

MAC LAB / MULTIMEDIA

Mr. Skocko • Room 246 • 593-5446 • <http://maclab.guhsd.net> • mskocko@guhsd.net

Welcome to Multimedia Production. After reading and signing the requisite forms, you will be provided with an email account, a 100 MB digital locker, high-speed Internet access, industry-standard tools, and guidance to use each in an ethical, professional manner. Should you choose to attend regularly and follow directions consistently, I guarantee that you will succeed in this class.

OVERVIEW

Multimedia Production is a hands-on, laboratory-type course and therefore most of your work will be completed in class. Regular attendance is critical. You must make up absences before school, at lunch, and/or during Mac Lab Saturday School or your grade will suffer. Excused absences are not an exception. Any truancy will earn you a referral and a Mac Lab Saturday School. Tardies will cost you an extra 30 minutes in the lab. Three tardies will result in a referral/Mac Lab Saturday School combo.

Should you require additional time or personalized instruction, you may come to the Mac Lab early mornings or during lunch (and earn extra credit for the effort). I typically open the lab before 6:00 each morning. Because I require little or no homework, I *absolutely insist* that you be logged in and working before the bell rings and that you *remain on-task* until you are dismissed (after the bell). I do not offer restroom passes. If you want a pass it will cost you an extra 30 minutes of lab time. As a reward for those who take care of business on their own time, I grant 60 minutes of extra credit each reporting period (up to 6 hours of extra credit over the course of the year).

Should you feel these guidelines are unreasonable, I strongly suggest you speak to your counselor and enroll in an alternate course.

EXPECTATIONS

I expect you to succeed and have fun in the Mac Lab. Because students are coming into this class with a variety of experiences and abilities, students must be able to be self-directed. This is a project-oriented class. I will do a minimal amount of lecturing and the expectation is for students to be working on their projects and becoming proficient with the software and assignments. Video tutorials are provided to help to insure your success.

GENERAL OBJECTIVES

Upon successful completion of this course you will be able to:

- locate and evaluate the reliability of information found on the World Wide Web
- demonstrate an understanding of the elements and principles of design and composition
- use scanners, digital still and video cameras to enhance expressive skills
- combine information, imagery, sound, animation, and/or video in a cohesive, expressive manner
- identify, appraise, and execute the principles of professional, ethical self-expression
- formulate, refine, and present your own ideas to a group
- formally present your own projects to the class
- create and maintain your own Website and electronic portfolio with industry-standard tools

CONTENT STANDARDS/EDLRs/ESLRs

Our primary content standards are Visual and Performing Arts (both Proficient and Advanced) and the new California Career Technical Education Model Curriculum Standards. Further information may be found at their respective Websites: <http://www.cde.ca.gov/ci/vp/cf/> and <http://www.sonoma.edu/cihs/cte/>

Because some of these standards and the associated classroom activities overlap many EDLRs and ESLRs, this course will also help students meet graduation requirements and prepare for life after high school. Links to specific content standards, EDLRs, and ESLRs relating to this course may be found on our Website.

ACADEMIC DISHONESTY

No form of academic dishonesty will be tolerated. Please refer to the 2006-2007 Behavior Code Student Handbook for a list of infractions and consequences. The use of copyrighted material without the expressed written permission of the copyright owner is absolutely prohibited. No exceptions!

GRADING POLICY

Since virtually all of our work will be completed in class it is *critical* that you attend regularly. Likewise, it is *essential* that you *remain on-task* while in the lab. One-half of your overall grade will be determined by attendance and participation. *You cannot participate if you are absent!*

GRADING BREAKDOWN

50%	Classroom Participation
50%	Projects and Presentations*

*Missed deadlines affect participation *and* project scores. You must complete all assignments. You may make-up assignments before school, during lunch, or at Mac Lab Saturday School.

Note: *Participation* means that you are on-task whenever you are in the lab. The task may be listening or observing or responding. It might mean working in groups or individually. If you consistently follow directions and abide by the classroom guidelines, you are participating.

STUDENT RESPONSIBILITIES

Stay on-task and I will assign little (if any) homework. That means *at least* 54 minutes:

- When you walk into the room, sit down and begin to work (assignments will be posted). *The bell does not start the class—you do.* Anyone who has not begun to work by the bell will be considered tardy.
- Do not stop working near the end of the period. *The bell does not end the class—I do.* Anyone who has stopped working before the bell will be considered off-task.

You have a choice: Give me *at least* 54 minutes each day or I *will* keep you after class *and* assign you extra lab time. The extra lab time will *not* be extra credit.

- No food, drink, candy, or gum is allowed in the lab (water is okay)

Consider yourself warned. First offenders will surrender (or dispose of) the item and may reclaim it *at the end of the period*. Repeat offenders will not only surrender (or dispose of) the item, he or she *will* be kept after class *and* assigned extra lab time. The extra lab time will *not* be extra credit. The item may be reclaimed at the end of the day. Unclaimed items will be disposed of at 3:00 each day.

- No downloads or changing of *any* system settings without instructor's permission
- No cell phones, pagers, iPods, PSPs, music CDs, etc. without instructor's permission
- No personal email, games, chat rooms, or instant messaging
- Treat the equipment, your peers, and the instructor with respect

Depending on the severity of the situation, consequences will range from confiscation of cell phones, pagers, iPods, PSPs, music CDs, etc, staying after class, letters/phone calls home, referrals, etc.

Confiscated cell phones, pagers, iPods, PSPs, music CDs, etc. will be sent to the VP's office and your parent/guardian must come to the school to reclaim the item.

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THE RULES

- Stay on-task and follow all rules and instructions
- Treat the equipment, your peers, and the instructor with respect
- No food, drink, candy, and/or gum in the Mac Lab (water is okay)
- No downloads or changing of *any* system settings without instructor's permission
- No cell phones, pagers, iPods, PS2s, music CDs, etc. without instructor's permission
- No personal email, games, chat rooms, or instant messaging

THE CONSEQUENCES (depending on the severity of the situation):

- Instructor will send cell phones, pagers, iPods, PS2s, music CDs, etc. to VP's office
- Letter and phone call home (you'll write the letter)
- Extra lab time
- Before or after-school detention
- Referral/Mac Lab Saturday School
- Loss of computer privileges/ Removal from class

STUDENT

I have read, understood, and agree to abide by the guidelines in this contract.

Name (please print) _____

Signature _____ Date _____

PARENT/GUARDIAN

I have discussed this contract with my child. I understand and support this plan.

Name (please print) _____

Signature _____ Date _____

INSTRUCTOR

I will administer this contract in a fair, consistent manner.

Signature _____ Date _____