**Harding University High School**

**2017-2018 Multimedia and Webpage Design Course Syllabus**

**Instructor:** Ms.Broome **Room:** C-131

**Voice Mail:** 980-343-6007 **Email:** Jytaviab.broome@cms.k12.nc.us

**Course Website**:[**http://msbroome.weebly.com**](http://msbroome.weebly.com/)

**I. Multimedia and Webpage Design Course Description**

This course is focuses on publishing, graphic image design, computer animation, virtual reality, multimedia production, and webpage design. Communication skills thinking are reinforced through software applications. An End of Course test (CTE Post Assessment) is administered upon completion of the course.

1. **Course Standards:**

North Carolina Standard Course of Study

 CMS Benchmark

**III. Materials**

 1-3 ring binder/Journal Notebook

 Blue or black ink pens, pencils & erasers

 Highlighter

 USB Flash Drive

**IV. Expectations**

Student will be responsible young adults, you will be accorded respect and you will be accountable for your actions. Because of this, many things will be expected of you. **First, and foremost**, is for you to conduct yourself in accordance with the Behavioral Code as outlined in the Student Handbook. This code not only applies to your conduct in the classroom, but also on campus. Violations of this code and their consequences are outlined. Read it and become familiar with all the rules of conduct.

Second, come to class prepared (**notebook, binder, USB drive, pencil and pens**). You are expected to be in your seat **before** the sound of the tardy bell working on the warm-up. You are not to be standing out in the hall or at the door waiting for the tardy bell. While waiting for the tardy bell, take care of your needs—sharpen your pencil, get tissue, etc.

Third, you are to observe the following:

1. Follow directions, raise your hand and be recognized before talking, and work only on the material provided.
2. **Stop talking when the teacher asks for your attention**.
3. No eating or drinking in class. Do not bring food or drink from home, the cafeteria, vending machines, fundraising into class. Also, no fund raising transactions in class.
4. **Stay in your seat.** Do not get up during class to take trash to the wastebasket or to wander to another student’s seat to get something.
5. **Do not disrupt the class!** If you do not want to be here, remember that this course is a state testable subject. If you do not intend to do any work because you do not want to be here, then all I ask is that you respect the rights of other students and do not disrupt my class and the learning process. Please, come prepared to learn. I cannot teach you if you do not want to learn. If you decide to do any of the following; by not participate in class, try to sleep in class, or by not coming to class, then I will respect your decision and I will take the appropriate actions to correct this behavior which will affect your grade.
6. **Absolutely no cell phones, IPods, or other electronic devices.** The consequences for students whose devices not being “off and away” during class will be confiscating the devices. A parent will have to collect and sign for the device.
7. **Dress code violations** will be dealt with by having the student who is in violation will be sent out of class immediately to change into appropriate attire. **[No leggings, jeggings, or other form fitting pants without an appropriate length shirt (fingertip length)]** see HHS agenda – dress code. Continuous violation of the class rules and the student behavioral code will result in not only discipline proceedings, but also denial by me for any special privilege such as field trips, school club membership, and school athletics.

Discipline Policy

**Minor Disruption Tiers (Disruptive behavior, insubordination, tardiness, etc.)**

1.  Redirection

2.  Verbal Warning

3.  Phone Call or email to parent

4.  Parent/Teacher/Student Conference

5. Referral to administrator for conference

6.  Disciplinary Referral

 **Major Disruption Tiers (fighting, profanity, threats, skipping, etc.)**

1.  Removal

2.  Phone Call or email to Parent

3.  Disciplinary Referral

**V. Make-up/Late Work**

**Students are responsible for getting any missed assignments.**

Students have **five (5) days** to make up any work that was assigned while they were absent. This policy does not apply to work that was assigned before and was due during the absence. Work that falls into this category is due when the student returns to class. **Any** work that is turned in after either deadline will be reduced 10 points per class period that it is overdue. **Students are responsible for getting any missed assignments.**

**Students accumulating more than 10 absences, excused or unexcused, will receive a grade of “F” for the course according to state policy if recovery is not completed. Recovery means that the student must make up minute for minute the amount of days missed over the allotted 10.**

1. **Extra Help and Parent Contact**

Tutoring schedule: T/TH 2:20-3:00, must schedule in advance

Call or write parents concerning the following: Positive performance/Attendance/Grades/Discipline

 **VII. Grades**

Coursework will be assigned so that 30% of the student’s grade comes from daily activities, homework, quizzes, and class work, with the other 70% coming from scores on major assessments, essay assignments, and major projects. Assignments within each category will be worth different point values based on the expectations of those assignments.

 **Grading scale:**

 A: 90-100

 B: 80- 90

 C: 70- 80

 D: 60-70

 F: 60-below

 I: Incomplete

**Class Objectives**

1. Desktop Publishing (DTP) …................................................................................ 23%

 2. Graphic Image Design, Computer Animation, and Virtual Reality ….................. 27%

 3. Multimedia Production …..................................................................................... 25%

 4. Web Page Design ….............................................................................................. 25%

 **TOTAL** …...............................................................................................................**100%**

**Computer MisUse**

Students who use the computer inappropriately may lose their computer privileges. Inappropriate use includes:

1. Printing without permission.
2. Playing video games
3. Visiting any websites unrelated to class work assignments
4. Using an unauthorized login to access the internet
5. Listening to music when not approved by teacher
6. Listening to music on computer speakers
7. Use of mp3 players and cell phones to listen to music
8. Turning off another’s computer as a joke
9. Damage to computer equipment
10. Not sitting at the assigned computer work station
11. Any unapproved or inappropriate use of computers as determined by the teacher

**Dear Parents/Guardians:** I look forward to working with you and our students this semester. Please check PowerSchool for Parents regularly for grade updates. The best method to contact me is via e-mail.

**Print Student Name Student Signature Date**

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**Print Parent Name Parent Signature Date**

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**Parent E-mail Address**

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 **(Student and parent return by Monday September 31, 2019)**