# Graphic Design I Syllabus, Rules & Expectations

**Instructor**
Beth W. Cole

**Contact Info**
(406) 728-2400 X6650
bwcole@mcpsmt.org

**Class Location**
Hellgate High School
Room 261/263

**Office Hours**
Thursdays
11:15am – 12:00pm

**Resources**
• Google Classroom

• Infinite Campus Student Login

• Adobe Student Home Access
  Instructions

**Course Overview**
Students use artistic techniques to effectively communicate ideas and information to audiences via forms of digital or printed media.

**Course Goals/Learning Objectives**
- Develop a working knowledge of Adobe Photoshop, Illustrator, and InDesign.
- Apply knowledge of design and communication strategy to real world tasks.
- Evaluate class projects in a peer review setting to effectively give and receive critique.

**Demonstrate**:
- Knowledge of file creation, management, and storage.
- The effective use of graphic design terminology.
- Originality and creativity in developing an idea though all stages from inception to completion.
- Technical skills appropriate to our available technology.
- The ability to reflect upon and evaluate projects, processes, and review of peers' work.

**Prerequisites/Technology Use**
The use of technology in class will be extensive. Students will acquire computer literacy to edit projects and present them. Students will frequently be using computer software.

This class involves a lot of experiential learning. Missing class whether excused or not, will hamper your ability to get the most out of it. It is imperative that you attend and arrive on time.

**Bell Schedule**

|  | Monday, Tuesday, Friday | Wednesday | Thursday |
|---|---|---|---|
| Period 1 | 8:50 – 9:40am | 8:55 – 10:25am |  |
| Period 2 | 9:45 – 10:35am |  | 9:40 – 11:10am |
| Period 3 | 10:40 – 11:30am | 10:30am – 12pm |  |
| Office Hours |  |  | 11:15am – 12:00pm |
| **WTh Lunch** |  | **12:00 – 12:50pm** | **12:00 – 12:50pm** |
| Period 4 | 11:40am – 12:30pm |  | 12:50 – 2:20pm |
| **MTF Lunch** | **12:25 – 1:15pm** |  |  |
| Period 5 | 1:15 – 2:05pm | 12:50 – 2:20pm |  |
| Period 6 | 2:10 – 3:00pm |  | 2:25 – 3:55pm |
| Period 7 | 3:05 – 3:55pm | 2:25 – 3:55pm |  |
|  |  |  | - |

**Noteworthy Dates for 2023/2024 School Year**

| Week | Subject |
|---|---|
| August 29 – Tuesday | Freshmen only day |

| August 30 – Wednesday | All students attend |
| --- | --- |

| Week | Subject |
| --- | --- |
| September 4 – Monday | No School – Labor Day |
| October 5 – Thursday | September Missing Work Deadline |
| October 19 & 20 – Thursday, Friday | No School - MEA Teacher Convention |
| November 2 – Thursday | October Missing Work Deadline |
| November 22, 23 and 24 – Wednesday, Thursday, Friday | No School - Thanksgiving Break |
| December 7 – Thursday | November Missing Work Deadline |
| December 22 – January 1 – Friday through Monday | No School - Holiday Break |
| January 11 – Thursday | Missing Work Deadline |
| January 15 – Monday | No School – Martin Luther King Day |
| January 19 – Friday | End of First Semester |
| January 22 – Monday | No School – Records Day |
| February 12 – Monday | No School – Staff Development Day |
| February 19 - Monday | No School – Presidents Day |
| March 4 – Thursday | February Missing Work Deadline |
| March 16 – 24 – Saturday through Sunday | Spring Break |
| April 4 - Thursday | March Missing Work Deadline |
| April 19 – Friday | No School – Staff Development Day |
| May 2 - Thursday | April Missing Work Deadline |
| May 27 – Monday | No School – Memorial Day |
| May 30 – Thursday | May Missing Work Deadline |
| June 7 | End of Second Semester<br>Last Day of School |

