

Policy for Accountability – Desktop Publishing

Mrs. Amy Meyer

Phone: 269.323.5513 * Email: ameyer@portageps.org * Web: www.mrsmeyersmap.weebly.com

The mission of Portage Northern High School is to engage our community, inspire all learners to achieve success, and develop a foundation for lifelong learning in a global society.

Course Description

Course content and classroom instruction will assist the student in developing an understanding of basic design elements in order to create documents to be used in professional settings including school, work and home. Students will demonstrate through hands-on, interactive lessons their abilities to follow directions, apply creativity and acquired computer skills for developing projects. Software utilized includes Microsoft Word, Publisher, PowerPoint and technology sources utilized include Atomic Learning, Google Sites, along with photo editing sites such as Picnik.com, etc.

Goal/Purpose of the Course

The ultimate goal of the course is to enable students to be self-motivated learners and to become effective decision-makers in determining proper strategies for completing assignments/projects, being class participators and critical, creative thinkers.

Objectives

- *Use critical thinking skills consistently in the classroom and apply these skills to day-to-day “life” situations.
- *Use creativity and develop unique ideas for projects, blending your interests and talents into your work. Study and evaluate your own work carefully and make changes necessary to produce a quality, finished product.
- *Demonstrate skills and knowledge through projects, quizzes, daily work and presentations.

Course Requirements

- ***Accountability**—You are responsible for your own actions. Attitude is everything; it will greatly affect your experience as a student at Portage Northern and in my classroom.
- ***Computer Care** – You must at all times handle the hardware carefully. You are responsible for keeping your station clean. Points will be deducted on a daily basis if this requirement is not met.
- ***Organization**—Come prepared to class with all necessary materials (pencil/pen, student planner, etc.) Keep papers organized in class binder (provided). This binder will serve as a professional portfolio of all your completed work and *will count toward your exam grade at the end of the course.* Be sure to **save all your work in your U:drive! Please purchase a package of clear sheet page protectors for your class binder. You may also want to bring a set of ear buds/phones in to use for the Atomic Learning tutorials.**
 - *Please know that printing your assignment does not mean that it is turned in! You must take it **off the printer** and turn it into the basket! Your **name should be typed** on each paper.
 - *You will be taught how to organize your computer files in specifically labeled computer folders. Please keep up with organizing files during each unit/project.

***Absences**—see student planner. You must have an admit slip when you come to class.

***Missed work**—It is your responsibility to ask for the assignment for the missed day. You have one day for each day absent to make up work. If you do not have the software available at home, you are welcome to come in to work in the lab in the morning, during your seminar or after school. Keep in mind; you may also access the software through portageps.org Web Access. Make arrangements with Mrs. Meyer.

Evaluation/Assessment of Student Performance

***General Expectations**—All work is to be completed in a timely manner. Daily assignments have flexible due dates, as each student will work at his/her own pace, but you must work consistently so as to not “fall behind”. Time in class will be used for *Desktop Publishing* work! If you finish your work early, there are extra, special projects that you can work on for other teachers in the building and/or local business professionals!

***Grading**—Late assignments will receive a 10% loss of points per day that an assignment is late. For example, if an assignment is two days late, 20% will be deducted from the score. Extra credit opportunities will be available for students.

***Cheating**—This is a serious offense and cheating will not be tolerated. All those participating in a cheating offense will receive zero credit for the assignment.

***Grading Scale**—See grading policy pages in the student planner.

Reminders

*The bell will signal class dismissal. There is no waiting by the door.

*Chairs are for sitting. **Do not lean/scoot/spin/stand in the chairs.** Please do not sit on desks.

*The computers must be handled carefully and restarted each day. Please report any damage you see by your station *before* you start class. Using the Internet without permission will result in disciplinary action (see Internet Usage form).

*Keep the room clean! Pick up papers, pencils, etc. off of the desk and floor before you leave. You may just receive a Good Samaritan ticket!

*Absolutely no cell phones in class. If I *see/hear* it, I will turn it into the office. **NO TEXTING!**

*Safeguard your tickets. They are a valuable commodity!

*Smile often! Laugh often! Share your ideas in a professional manner! Make suggestions politely! Help your fellow classmates! Strive to do *your* best! Say please and thank you!

Dear Parents and Guardians:

I appreciate your support in helping your student be successful.
Please review this policy for accountability.

I have shared *Desktop Publishing* class information with my parent/guardian. I understand what the course is about and if I have any questions, I will ask Mrs. Meyer.

Student Name (Print):

Student Signature:

As a parent/guardian, I understand what is expected of my student.
If I have any questions, I will contact Mrs. Meyer.

Parent/Guardian Name (Print):

Parent/Guardian Signature:

Please sign this form and return to Mrs. Meyer by Friday, February 3rd for full credit (10 points)!