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| **MULTIMEDIA COURSE SYLLABUS – 2016-2017** |

**COURSE DESCRIPTION:**

Grades: 9-12 Credit: 0.5 unit

**PREREQUISITE:** Mastery of keyboarding objectives.

This one semester course provides a foundation in various media including image editing, desktop publishing, audio and video production, animation, and social media. Students will use creative design skills to develop individual and team projects. Time management will be essential to success. Final evaluation includes an electronic portfolio.

**UNITS OF STUDY:**

Digital Citizenship/Social Media

Graphic Design

Video Production

Audio Production

Animation

Units are structured so that each student works independently and in with small groups. Students will be expected to meet daily goals and deadlines. Class time will be divided between demonstrations, tutorials, guided practice and project assignments. The class will be as real world as possible with deadlines, multi-tasking, interruptions, changes, additions, problem solving technical difficulties, etc. Students should expect to incorporate organization and time management skills in order to meet assignment deadlines.

**MAJOR ASSIGNMENTS AND PROJECTS:**

A major project is required at the end of each unit of study to demonstrate understanding of the course material. As part of the final, an online portfolio of all projects is required.

**ASSESSMENT PLAN:**

Both formative and summative assessments will be used throughout the year as concepts are learned. A summative assessment will be used each major project in each unit of study. Students will be given a scoring guide prior to beginning each that will outline the requirements and be scored on components of both design and function.

**GRADING POLICY:**

Daily assignments, projects, tests and quizzes will account for 90% of the grade. The final will count as 10% of the final grade. Student grades are available on line at: http://pc.leesummit.k12.mo.us. There is also a link from the school homepage. Updates are made after project deadlines and/or weekly.

**ATTENDANCE POLICY:**

Being in class to receive instruction is vital. Because this is a lab class students are expected to make arrangements for lab time to complete the missed assignments. LSR7 District Policy allows no more than nine absences, excused or unexcused, per semester in any one class. On the tenth absence, in any one class, the student will not earn credit for that class. Unexcused absences and time not made up will result in grade reduction. Students should work with their instructor and administrator to make up missed time prior to the end of the semester.

**TUTORING/EXTRA HELP PLAN:**

Students are encouraged to come in to make-up work and for additional assistance. Please schedule a time with Mrs. Booth

**MAKE-UP WORK POLICY:**

The student handbook policy will be followed for makeup work on daily assignments. Students are responsible for all makeup work and should make arrangements the day they return to class. One class day for make-up will be allowed for each class day missed. For extended circumstances, please call or email the instructor to make arrangements. Students have the opportunity to make up unexcused absence work, but a one-percent reduction in the student’s cumulative grade will be taken at the end of the semester for each unexcused absence

**LATE WORK POLICY:**

Students will be expected to complete all assignments in a timely manner to receive full credit. Assignments are due on the day specified by the instructor. Not meeting deadlines or scheduled make-up dates will result in a 10% reduction in the possible score if work is turned in within one week of the deadline and a 50% reduction in the possible score for that assignment after one week.

**ELECTRONICS POLICY:**

All e-devices shall be carried in off or silent mode and stored during class time. E-devices may only be taken out and used at teacher discretion for either instructional purposes or for listening to music during independent work.

**CLASSROOM EXPECTATIONS:**

To be successful in this course, students are expected to:

1. Maintain regular attendance.
2. Follow directions the first time completing assignments in a timely manner.
3. Clean-up work area before leaving.
4. Be respectful of the equipment used in the classroom
5. Stay on task; please do not access games from school computers.
6. Treat others with courtesy and respect.

**COURSE REGULATIONS:**

1. No food or beverages are allowed in the classroom.
2. Adherence to the R-7 District Acceptable Use Policy regarding use of the network is strictly enforced as stated in the handbook.

**SUPPLIES:**

Students need to bring their planner, a folder or binder, paper, and a pen or pencil to class each day. A memory stick (flash drive) is optional but highly recommended.

**TEACHER CONTACT INFORMATION:**

**Meagan Noble**

Main School #: 816-986-4000

Email:  meagan.noble@lsr7.net

School Website: http://lswhs.lsr7.org/

Teacher Website: http://msnoble.weebly.com/