**Course Schedule – Schedule is tentative and subject to change**

| Subject | Description |
| --- | --- |
| Introductions/Orientation | Technology Review<br>Graphic Design Basics<br>Assessment: Quizzes |
| Photoshop | Introductions & Design Analysis<br>Intro to Photoshop<br>Exercises: Cooking, New England, Sewing, Chili Pepper, Books, Adjustments, Cathedral (others as time permits)<br>Projects: Intro Poster, Museum Card<br>Assessment: Final projects, peer review |

| | |
|---|---|
| Illustrator | Intro to Illustrator |
| | Exercises: Basic Shapes, Direct Selections, Berry, Line Files, Snow Man, Mesh, Cathedral, Illustrator Wrap up (others as time permits) |
| | Projects: Lighthouses, Illustrations, Logos, Letterhead/Envelope/ Business Cards, ID Package |
| | Assessment: Final projects, peer review |
| InDesign | Intro to InDesign |
| | Exercises: InDesign Practice, Magazine Page Practice, Magazine Spread Practice (others as time permits) |
| | Projects: Newsletter, Magazine Cover, Magazine Spread |
| | Assessment: Final projects, peer review |

| Subject | Description |
|---|---|
| Project Board | Projects: Photoshop Project, Illustrator Project, InDesign Project, Personal Choice Project |
| | Assessment: Final projects, peer review |

**Daily Expectations**

1. **Show up on time ready to learn**. Be present.
2. **Stow and silence your phone**. Phones are expected to be out of sight and silent in class. The exception is during project work time to listen to music but not to text, use social media or snapchat. Parents – please refrain from texting your child during class unless you're experiencing an emergency. Encourage your child to abstain from using their phone during class.
3. **Take hoods off and remove earphones/ earbuds during instruction**.
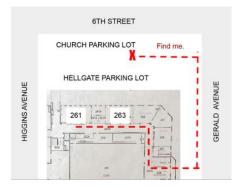
**Be Respectful . . .**
- > of yourself
- > of your classmates
- > of your teacher
- > of our time
- > of our space
- > of our equipment
- > of our materials
- > of our purpose
- > of your potential

**Be Responsible . . .**
- > for being present and on time
- > for completing quality work
- > for advocating for yourself

**Be Safe**

**Fire Drills & Emergencies**
Find me once you get to the parking lot.



**Earthquake & Lockdown Emergencies**
Don't panic. Quickly get under a sturdy table or in a doorway to void having things fall on you (like computers, light fixtures, etc).



**Lockdowns**
Make sure to:
- Lock doors
- Shut and lock windows

- Pull down shades.
- Stay away from windows.
- Keep quiet.
- Silence phones.
- Make sure you fully understand the nature of the emergency before sharing information outside of the classroom.
- Extended lockdowns may require that we remain in the room for longer periods of time. Be prepared to communicate your needs in difficult situations.

**Active Threats**
- If you can see the threat and feel you can get away, run. Dial 911 as soon as you are safely away from the threat.
- If you can't see the threat, find a place to hide. Avoid hiding places that will restrict your ability to flee if necessary.
- If you face the threat, be prepared to fight. Find object to throw or stab.

**If you are out of my room during an emergency**

**Fire Emergency** - do not return to my room but instead exit the building quickly and quietly, go to 6th street parking lot and locate me immediately.

**Earthquake Emergency** - find a safe and stable location free from hazards (under sturdy tables, in door frames). Return to my room when shaking has stopped.

**Building Lockdown** - move quickly to a classroom with the nearest adult. It you cannot, find a secure location and wait for an adult to find you to give you instructions.

**Active Threat** - If you can <u>see</u> where the threat is coming from, *run*. If you are <u>unsure where it is</u>, *hide* but make sure you have an escape route. If you <u>can't avoid the threat</u>, be prepared to *fight*.

 **Be Respectful**

**Attendance**


This is NOT you.

Regular attendance is important to your success in school. You are considered present when you are at your desk ready to learn. If you've dropped off your stuff before the bell, left the room and the bell rings while you are out of the room, you will be marked absent

Instruction begins when the bell rings. Plan on being at your seat and logged in to your computer when class begins. If you're running in the door as the bell is ringing, you're considered tardy.

