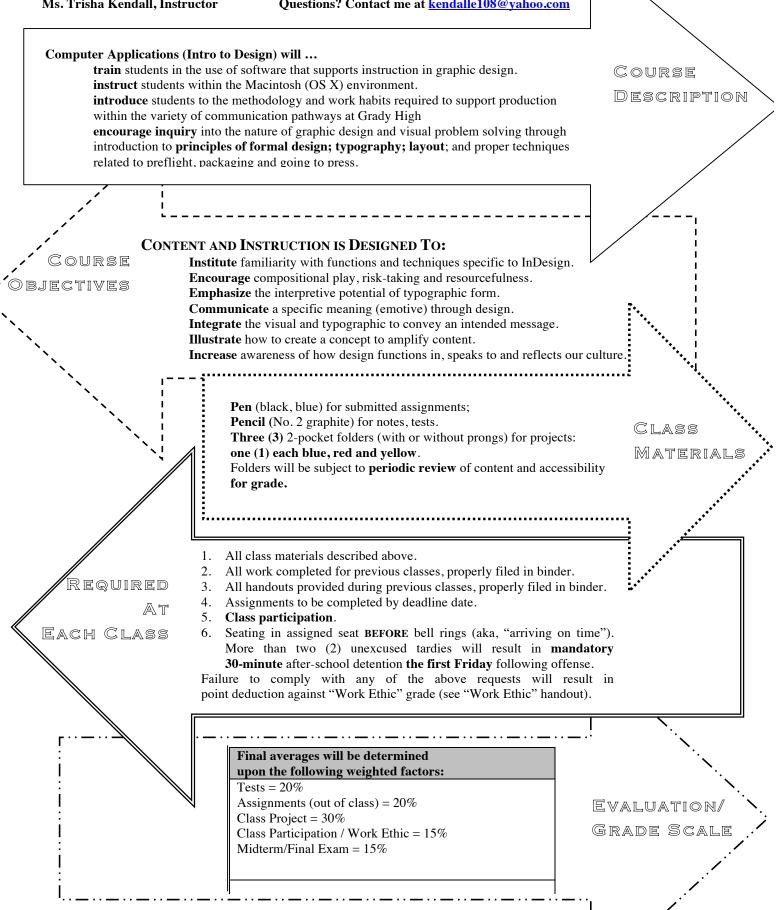
STUDENT HANDBOOK (SYLLABUS) FOR: PERIODS 2B, 3B

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

School of Communications & Journalism Questions? Contact me at <u>kendalle108@yahoo.com</u>



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 (<u>www.quia.com/pages/pkendall/cad2bf11</u> or <u>www.quia.com/pages/pkendall/cad3bf11</u> 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).