**Class**: Technology II- Graphic Design

**Teacher**: Mr. Paul Burkhard

**Location**: Technology Lab, Room 104

**Phone**: (970) 834-2816

**Email**: ***pburkhard@weldre9.k12.co.us***

**Contacting me**: It will be easiest for parents to contact me via email, as I will be checking it frequently during the school day. Parents may also contact me through the phone number above. Please note that I have a website which outlines all of the coursework and deliverables for this course. It can be found at:

<http://www.highlandtechnology.org>

**Hours of Availability**: I will be available to meet with students for extra help during Green 3rd Period and White 2nd Period. I will usually be in the Technology Lab each day until at least 4:30 p.m. after school. Please make an appointment to see me during these times, as needed.

**Course Description**: Graphic Design is an Advanced Computer Technology course that is aimed at the motivated and technologically savvy student. The student will:

1. Become familiar with the operation of Adobe Photoshop, the industry standard for graphic design and image manipulation.
2. Learn the basics of the history of Graphic Design and its major influences.
3. Understand how to communicate ideas and concepts visually.
4. Develop proficiency in all aspects of the design process, including creative brainstorming, conceptualizing, collaboration, customer accommodation and presentation.

**Materials**: Almost all of the work, with the exception of a few writing assignments and some draft sketch work, will be completed on the computer in the classroom. Otherwise, as we will not be using papers and pencils, students do not need to bring backpacks and notebooks into the Lab.

**Tardiness:** Research indicates that prompt attendance is one of the primary indicators of academic success and is an area of focus this year at Highland High School. This being the case, 10 percent of a student’s grade in Graphic Design will be based upon prompt attendance. A student with perfect attendance throughout the semester will receive 100 percent on the semester end attendance score. A student with 10 or more unexcused tardies will receive 0 points at the end of the semester for attendance.

*Example: A student performs well on all assignments and on their final examination and has a grade of 95 percent on work at the end of the semester. However, the student has been late to my class 6 times during the semester. Their final score for the semester will be 95 percent – 6 percent for tardiness = 89 percent/B.*

**Grading**: We will be completing a number of classroom assignments and projects throughout the semester. Because we are a Technology Class and because I am interested in saving trees, our assignments will be submitted electronically, by copying completed assignments to a class drop-box folder on the school network. I will be grading on a standard 90/80/70/60 grading scale. Grades will be posted into the “Infinite Campus” system, which is accessible to parents online.

**Late Work**: As all work in Graphic Design is completed in the classroom and I provide ample time to complete assignments, I see no reason why a student should be unable to submit work in a timely fashion. If an assignment is due, but has not been submitted by the assignment due date, for whatever reason, including excused absences, I will give the student a grade of 0 (“Zero”) for that assignment. If a student has an excused absence, they will have one week from the due date of the assignment to complete their work. Once submitted, this work will be graded as usual. Students without an excused absence will simply receive a zero on the missing assignment.

**Students Requiring Extra Time and Assistance:** If a student realizes that they are struggling on an assignment and that they will require extra help or extra time, I will be happy to accommodate their needs and provide extra time to complete their assignment, if needed. However, the student must come to me to make arrangements for assignment completion before the assignment is due!

***Please note****:* Assignments that are not properly submitted to the class drop box on the system network will not receive credit. It is the responsibility of the student to ensure that their completed work is available for grading according the classroom criteria.

**Make-up work for excused absences**: If a student has an excused absence for the day in which an assignment is due, they will be expected to turn in their assignment within one week of the assignment due date, unless alternate arrangements are made. If you wish to see me regarding missed assignments, please make an appointment to visit me during any of the Availability times listed above or check the class website for missing assignments. I will not take up classroom time to review missed assignments.

**Unexcused Absences:** If a student has an unexcused absence from my classroom (i.e. ditching of class), they forfeit the right to turn in or make up any work that may be due or completed on that day. They will receive a 0 (Zero) for said assignments.

**Classroom Expectations:** We will cover in more detail the classroom expectations at the beginning of the semester. However, if at any time, students in my classroom are be disrespectful of the classroom or the learning process, I will take the following steps immediately to restore a suitable learning environment in the classroom:

1. The student will immediately lose all computer network privileges for that day.
2. The student, as they will be unable to use the computers in the classroom, will be expected to complete an extensive longhand writing assignment covering the classroom material for that day. This will be graded as a classroom assignment for that individual. If the student refuses to complete the assignment, their classroom grade will suffer.
3. I will send home a letter to the Parents and/or Guardians of the student, explaining exactly what actions have occurred in the classroom and the disciplinary consequences.
4. I will complete a “Corrective Discipline” Counseling form for the student. If a student requires such disciplinary action on four occasions, steps will be taken to permanently remove the student from the classroom.

**Serious Infractions Involving the Computer:** Please be aware that, for serious infractions (use of pornography, intimidation using the computer, computer vandalism) a student will first be referred to Principal Ward for disciplinary action. Secondarily, the student will lose their computer network privileges for the remainder of the semester. In addition, the student may be expelled from the Technology classroom.

**Hall Passes:** Each student will be afforded a total of 5 hall passes to be used per semester. After the first hour of class a student may use one of their hall passes if they wish to leave the classroom for no more than 5 minutes. Once all of a student’s hall passes are used up for a semester, they may not leave the classroom again for any reason. If a student is out of the classroom for more than 5 minutes, they will forfeit all of the remaining hall passes for the semester.

**Writing:** Because of increased emphasis on Reading and Writing Skills from Federal Mandates, we will be completing writing assignments on a regular basis. These assignments are mandatory and will be worth at least 10 percent of the student’s grade at the end of the semester.

***----Please Detach This Page and Return to Class, Keep the Course Outline---***

Please complete the form below and have it returned by Tuesday, August 26th, 2008, so that I have appropriate contact information for all students in my classes. Completion of this assignment is our first assignment for the semester and will be worth 15 points.

***I have reviewed and have a copy of Mr. Burkhard’s Graphic Design Course Outline:***

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone Number: (home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_(cell)\_\_\_\_\_\_\_\_\_\_\_\_\_\_(other)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Parents, would you like me to contact you via email regarding the progress of your student? \_\_\_

If so, please give me your contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best time and method to reach Contact Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IMPORTANT: I may be displaying the student’s work this year in the classroom, the hallways, on my HighlandTechnology.org website and in public exhibitions. I will also be placing pictures of my classrooms at work on the website. I will not be using full students’ names in any of these situations, but will refer to the students by their first name and last initial only. However, student images will be accessible to the outside public on the website. I need permission from student’s parents or guardians to be able to display their work and images in any public forum.

**PLEASE CHECK ONE OF THE FOLLOWING 3 OPTIONS:**

* I give permission for Mr. Burkhard to display my child’s work and/or image on the HighlandTechnology.org website or in other public venues, such as exhibits or galleries.
* I give permission for Mr. Burkhard to display my child’s work on the HighlandTechnology.org website or in other public venues, such as exhibits or galleries. I DO NOT wish to have my child’s picture or any images of my child used in any public forum.
* I DO NOT give permission for Mr. Burkhard to display any of my child’s work or my child’s image in any public venues.

Parent/Guardian’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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