**Cell Phone/Distraction Policy**

In this class, you will be practicing skills like critical thinking and problem solving. It's important to devote your full attention to instruction and in-class activities to make the most of this class and meet course objectives. Attempting to multitask while learning new material can increase stress and decrease productivity for you, your neighbors, and the instructor. If your cell phone is out or available (on the desk, in your pocket, or on your seat), it will distract you and the rest of the class. You must put away any distraction (including cell phones) at the beginning of class. You're welcome to silence them and place them in a backpack or purse.

The following are the only times cell phone use in class is appropriate:
- Approved classroom tasks: The instructor will notify the class when cell phones can be used to take or save pictures.
- Approved lab work time: The instructor will notify the class when students are free to listen to music during independent work time. The volume should allow you to hear announcements and should not distract others. Texting and social media use are not allowed.
- Emergencies: Only legitimate crises qualify.

**Instruction**
We use the entire period for learning. If students are regularly logging out and stopping work early, deadlines will be compressed. Remember, cell phones should be stowed and silent for the entire period.

**Late/Tardy Policy**

Students arriving after the bell and within the first 10 minutes of class will be marked tardy. Students arriving after 10 minutes will be marked absent but should still attend as you will miss important information if you are not there. The default attendance in Infinite Campus is present. When a teacher marks you absent or tardy, Infinite Campus will send an alert to you and your parents. The initial alert will remain as a notification even when attendance is changed.

### Bathroom Use
Trips to the bathroom should be expeditious. Don't ask to use the bathroom and then wander the halls, visit friends or go to the coffee cart. One student can leave the room at a time. Students gone for longer than 10 minutes will be marked absent.

## Be Responsible

### Personal Responsibility
- You cannot have food and drinks at the computers.
- Return all parts of any equipment you've borrowed.
- Remember to log out and restart your computer at the end of the period - don't shut it down.
- If you've used the headphones, place them on top of the computer tower at the end of the period.
- Push in your chair when you leave.
- Use class time wisely. Don't rush through your work so you can play on your phone.

### Classroom Rules
- You **will not** be expected to purchase any equipment, software, or any memberships to participate in this class.
- We will be using electronic classroom environments including Google Apps. Abusing the privilege of membership in these communities may result in loss of access of your account(s), which will mean you cannot complete the curriculum and will have to withdraw from the class with an F. Membership in any online community requires you to conduct yourself in a mature and responsible manner.
- Credit will only be given for online forums while they are open.
- Work on and print assignments for my class ONLY. Ask before you print other material.
- Don't change the computer settings or download files or games on the computers.
- Arrive to class on time. Students arriving ten minutes or more after the bell will be marked as absent but should still attend class.
- Take care of the equipment you are assigned. You are financially responsible for equipment you damage or lose.
- Guns won't be allowed in graphic and video projects. Exceptions can be made to this policy ONLY with the prior written approval of the instructor.
- Certain topics are inappropriate for our projects (sexual references, violence, drugs, tobacco, profanity, and degrading or demeaning references and images) and cannot be included in graphic, video, or audio files.
- Equipment must be returned to me **five minutes before class ends** if used during the class period. If checking equipment out overnight, it must be returned to me **before first period** of the day after it was checked it out. In both cases, failure to return equipment within these guidelines with may result in loss of equipment use privileges.
- Food and drink are not allowed in room 261. Students must store it in their backpacks or leave on the black cabinet in the front of the room. Students may have food and drink in room 263.
- Adhere to copyright, plagiarism, and intellectual property guidelines.

### Academic Honesty Policy
- You are expected to demonstrate *YOUR* ability to complete classroom assignments. That means the work must be created and completed by YOU.
- Plagiarism is the practice of taking someone else's work or ideas and passing them off as your own. Work submitted in this class must be original. That includes responses to discussion questions, reflections, papers and designs you create, to name a few.
- Cheating involves representing someone else's work as your own. There will be opportunities to work in groups and submit collaborative material. Individual assignments must be completed by you alone. Cheating will result in a zero on the assignment and disciplinary action.
- Use of ChatGBT (or other AI generators) to complete assignments will result in a zero on the assignment and disciplinary action.

