JACKSON HIGH SCHOOL

Course Syllabus

Course: Graphic Design
Instructor: Mr. Donaldson
Room: C106

Contact Information:
Email address: spd2jc@bearworks.jackson.sparcc.org
School phone: 330-837-3501 EXT.1506
Class website: http://olcoachd.wix.com/donaldson

JACKSON GRAPHIC DESIGN

Course Resources:
Student Materials needed every day for class:
- A positive attitude ready to learn!
- Pens/pencils and paper EVERY DAY!
- USB flash drive

Required Text:
Adobe Photoshop Classroom in a Book
Adobe Illustrator Classroom in a Book
Adobe InDesign Classroom in a Book
In addition to the books we will be using a variety of tutorials.

Course Description:
This semester course is designed to introduce students to graphic design using Adobe Photoshop, Illustrator and InDesign. This course is recommended for students who are lanning to study graphic design in college or gain knowledge of the Adobe CS6 software for personal use. In this course, you will experience digital photography, image editing and creating graphic documents for print or the web. The Graphic Design class is rich in content and will reward its students with the necessary 21st century skills needed to compete in tomorrow's global workplace.

We will be using web sites more for tutorials & lessons & will expand our exploration of the Adobe Creative Suite bundle. We will be using the Adobe CS6 software to help students master Photoshop, Illustrator, and InDesign software.

The teacher reserves the right to amend this syllabus at any time during the course

Classroom Policies:
- Be **WHERE** you are supposed to be **WHEN** you are supposed to be there.
- **DO** what you are supposed to do **WHEN** you are supposed to do it.
- No cell phones should be out. You may use them when you are done with your work.
  - No pictures and or videos are to be taken. If seen, disciplinary action will result.
- **NO FOOD OR DRINKS IN THE LAB AT ANY TIME!**
- Be respectful of the other students around you.
- Swearing will not be tolerated and proper disciplinary action will result.
- Any form of bullying/hazing will not be tolerated and will be followed according to school policy.

Computer Use Policy:
- The teacher reserves the right to remove a student from any computer, at anytime for any reason.
- Each student will be assigned a personal computer.
- No one is allowed to share his or her password information or allow another student to use his or her computer.
- No emailing, instant messaging or gaming. Disciplinary actions will result.
- No downloading of any software from the Internet is allowed.
- Anything saved on the hard drive of a lab computer will be deleted daily.

Proper use and Care of Classroom Equipment:
Any student caught stealing, defacing, damaging or destroying classroom facilities and equipment will be removed from the program and held accountable.

Attendance / Tardiness:
In order to succeed in school and in the workforce, students need to be present. Students who continually miss class will fall farther behind each day.

Excused Absence:
Students who have obtained an excused absence will have the same number of days they were absent to make up their work. Ex., if a student missed 2 days, they will have 2 days to make up their work.

Unexcused Absence:
Per school policy, any student receiving an unexcused absence will receive a letter grade of "F" for the unexcused period of time.

Tardiness:
The only way a student will have an excused tardy to class is if he/she is detained by a school authority, at which time the student will be given an excused pass. A student's failure to produce a pass signed by a school authority means the student has no authorized reason for the tardiness, and the tardiness is unexcused.

Plagiarism / Cheating / Academic Dishonesty Policy:
Plagiarism and academic dishonesty are serious offenses. The academic work of a student is expected to

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be his/her own effort. It is very important that students turn in work that is their own. Students who fail to turn in work that is their own and willingly or unwillingly submit work that is copied or plagiarized will be subject to disciplinary action.

Intentional Plagiarism:
Occurs when writers or researchers are aware that they are using someone else's words or ideas as their own.

Unintentional Plagiarism:
Occurs when writers or researchers unwittingly use the words or ideas of others by failing to give credit to the source. When in doubt, students must check with their teacher.

Cheating:
The act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. ***Students who are caught cheating will receive an automatic 0 "F" for the assignment and will be subject to disciplinary actions set forth in the Student Handbook.***

Homework Copying:
Occurs when students misrepresent their own work by copying from another student. In cases of homework copying, both the student who copies the homework and the student who allowed his or her work to be copied will be considered guilty and both parties will receive a 0 "F".

GRADING POLICY
Product: Quizzes, Tests, Projects **(85% of grade)**
Process: Daily activities, classroom assignments, & participation **(15% of grade)**

The grading scale will be as follows:

A	**100-90**
B	**89-80**
C	**79-70**
D	**69-60**
F	**59-0**

- Grades are kept in SunGuard. Students or parents may request a grade printout from the teacher, or may be accessed on-line. Since most work is performed in class, attendance each day IS VERY IMPORTANT. Any student missing class is RESPONSIBLE for seeing the teacher and checking Google Classroom for completing makeup work.
- The gradebook will be updated approximately once a week. Please keep in mind the amount of assignments that are assigned may sometimes be delayed depending on the length of the project.

Grade "Bumps":
I do not "bump" grades for students who are on the 'bubble'. If a student has valid concerns about the way in which an assignment was graded, I will hear any argument and consider that for a change. This **does not guarantee the grade will change**. Waiting until the end of the semester when grades are in will result in the grade shown as the grade received.

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Assignments:

The best way to view assignments, quizzes, or tests is to check the Google Classroom Page. It will be updated continuously through the year to ensure accurate information. I do accept late/missing work. It is the student's responsibility to ensure they complete the work. To ensure correct grading, ***the student MUST notify the teacher via email when submitting late or missing work.****Failure to do so may result in original grade being posted.***

Open-Door Policy:

I believe communication is one of the most important elements of human nature, and can make or break relationships. I have an open-door policy for any student or parent/guardian who wishes to discuss any issue or concern they may have. A lack of communication may result in misunderstandings so I believe it is imperative to discuss any and all issues.

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