Hello all! Welcome to Digital Design, Media, and/or Photography! I’m Mr. Magee. I’ll be your guide for the 2019-20 school year. The purpose of you being in this class is to build career and technical skills while preparing to take AND pass an Adobe Certified Associate (ACA) exam for Adobe Animate/Flash, Illustrator, InDesign, Photoshop, and/or Premiere. This will be accomplished via a multi-pronged approach to the curriculum that will include online preparation modules and assessments, class projects, discussions, analyses and critiques, among others. These activities will provide vital opportunities to practice the skills necessary to earn a professional certification in the Adobe program you are studying, as well as improving your design skills and your eye as an artist.

**Grading Policy:**

Assessments/Projects: 50% GMetrix/ACATestPrep assessments, design projects, etc.
Critiques/Quizzes/Analysis: 30% Quizzes, critiques, film analysis, etc.
Daily Work/Participation: 20% Formative progress checks, daily assignments, discussion, etc.

**Materials for class:**

Every day in class, you are expected to have: the following:

* A pen or pencil
* Access to your school account, Classlink, and the Microsoft Office online suite.
* Access to a non school, personal, professional email account
	+ [www.gmail.com](http://www.gmail.com) is one of the best free email providers available while also giving you access to Google applications such as calendar, docs, etc.
	+ Use some variation of YOUR name, such as johnbarry3@gmail.com, and NOT a cutesy screenname such as peskykitten36@gmail.com
* Access to any applications that may be used in class (certiport, GMetrix, ACA Test Prep, etc.)
	+ **We WILL create a backup document to help you manage your various usernames/passwords in class that you will update as these passwords change.**

**A note about access to online accounts:**

As a student studying digital design that requires computer use every day, **IT IS 100% YOUR RESPONSIBILIY TO KEEP UP WITH YOUR PASSWORDS AND ACCOUNTS.** Your instructor will not record or write these down for you. For some accounts, such as GMetrix, you will be given one of a limited number of license codes that have been purchased for all students. If you cannot log into your account, you will not be able to complete class assignments. Make sure that you can access your accounts and information every single day, regardless of whether or not we use a particular account or program on a given day.

**Other recommendations for class materials:**

* 16gb or larger portable USB drive to back up your design work.
	+ You can pick one up for less than $10 at Walmart, office depot, staples, Walgreens, CVS, etc. The class computers are occasionally updated and work can be lost. Additionally, students across ALL my classes have access to the network design drive and can accidentally modify or delete files that may or may not be their own work.
* A personal sketchbook/design journal
	+ Many artists/designers routinely carry a sketchbook with them for jotting down ideas when they happen
* Access to a personal dropbox account (2gb of free cloud storage [www.dropbox.com](http://www.dropbox.com))

**Attendance Policy:**

It is incredibly important that you are here in class to get the information and practice you’ll need to be successful. This class will follow the school attendance policy. Please review it so you understand what is expected of you, in terms of your presence in the classroom. If you enter class after the tardy bell without an excused pass, you will be marked with an unexcused tardy. Every unexcused tardy you accumulate after the 3rd will be marked as Late, which is equivalent to an unexcused absence. **If you accumulate more than 3 unexcused absences, late or otherwise, within a 9 week period you will receive an attendance failure (F) in this class. This will be issued by the attendance office and there is NOTHING I can do as your instructor to resolve an attendance failure until YOU resolve that with attendance office.**

**Regarding passes:** Passes will be given at the discretion of the instructor, one student at a time. **Passes will only be issued AFTER the first 10 minutes of class and BEFORE the last 10 minutes of class.**

**Expectations for Student Conduct:**

All students are expected to follow the school’s code of conduct. Additionally, as a student in my class(es), you are expected to follow these guidelines:

* **Conduct yourself safely within the classroom environment.**
	+ This includes refraining from horseplay, running, and/or any other activity that may be seen as unsafe in the opinion of the instructor.
* **Treat yourself, others, and classroom resources with kindness and respect.**
	+ This includes words, gestures, and other actions towards other students and the instructor, in addition to self respect and the resolve to always put forth your best effort.
	+ This includes listening politely to others who are speaking, whether a student, an instructor, or any other individual.
	+ This includes the careful use and maintenance of computers, workstations, cameras, and other classroom resources. Many of these technologies are delicate and expensive. These resources are to be shared between ALL design students and therefore require ALL design students to assure that they are carefully handled and maintained for optimal performance when we do use them.
* **Follow directions the first time they are given.**
	+ There is a lot to cover between now and the end of the school year. The less time we spend repeating directions, the more time we’ll have to prepare for our certification(s) and move on to more advanced projects that truly allow your skills and creativity to shine.
* **Only class materials should be out during class.**
	+ School policy dictates that portable electronic devices (Cell phones/smartphones/tablets) may be used on campus before school, during lunch, and/or after school. These are HUGE distractions that divert your ability to focus in class. There is now a charging station set up away from the workstations where you can charge your phone while minimizing the distractions to your workflow. Please remember to disable alert sounds during class.
	+ Our classroom is full of incredibly costly technology. Beverage spills and food debris can destroy computers. There is always a water fountain in the back of the room if you need a drink. Otherwise, please keep your food consumption to your time outside of our classroom.

**One more note about computer use:**

As a digital design student, know that you have access to some of the best technology resources in the school district. Remember Peter Parker because with that access comes great responsibility. You are expected to appropriately and responsibly consider your use of our technology resources. Every website you visit on a school computer is recorded on your school account and is subject to review. If you wouldn’t want the sweetest grandparent you know looking over your shoulder while you’re browsing, you should probably reconsider the site you’re visiting.

**Violations of Conduct:**

* **1st offense:** The instructor will ask you to change your behavior with a warning.
* **2nd offense:** The instructor will ask you to remain in/at your seat for the rest of class (loss of
 privilege)
* **3rd + offense:** The instructor will remove you from the classroom setting with a referral
 submitted to the administration
	+ Some offenses, such as fighting or significant property destruction, require an immediate intervention with a referral, based on the student code of conduct.

**Office Hours:**

I will typically be in my classroom during the following times:

* Before School: 7:00a - 7:25a
* During Lunch (Except for Tuesdays): 11:20a - 11:54p
* After School: 2:00p - 2:45p

If you need extra help outside of class, have questions about an assignment, etc. please make an appointment with me **BEFORE** you show up for such a discussion. This assures that I’ll be expecting you and will be available to you. The best way to contact me is through email (mageed@leonschools.net), as it allows me the flexibility to respond at the most appropriate time throughout the school day. I will respond to inquiries within 48 hours (2 business days) at most.

**Two quick notes for parents/guardians:**

* If you would like to inquire about your student’s progress in my class, please feel free to contact me. Again, email (mageed@leonschools.net) is the best, most flexible medium of communication for your questions, concerns, etc.
	+ If you would like to arrange a parent/teacher conference, for any reason, please contact the guidance office for scheduling.
* If there is an absolute emergency and/or substantial need for you to get ahold of your student, please call the office and the office will contact my classroom. **Please do not call or text your student on their personal electronic device, expecting a response during class.** Because portable electronics are prohibited during school hours, with the exception of lunch, this method of contact could place your student in a potentially compromising violation of class conduct.

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With all that said, I look forward to a fantastic 2019-20 school year, the centerpiece of which will be you showcasing your Adobe dominance and general awesomeness.