### Academic Conduct
All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available online at http://www.umt.edu/student-affairs/community-standards/

### Learning Happens Every Day
You are responsible for completing all classwork done while you're absent. If you miss class, assignments can be made up the following ways:
- Using your second Adobe Software License on a home computer - Students enrolled in Hellgate Media Technology classes will have access to two licenses during the duration of the class. One license is for use on the classroom computers. A second license is available for download on a home computer if your home computer meets the system requirements for the Adobe software. Older computers, Chromebooks and Chromebook type computers cannot run the software.

- Using your second Adobe Software License on a library computer - The Adobe software is loaded on four computers in the library in the drop-in area near the circulation desk. The computers have a sticker designating them as having Adobe Software.
- Working in room 261 during office hours - Office hours are an ideal time to complete missing work.

**Adobe Software Licenses**
You will have access to two licenses during the duration of the class. One license is for use on the classroom computers in room 261.

A second license is available for download on a home computer (if your home computer meets the system requirements for the Adobe software) or on the library computers labeled as having the software. You can only access two licenses at a time. If you log into more than two devices with the license, you will be asked to log out of one of the computers.

Older computers, Chromebooks and Chromebook type computers cannot run the software. Cell phone and iPad apps are not substitutes for learning the required class software.

Students must have a solid understanding file management to successfully use the software outside the school setting. The licenses will only be available to students while they are enrolled in the class. Instructions for accessing the software are included in Google Classroom.

**Homework Policy**
Regular school attendance is an important element for success in school. Frequent absences, tardies or early dismissals result in the loss of valuable instructional time.

**This is an in-person course. Assignments in this course are designed to be completed in class during the school day. Plan to attend class.**
However, students absent from class are responsible for making up any missed assignments during office hours or outside of class. Office hours are offered every Thursday from 11:15am – 12:00pm. Students taking design courses can also download an Adobe license on a compatible personal device while they are enrolled in the course.

**Late Work Policy**
Work missed for any reason must be completed by the first Thursday of the month following the missed assignment. For example, assignments missed in September must be made up by the first Thursday in October to receive credit.

Work will not be accepted after each month's cutoff date. Time sensitive assignments like course forums cannot be made up after the forums close.

**IEP/504**
Accommodations will be made for students with Individualized Education Plans and 504s.

**Finals**
Finals are tests given at the end of a term that serve as a culminating assessment of what you've learned in the course. You will be expected to attend your final in person to receive credit for it. Avoid making other plans during the time designated for your final.

If being absent cannot be avoided, contact me to make arrangements well in advance of the final. Finals cannot be completed remotely.

**Grading Policy**
Grades are calculated on this scale:

90% = A, 80% = B, 70% = C, 60% = D

Assignments are given a total number of possible points--points are then subtracted for each error. You will have periodic grading reports and semester grades reported via the Infinite Campus online portal. The semester grade will be used to calculate your high school cumulative grade point average. Borderline grade (i.e., 89.5%) will be rounded up.

**Business Classes Earn CTE Credit**

| | |
|---|---|
| English | 4 credits |
| Math | 3 credits |
| Science | 2 credits |
| Social Studies | 2.5 credits |
| Health Enhancement | 1 credit |
| Career Tech Ed (CTE) | 1 credit – Graphic Design is a CTE class. Semester classes count for .5 |
| Fine Arts | 1 credit |
| Electives | 8.5 credits |

# Acknowledgement of Class Rules

## Please return this signed form to B. Cole in room 261

Please read and review the class rules. Fill out and sign the form below and return to Beth Cole in room 261.

*Student Name:* _____

| Class: | | | | |
|---|---|---|---|---|
| Intro to Photography | Graphic Design I | Graphic Design II | Film I | Film II |
| *Circle One* | | | | |
| Period: | | | | |
| 1     2 | 3 | 4 | 5 | 6   7 |
| *Circle One* | | | | |

*I have read and understand the Business Lab rules and rules for equipment use. I understand that in my refusal to follow these rules, I could receive detention, lose points, lose computer and equipment privileges, replace broken or lost items, or be removed from class with an "F."*

_____  _____     _____  _____
*Parent Printed Name*          *Date*              *Student Printed Name*          *Date*

_____  _____     _____  _____
*Parent Signature*               *Date*              *Student Signature*               *Date*