

Welcome To:

Graphic Communications

2014-2015

Mrs. Bauer

Course Description: *Emphasis is placed on the student developing an understanding of the technical processes of graphic communications. This course will cover 35mm B&W photography, digital photography, typography, layout & design, offset printing, screen printing, digital imaging, packaging design, advertising, emphasis in safety and computer etiquette, team work and creative problem solving and desktop publishing using all Macintosh based programs including InDesign, Photoshop and Illustrator.*

Assignments/Grading:

Quarter Grades:

- Projects count for 1/2 of the quarter grade (50%)
- Participation counts for 1/2 of the student grade (50%) this includes:
 - **Effort applied to the daily work/project**
 - **Daily clean-up of work stations**
 - **Ability to follow the class rules**

Semester Grades: Quarter 1 or 3 = 42.50%
Quarter 2 or 4 = 42.50%
Final Project/Exam = 15%

Computer Use Policy:

- Computers are to be used for Graphics Projects only.
- Do not check grades, play games, “surf the web” or anything not instructed by the instructor.
- The operating system is off limits to the student.
Examples would include changing the desktop color; background pictures
anything seen as unfit by the instructor.

Violators will be dealt with on an individual basis. Please refer to page 21 of the student Hand book for Computer violation information.

General Classroom Etiquette:

- Be positive and respectful to your teacher and fellow students. Positive attitudes are contagious.
- Be on time. This means must be through the threshold of the door by the time the bell rings.
- Running down the hall will be considered tardy. Detention Policies can be found in the LHS Student Handbook.
- When instructor is talking do not interrupt, we go through a lot of material and need your full attention.
- Treat others as you would like to be treated.
- Take pride in your work station and cleanliness of the room.

- No one is allowed to leave the room without permission. Have your personal planner with you and used as necessary for passes.
- Only a clear water bottle with water in it is allowed in the Graphics room. NO FOOD.
- No cheating. Do your own work, someone caught cheating or helping to cheat will receive a zero for that project.

Discipline Policy:

Every effort will be made by the instructor to solve any classroom discipline problems; if any of the expectations are not followed the following actions will be taken:

- 1) Verbal Warning.
- 2) Unplug computer and miss the project for the day.
- 3) Detention and a phone call to a parent or guardian.
- 4) Referral to the office.

***Depending on the severity of the disruptive behavior, any of the above actions may be skipped.**

Parents are encouraged to call me at 269-4026 Ext. 153 or email me @ ebauer@lomira.k12.wi.us. I am available for after school appointments for parents and students.

Cut here and return signed portion

I have read and understand Mrs. Bauer's classroom expectations. Please return this signed sheet by Friday September 12th, 2014.

Student _____

Date _____

Parent/Guardian _____

Date _____