

Graphic Communications

Mr. Rodriguez

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Office Hours 7:15-7:45am

Course Description:

In the Graphic Communications class it will be our focus to learn the basics of digital and print design. Students will have the opportunity to become familiar with professional design software including Adobe Illustrator, InDesign, and Photoshop. Students will also be expected to learn about and demonstrate the ability to use various printing techniques and output machines. This class is an introductory level course and a prerequisite for higher level graphics course such as Graphics II and Visual Imaging Technology.

Graphic Communications is a hands-on class in which students learn about each stage of the media production process, and then use the tools learned to complete various media production projects and assignments. Given the dynamic nature of the graphic communications industry, one of the primary goals of this class will be to give students a broad range of experiences within the graphic communications field.

This class is an introductory level course and a prerequisite for higher level graphics course such as Advanced Graphics and Visual Imaging Technology. This class is a great first step toward a Graphics education and career. If this is a career you may be interested in please talk to your teacher. He can advise you in future classes, colleges, and scholarships.

Class Materials:

These materials need to be brought to class everyday.

1. A notebook and a three ring binder to take notes.
2. Headphones
3. A writing utensil, pencil or a pen with black or blue ink.
4. Creativity

Safety Procedures:

1. Evacuation Procedure: Make sure you know the evacuation location for this class.
2. Eye emergency: If you get something in your eyes while working in the graphics lab, go immediately to either of the two eye wash stations, and follow eye wash procedures.
3. While working in the graphics lab, excessively loose clothing should not be worn, and long hair should be tied back.
4. Washing your hands is an important safety and hygiene precaution, please use soap, wash thoroughly and often. There is also hand sanitizer at the entrance of the computer lab, use as needed.

Computers:

1. Always log out from your computer whenever you leave the classroom.
2. Computers and Internet usage is for class work only.
3. Always save files to your "User" folder on the GraphicsComm server.

Lab Equipment:

1. Respect all equipment
2. Equipment is limited and expensive and we need to keep it in excellent working order. Do not use it inappropriately or leave it unattended.
3. The use of school equipment is a privilege.
4. Please use the equipment correctly and advise others to do the same. By not doing this, students will lose the privilege of using it, which will severely impact your chances of success in this class.
5. If you do not know how to use something, ASK!

Grading:

Students will be graded on Assignments, Daily Participation (lab), and Projects throughout the trimester. This makes up the average grade worth 90% overall. A final exam will be worth 10% overall.

1. Assignments: Include worksheets, critiques, quizzes, short written assignments, etc. and are worth 10-30 points each.
2. Daily Participation: This grade is determined by the student being on task, having good time management within the graphics lab, working on appropriate assignments and following equipment procedures, and is worth 20 points per project.
3. Projects: This includes large assignments with a final product. Each project will have its own grading criteria and is worth 100 points each.
4. Exam: This will be a combination of a written test worth 5% of the total grade and a project worth 5% of your total grade. In total the exam will be worth 10% of your grade.

Passes:

Class time is extremely valuable so spend it wisely. Use the restroom before or after class. However, restroom passes are available.

1. Fill out the classroom sign-out sheet.
2. Confirm with your teacher you can leave.
3. Take the restroom pass with you.
4. Sign back in when you return.
5. The bathroom pass is only available when it is an appropriate time to excuse your self from class (not in the middle of something important).
6. Any other time you leave the room you **MUST** get approval from Mr. Rodriguez and then fill out a yellow pass.

Classroom Expectations:

1. Be on time (be in the room before the bell stops ringing).
2. Do not leave the classroom for any reason without getting a signed pass from me.
3. Conduct yourself in a responsible way at all times.

Homework:

Homework is a completion of what needs to be finished for projects. Since homework will not be assigned regularly students are expected to use class time to its fullest potential. The lab will be open before and after school on a regular basis and students may want to take advantage of this extra lab time.

Late Work:

In the business world, clients need their product on a certain day and there is no extending that. The same is true here.

In this class we will work on multiple assignments at one time. So there will be some flexibility with due dates. I will make regular announcements in class and post "Final DUE Dates" on the class website. After a "Final DUE Date" is past I will no longer accept projects.

Shared Expectations

RESPECT: The dynamic relationship between students and teachers, when mutual **respect** is present in the classroom, the following expectations are fulfilled:

Teachers that show respect for students and learning

- Are knowledgeable about the subject matter.
- Are prepared for class with materials and visuals designed with all students in mind, including those with disabilities.
- Approach each class with enthusiasm for the learning process and academic inquiry.
- Foster an environment of collaborative learning, encouraging active participation rather than passive attendance.
- Respect students as individuals, taking into account a student's learning style and background.
- Demands timeliness with attendance and assignments.
- Set high performance standards and communicate how to achieve them successfully.
- Clearly state standards for evaluating student work when assignments are given.
- Return student work or respond to student inquiries in a timely fashion.
- Honor office hours and be reasonably available at other times.
- Refrain from using language, humor, or course examples that may be insulting or insensitive.

Students that show respect for teachers and learning

- Prepare for each class and laboratory session.
- Approach each class with enthusiasm for the learning process and academic inquiry.
- Are willing to be active learner in the classroom.
- Value diversity in the classroom, refraining from using language that may be insulting or insensitive.
- Commit the necessary time and effort required in each course.
- Finish assignments in a timely fashion.
- Communicate with the teacher to prevent an issue from becoming an insurmountable problem.
- Respect the learning environment by minimizing distractions such as arriving late or reading other materials in class.
- Respect his/her peers.