**Introduction to Digital Design**

**Class Expectations**

### Mrs. Crabtree Fall, 2014 – Period 1

Room 215, Office 286B jcrabtr@lps.org

Plan Periods: 2 & 6 http://wp.lps.org/jcrabtr/

# Objectives

In Introduction to Digital Design you will learn how to effectively format a document (brochure, flyer, advertisement) so that it: attracts the reader’s attention; is easy to read and understand; and has a lasting effect on the reader. You will work with the following Adobe programs: Photoshop, Illustrator, and InDesign. You will also work with Microsoft MovieMaker and a web site creator (Weebly or another similar site). Daily Work (guided and individualized), Projects, and a Simulation will make up the graded activities.

# R-E-S-P-E-C-T – Classroom and Computer Lab

**SELF** Stay on task; be actively engaged. Give your best effort. Ask questions if you don’t understand.

**OTHERS** Be supportive of all learning. Be a positive influence with others in the learning environment. Be an active listener. Honor others’ space. Talk quietly. Return books/papers where assigned. Keep hands, feet, and objects to yourself.

**LEARNING** Come prepared. Come with completed assignments. Come on time. Give your best effort. Be actively engaged. Search only approved sites. Follow the computer use guidelines agreement.

**PROPERTY** Maintain clean work area. Recycle materials. Treat equipment/books with care. Push in chairs. Log off computers. Notify adult about damaged property. No food or drinks will be allowed in classrooms and computer labs.

Be familiar with the Student Handbook in regards to Dress and Grooming and Unacceptable Items (Includes: cellular phones, beepers, head sets, mp3 players, etc.).

# Make-Up Work

If you miss class you are responsible for the assignment. I will not come to you. Please ask another student for any notes that were taken and see me for any assignments that you may have missed. Our class calendar may be found at <http://wp.lps.org/jcrabtr/>. A daily listing of assignments will be listed there.

# Late Work

Please turn in all work on time. When your assignment is considered to be late (the assignment is graded for the class and you have a “Z” in the grade book) you will need to let me know when you turn it in (the assignment will not be graded until you do so). Late assignments will receive partial credit.

# Attendance

Students are expected to attend regularly and on time. Good attendance increases your success in Introduction to Digital Design. Unexcused absences will result in actions outlines in the Northeast Attendance Policy.

# Tardy and Passes

If you are late to class, make sure that you have a pass and let Mrs. Crabtree know that you are here. Attendance is taken at the beginning of the period and if your absence does not get changed to a tardy, your parent(s) will be contacted. The Northeast tardy policy will be enforced. No passes will be allowed out of the classroom the first ten and last ten minutes of the class.

# Grading Policies

Your grade is based on assignments completed in class, projects, tests, and a simulation. Assignments will be assigned points based on difficulty and importance. The grading scale is listed below and should be kept for your reference. Class Cooperation, Attitude, and Participation will also be considered in your grade.

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| **Grading Scale** |
| A | 90 – 100 |  | C | 70 – 74 |
| B+ | 85 – 89 |  | D+ | 65 – 69 |
| B | 80 – 84 |  | D | 60 – 64 |
| C+ | 75 – 79 |  | F | < 60 |

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* Projects, Tests and other end of the unit activities will be worth 80% of your grade (SUMMATIVE)
* Daily Work will be worth 20% of your grade (FORMATIVE)

# Computer Use Guidelines

In your Student Handbook, the Computer Use Guidelines for the Lincoln Public Schools are listed. This same list is posted in the computer classroom. Within the first two weeks of school starting, you will take a quiz based on the Computer Use Guidelines – your goal is to receive a 90% or better and you may retake it until you reach that score.

# Mission Statement

Lincoln Northeast High School is dedicated to educating all students by emphasizing positive relationships, high academic expectations, and respect for diversity.

