retake or correct up to a 70% grade. This does not include semester examinations.

Students are expected to make arrangements with the teacher to retake or correct a major test/assessment. Students are encouraged to participate in tutoring opportunities before retaking a test. Each teacher will communicate routine requirements for retakes and corrections in his/her course syllabus.

All retakes or corrections must be completed prior to the end of each six week grading period unless the student is afforded time, after the six week grading period, as a result of the district's absent/make-up guidelines.



INSTRUCTIONS

To ensure that parents/guardians and students are aware of the guidelines and expectations for this class, please sign, date and return this page only with your student.

STUDENT NAME

Student's first & last name

PARENT CONTACT INFO

Parent/Guardian's First & Last Name

Phone Number

Email

SIGNATURES

I have read the syllabus and I am aware of the guidelines and expectations for this class.

Parent/Guardian's Signature

Date

Student's Signature

Date