

STUDENT HANDBOOK (SYLLABUS) FOR: PERIODS 2B, 3B

Computer Applications (Intro to Design)
Ms. Trisha Kendall, Instructor

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Questions? Contact me at kendalle108@yahoo.com

Computer Applications (Intro to Design) will ...

train students in the use of software that supports instruction in graphic design.
instruct students within the Macintosh (OS X) environment.
introduce students to the methodology and work habits required to support production within the variety of communication pathways at Grady High
encourage inquiry into the nature of graphic design and visual problem solving through introduction to **principles of formal design; typography; layout**; and proper techniques related to preflight, packaging and going to press.

COURSE DESCRIPTION

COURSE OBJECTIVES

CONTENT AND INSTRUCTION IS DESIGNED TO:

Institute familiarity with functions and techniques specific to InDesign.
Encourage compositional play, risk-taking and resourcefulness.
Emphasize the interpretive potential of typographic form.
Communicate a specific meaning (emotive) through design.
Integrate the visual and typographic to convey an intended message.
Illustrate how to create a concept to amplify content.
Increase awareness of how design functions in, speaks to and reflects our culture.

CLASS MATERIALS

Pen (black, blue) for submitted assignments;
Pencil (No. 2 graphite) for notes, tests.
Three (3) 2-pocket folders (with or without prongs) for projects:
one (1) each blue, red and yellow.
Folders will be subject to **periodic review** of content and accessibility
for grade.

REQUIRED AT EACH CLASS

1. All class materials described above.
2. All work completed for previous classes, properly filed in binder.
3. All handouts provided during previous classes, properly filed in binder.
4. Assignments to be completed by deadline date.
5. **Class participation.**
6. Seating in assigned seat **BEFORE** bell rings (aka, "arriving on time").
More than two (2) unexcused tardies will result in **mandatory 30-minute** after-school detention **the first Friday** following offense.
Failure to comply with any of the above requests will result in point deduction against "Work Ethic" grade (see "Work Ethic" handout).

Final averages will be determined upon the following weighted factors:

Tests = 20%
Assignments (out of class) = 20%
Class Project = 30%
Class Participation / Work Ethic = 15%
Midterm/Final Exam = 15%

EVALUATION/ GRADE SCALE

TARDINESS/ABSENCE

Tardiness is not being seated in the classroom **when the bell rings**. Tardy and/or absent students that **do not** provide the instructor with an official excuse **or** admittance pass from the GHS Attendance or Discipline office will receive a grade of zero ("0") for class participation on the day that he/she is tardy and/or absent. Students that are absent and/or tardy who submit an official excuse will be allowed to rejoin the class without penalty.

MAKE-UP WORK/LATE WORK/TEST ABSENCES

All make-up work resulting from excused absences or tardies is due **three (3) days subsequent** to student's return to class. **You are responsible for acquiring make-up assignments or notes**. If you are absent on a test or quiz day, you must schedule a make-up time either after or before school **within two (2) days following your return** to class.

If you are absent the **day before** an announced test or quiz, you will be expected to take the test/quiz **as scheduled**. This policy also applies to assignments.

COPYING/DUPLICATING/CHEATING

A large percentage of your final grade will be derived from the presentation of original work; therefore, **ALL work you submit is expected to be yours!** Submitted work that is determined either to be a duplicate of another's (plagiarism) or not completely generated by the student initially will earn a "0", with a mandatory re-do within a specific timeframe (resulting in a grade no higher than 70). Parent contact and other disciplinary measures will also be initiated as warranted. Obvious copying, duplicating or submitting of another's work as your own as homework or classwork also will result in the same actions taken for all parties. All incidents of cheating will be reported to school administration, in accordance with the rules established within the Grady High School Honor Council.

LAB SAFETY REGULATIONS

Auto mechanics use tools (wrenches); carpenters use tools (hammers, saws); designers, artists and writers use tools, too – computers, software and the Internet. Consequently you will be instructed on safety guidelines within the computer lab, followed by a brief test and signed contract on compliance. ***A student must score 100% on this test prior to being allowed to work with computers in this lab.*** Noncompliance with safety rules posted in the classroom is subject to point loss on your Class Participation grade, as regulated by the Work Ethic standards for this class. Multiple offenses will result in loss of computer lab privileges for a set period of time.

PARTICIPATION

Participation is highly encouraged and highly valued in performance of class work AND during discussions and activities. Because your success in this class is directly proportionate to your level of commitment and involvement, your performance in class will be evaluated according to a "Work Ethic" grade scale (see attached). All students will begin with a total of 100 points; any variance from the standards presented on this list will result in deductions from that total. Your score at midterm and end of semester will count as 15% of your total grade.

CLASS WEB SITE (QUIA.COM)

A web site has been created on behalf of this class (www.quia.com/pages/pkendall/cad2bf11 or www.quia.com/pages/pkendall/cad3bf11) to provide students with access to class schedules, handouts, tests, and quizzes as well as activities and readings to supplement lessons and instruction. Students will be able to use an assigned username/password to access the site for specific activities. Visiting this site at least once a week should become a habit for the student who wants to ensure their success both in and out of class.

MODIFICATIONS

The instructor reserves the right to review the progress of the class throughout the semester and to make adjustments or modifications to the course as warranted.

TUTORIAL DAYS AND TIMES

Ms. Kendall is available for tutorial on **Wednesdays** or **Thursdays** (following Period 4A) **OR** by appointment Monday – Friday afternoons, in room E-108 (Mac Lab I).