Syllabus (Multimedia)

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Course Rationale:
This area of instruction provides content for knowledge and skills required in the technology-based workplace. The demand will continue to expand for individuals to use computer hardware and software to create documents, gather information, and solve problems. Emphasis is placed on real-life application of these concepts.

Course Description:
As a student in this course, you will work with multimedia software to develop electronic presentations. You will learn to manipulate text, art and graphics, photography, animation, audio, and video for presentations in various media formats.

Prerequisite:
This course covers one semester and no prerequisites are required.

Textbook/Materials:
Textbook: Handouts, online tutorials and video tutorials will be used for instruction purposes in this class.

Software: Microsoft Windows 8.1, Microsoft Office 2013, Audacity, Windows Movie Maker 6.0 and Live, Photoshop, Internet Explorer and/or Chrome.

Course Requirements
Assignments
You will be graded on the quality of your work as well as how efficiently you work. Students will also receive SCCC Employability Skills grades throughout the semester.

Examinations
Exams/projects for the course will be given for each unit of study.

Class Supplies/Materials
Students should bring a pen or pencil, paper and folder each day to class. Students in this class will be required to use a Flash Drive to save their work and are encouraged to save their work to their Google Drive as a backup. Most work will be completed using the computer and assignments will be submitted electronically or printed on the classroom printer.

Grading:
West Plains High School and South Central Career Center use this grade scale for all classes:
A: 93-100%
B: 82-92%
C: 70-81%
D: 60-69%
F: 0-59%
Attendance/Make-up Work

Attendance

Semester Test Exemption Policy
West Plains High School/South Central Career Center considers attendance a prerequisite for success in any career path. To encourage regular school attendance of students, any student that meets identified criteria may have the option of not taking semester test exams. See the student handbook page 23 for details.

Grade Bonus
Students who achieve perfect attendance in any class for one semester will receive a 2% grade bonus, which shall be added to their semester grade in the class. Students who are absent from a class 2 periods or less during a semester will receive a 1% grade bonus, which shall be added to their semester grade.

Make-up work
If a student is absent from class, it is their responsibility to find out what assignments were missed. This can be done through contacting a classmate who was present or by contacting the instructor before school or during prep time. Make up work/incomplete work that requires a computer may be made up before school (Monday – Friday 7:45 am) or after school (Monday, Wednesday, Friday – by appointment) in the computer lab.

Academic Dishonesty/Academic Accommodations/Special Needs Policy

Academic Dishonesty
Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course. For more information refer to the "Academic Dishonesty" policy in the student handbook.

Academic Accommodations/Special Needs Policy
If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.

Class Rules
1. All rules included in the parent/student handbook will be followed.
2. No cell phones or entertainment devices will be allowed in the classroom.
3. No food, drink, or candy will be allowed in the classroom.
4. Take care of equipment.
5. Come to class prepared and ready to learn.
6. Be Respectful to others.
7. Be Responsible.
South Central Career Center
Student Expectations

Attendance: Present and on time each day
Dressed appropriately for class/shop
Arrives prepared to work
Works on assigned tasks

Team: Works as a positive team member
Expresses ideas and opinions in a sensitive way
Gets along with coworkers

Responsibility: Completes work by deadlines
Follows directions
Uses available resources to answer questions and solve problems

Respect: Uses appropriate language in all communications
Always honest and truthful
Accepts constructive criticism

Safety: Follows safety rules and procedures
Maintains a safe environment

Student signature______________________________ Date ________________

Parent signature_______________________________ Date ________________

By signing above, I acknowledge that I have received a copy of the course syllabus for Multimedia Arts.
Google Account Acknowledgement and Permission Form

Google Drive, which includes Google Docs, Google Sheets, and Google Slides, is a web-based service that allows students to access their documents and projects anywhere they are able to access the internet and the Google account. Many teachers at the high school use this website for research papers, collaborative assignments, and more.

All students would benefit from obtaining a Google account or use an existing account for school projects, even those who may not have internet-connected computers at home. Google Drive may be accessed at school, the library, or on any internet-linked device.

Creating a Google account does require an email, either a new Gmail or a previously used email address from any service. Google requires a two-step verification process that sends a text message to the user to verify they are not a robot (Google’s expression). If the student does not have a cell phone, they should get help at home if someone has a cell phone and an internet connection. This number is stored and may be used for password recovery in the future. If that is not possible, perhaps having the code sent to a friend’s phone and deleting the number from the account once the account has been set up. If you do not want your student to allow another student to borrow their number for this use, please inform her/him.

This is not a requirement, but it will make a great many assignments easier to access, prevents loss of work as Google Drive saves after every change, and is the direction of collaborative work in our modern age. Teachers of all grade levels have been using Google Drive and we wish to help have your student prepared with this knowledge and tool.

On the bottom of this paper, the student may put their Google account information, user name and password, if they wish to have it kept in my room. No teacher or other school employee will use this information. It will be kept secure by Mrs. Ross. This is optional and offered only to avoid losing the password and/or access to their account.

If you have questions about Google, please view it or if not possible, email or call Mrs. Sandy Ross, sandy.ross@zizzers.org or 256-6150, extension 6308.

Student Name, printed: _________________________

Student Signature: ____________________________

Parent/Guardian Signature: _________________________