**[](http://en.wikipedia.org/wiki/File:MarburyHighSchoolLogo.jpg)** **Multimedia Publications Course Syllabus** 2020-2021

***Instructor Information***

Teacher: **David Hicks**

Room #: B18

Contact: email **david.hicks@acboe.net** or call the school at 334-387-1910 to set up a conference

Also visit www.marburyhighschool.org and click on “Faculty & Staff” to view teacher bio, class schedule, lesson plans, course syllabus, and additional information.

***Multimedia Publications Class Description***Multimedia Publications is a one-credit course designed to provide students with the ability to utilize digital equipment and multimedia digital imaging software, produce interactive media projects, and develop publication layouts. The course will provide students with hands-on skills involving graphic design,digital photography, Web publishing, and digital video production. Students use various hardware peripherals as well as the Internet for integrating skills to create a variety of productions, presentations and publications.

***Multimedia Publications Class Goals***

After completing the course, the student will be able to do the following:

* Identify multimedia components, including presentations, publication layout, graphic design, digital video production, and Web design.
* Design enhanced multimedia projects that utilize various computer options.
* Create interactive media projects that utilize various technologies.
* Develop original, creative, professional, and appealing publication layouts.
* Demonstrate effective writing skills in the development of multimedia publications.
* Analyze images for visual, spatial, and functional differences.
* Develop publication grids for effective page layout.
* Utilize research results to determine current media and copyright law compliance.
* Utilize multimedia equipment to produce computer images.
* Differentiate between indoor and outdoor lighting methods.
* Describe changes in photography over time, including equipment, ideas, issues, and themes.
* Determine effective tools for media production, development, and project management.
* Demonstrate proper use of digital-imaging software and equipment.
* Compare elements of photography with other creative disciplines.
* Determine career and entrepreneurial opportunities, responsibilities, and educational and credentialing requirements related to the multimedia publishing industry.
  + The class will prepare students to take the ACA Adobe Photoshop certification assessment.

***Student Class Supplies***

Approved Face Mask

Flash Drive

Headphones or Earbuds

Black or Blue Pen

Personal Paper

½” Binder to file graded work and study materials

***Teacher Wish List (optional donations that would be greatly appreciated)***

**Clorox wipes**, hand sanitizer, paper towels, tissues, White and color copy paper, flash drives (new or used), black dry-erase markers, 13-gallon trash bags.

***Fees and Textbooks***

There is a $20 fee for the Multimedia Publication course. Checks should be made payable to Marbury High School. Students will not be issued a personal textbook.

***FBLA Student Organization***

Students will have the opportunity to participate in FBLA (Future Business Leaders of America). FBLA

gives students the opportunity to learn business leadership skills, engage in service activities, and compete in Area, State, and National competition. For more information, see fbla-pbl.org. Students must have a C average or higher

and be a paid member to participate in FBLA activities. Membership dues are $15.

***Computer and Equipment Usage***Your student is required to wipe down their keyboard and mouse with cleaning wipes at the end of each class, every day. Your student is expected to abide by the Autauga County Schools internet usage agreement. Any student caught misusing the equipment and software will be referred to the administration, appropriate action will be taken. Your student will be responsible to pay for any financial loss incurred. *Students should only run software programs and visit websites that they have been given permission to use to complete class assignments.* Violation of this expectation will be handled as a discipline matter.

***Grading Policy***

Student grades will be updated on a regular basis through “Information Now” (INOW) and will be available to parents who have paid the $10 fee for this access. Averages are weighted following Autauga County Board of Education policy and all assessments are based on a 100 point system. The grading scale used is as follows: A=90-100, B=80-89, C=70-79, D=60-69, F=0-59. Grades of 0.5 or higher will round up.

* Test – 65%

*Could be standard specific, mid-chapter, or end of chapter and always graded for accuracy.*

* Projects – 20%

*Could be completed productions, presentations and publications. and graded for quality and accuracy.*

* Classwork – 10 %

*Could be reviewed anytime and graded for effort.*

* Homework – 5%

*This will be given as needed and may be graded for effort or accuracy.*

I will be glad to inform any student of their current average at anytime if asked.

Extra credit will not be available, but there will be multiple opportunities for students to improve their average.

Yearly average is calculated as 1st semester average=40%, 2nd semester average=40%, final exam score=20%

A midterm exam counting 20% will be included in the 1st semester average with no exemptions.

Board of Education policy states exemptions are allowed for the final exam based on the semester criteria:

*“3 absences with A average, 2 absences with B average, 1 absence with C average” (Waived for SY 20-21)*

***Make-Up Work***

If a student is absent from class, they are responsible to stay caught up in the curriculum. Excused absences allow for a student to make up missed assignments (points will be deducted for assignments that are turned in late). Students have 3 days following an absence to turn in an excuse or that absence will be considered unexcused. Assessments that are missed due to unexcused absences will result in a zero according to administration policy.

***Daily Schedule***

Our normal routine will begin with production of daily video project. Once production session is complete, we will have a short bellringer. This time is used to refine yesterday’s material or to review a specific concept. New material will then be presented through instructional examples, video instruction and strategies followed by guided practice. Some days will consist of interactive activities, virtual groupwork, or peer tutoring to reinforce learning. On most days there will be some kind of summarizing activity or assessment at the end of class. At the end of the period, classwork may be reviewed as a grade for student participation.

***Classroom Rules***

1. **Be on-time, on-task, and prepared to learn everyday**
2. **Keep all electronics and distractions put away**
3. **Be responsible for your own learning**
4. **Respect the teacher, the classroom, and other students**
5. **Trash goes in the trashcan**

**\*Always be mindful of the school policies and expectations in the student handbook.**

***Four-Step Discipline Policy (Some actions may cause steps to be skipped)***

When behavior issues arise, the following system will be followed with documentation in order to address the issue:

1. Verbal warning
2. Break Detention(s)
3. Contact parent/guardian
4. Office referral

\*A tardy student must provide pass from front office before allowed to enter class. Tardies follow the same four-step discipline policy. Excessive tardies and absences will result in disciplinary action at discretion of the administration.

***COMPLETE THIS PAGE AND SUBMIT TO TEACHER   
NO LATER THAN TUESDAY, AUGUST 15, 2020.***

ACKNOWLEDGEMENT OF RECEIPT AND AGREEMENT TO COURSE SYLLABUS   
GOVERNING CLASSROOM RULES, PROCEDURES, AND EXPECTATIONS

I have read in detail the guidelines and expectations set forth for Multimedia Publications. I understand that successful completion of this course will be based largely upon my following these guidelines and expectations. As it is my intention to successfully complete this course with a passing grade and credit granted, I agree to follow all of the guidelines given.

Printed Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parent/Guardian:

Your child is enrolled in the Multimedia Publications class at MHS. I look forward to the opportunity to teach your student. Let me encourage you to take an active role in their education as we partner together to provide them the best experience possible. As such, If you have any questions at any time, please feel free to call me at the school or e-mail me at [david.hicks@acboe.net](mailto:david.hicks@acboe.net). I will respond to all emails within 24 hours.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian 1 Contact Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian 2 Contact Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_