

# INTRO TO GRAPHIC COMMUNICATIONS

## SLADE / STUDENT DISCLOSURE

### Introduction:

Your son/daughter has selected a class in Graphics. As the instructor, I would like to introduce you to the graphics class. The class focuses on developing computer skills that the students will be able to apply to all aspects of their life. The course will also introduce the student to printing concepts that will help them be wise consumers of printed goods. Students will be producing a number of take home projects and there is a **\$25 lab fee** to help cover the cost of materials.

Introduction to Graphic Communications is designed to acquaint students with the basic skills needed to understand and work in our high technology work forces. Advanced classes (Screen Printing Technology, Digital Print Design, and Advanced Production Graphics) will allow students to advance in skills that might be needed as the student is pursuing a possible career choice in the graphics/printing industry.

The text for Introduction To Graphics Communications is Graphic Communications: The Printed Image / by Z.A. Prust, Copyright 2010, ISBN 978-1-60525-061-8. Text books are not checked out to all students but can be checked out as needed. Due to the technology used and assignments requiring the use of the internet all graphics students are to have a signed AUP Form completed and turned into the school. Students will be provided with a three ring divider and tabs, they will be expected to organize graded assignments and assignment sheets on a daily bases.

### RULES FOR SUCCESS

- Do your own work, students sharing or using others work will receive zero credit for the assignment.
- Pay attention to due dates! Assignments are due at the end of the 5 day modules. Late work turned in during the grace period will receive a 20% deduction. Work received after the grace period will not be graded.
- Come to class on time and prepared, students are awarded participation points for each module based upon preparedness, helping others, and staying on task.
- Do not deface desk and equipment, we have a great lab take pride in your school.
- Clean up after yourself, your mom doesn't work here.
- Keep your files organized. Nothing is worst than doing the assignment and then losing your work.
- Follow the school code of conduct, see your student planner for more information
- Follow all safety guidelines, we don't want to loss a hand or eye.
- Don't use equipment without proper training.
- Be here everyday, there are daily participation points and you are responsible to make up missing work.
- Honor the learning of others, East High is a learning environment and it takes use all to be successful. .
- Have fun! But be respectful.

## REQUIRED SUPPLIES

- Students will need to provide headphones for demonstration videos. Students can purchase headphones during class for \$5.
- Students should bring a pencil or pen to class each day and their 3 ring school binder.

## Cell Phones:

Cell phone usage is not allowed during class and lab time. Cell phones are to be kept in the students backpack or other secure location. Any cell phones visible during class or lab will be confiscated and placed in a lock box. The lock box will be unlocked daily at 2:35pm.

## Safety:

Shop equipment and tools are to be handled only when they are to be used for their intended purpose and proper safety instruction has been received. Horseplay, running, or disruptive behavior will not be tolerated and students are not allowed into the office or supply area unless asked to do so. Proper clothing must be worn at all times. Loose clothing and long hair must be tied back and the school dress code will be enforced. All students are required to pass a safety test with a 100%.

## Canvas & Grading:

Many assignments to be graded will be submitted through Canvas. Canvas allows me to provide terminology, demonstration videos, and other resources to the students. Students can access Canvas from home at <https://slcschools.instructure.com>. It is important all students become familiar with using the platform as quickly as possible. The following are key features of Canvas.

**HOME:** The home tab is the lifeline for this course. It displays all of the course content divided into modules. Each module has a clearly defined set of learning objectives. Please reference them before beginning and after completing a module. It should be your goal to thoroughly understand all learning objectives upon the successful completion of a module.

**ANNOUNCEMENTS:** The announcements tab is how your instructor will communicate with the class. An announcement will be sent every Monday at 7 am to remind students what they should be working on. These announcements will correlate to the master course schedule "Semester at a Glance" (page 4). I will be showing the students how to forward all announcements via text message in the next few days. Parents are encouraged to have announcements forwarded via text message or email, your student will be able to set up forwarding for you by the end of the week.

**GRADES:** Grades in Introduction to Graphic Communications will be posted at all times. It is each student's responsibility to keep track of their own grades. Once all items in a module have been graded your instructor will lock the module and additional submissions will not be allowed. (aka- Work is due by the date posted.) Email your instructor at [todd.slade@slcschools.org](mailto:todd.slade@slcschools.org) with any questions about grades. Grades will be posted on Power School as soon as all grading is completed.

Please note: Not all activities are graded. Assignments, quizzes, participation, etc... are graded. Other activities are supplemental exercises and may not be graded. They are intended to help you complete the graded assignments.

A = 100-94%    A- = 93-90%    B+ = 89-87%    B = 86-83%    B- = 82-80%    C+ = 79-77%  
C = 76-73%    C- = 72-70%    D+ = 69-67%    D = 66-63%    D- = 62-59%    F = Below 59%

Assignments are weighted as follows:

Assignments 75%      Participation 10%      Quizzes 5%      Final 10%

## **Attendance:**

Daily attendance is very important to the students success in the class due to the nature of supplies and equipment needed to complete class assignments. The school attendance policy will enforced, the policy can be located in the student hand book pages 6-7. Absences must be excused within 5 days of returning to school or they will be unexcused. It is the students responsibility to determine and complete missed work on the day they return to class. Student may make up all work and assignments only if the absence is excused. I provide an after school lab on Tuesdays & Wednesdays from 2:30-4:00 for students to make-up missing work or receive extra help. Please encourage your student to use this resource as needed.

## **Clean-up and Equipment Usage:**

Students are required to clean up after using equipment. They will be assigned a computer workstation and a screen printing Frame. Students are responsible for daily clean-up of the workstation, screen frame, and any other areas they work. Screen frames are assigned to the student free of charge, however, damaged screens due to improper clean-up or misuse are the students responsibility. Cleaning cost is \$5 and replacement cost of screens is \$20 each.

## **Participation & Extra Credit:**

Participation will be a important part of the students grade. Participation points are awarded on a daily bases to students that arrive to class on time ready to participate in the daily activities and fulfill their clean up assignments. Students are required to complete a "PARTICIPATION" assessment every module for credit. Students that give themselves credit for days they are absent or full credit for days they are tardy will receive a zero on the module participation. Extra credit is available during open lab after school, students are required to sign up for extra credit in advance.

## **SkillsUSA:**

Students enrolled in a CTE Skilled & Technical (Graphics) can join SkillsUSA, a CTSO (Career and Technical Student Organization). SkillsUSA provides the student with opportunities to for Personal Growth and to develop Leadership Skills through field trips, service projects, guest speakers, and skills competitions. The membership fee for East High SkillsUSA is \$25. Please fill out the East SkillsUSA Membership application at [joinskills.ehsgraphics.org](http://joinskills.ehsgraphics.org). Parents, SkillsUSA participation in region, state and national events requires national membership and the membership registration asks for the following information: Students Name, Home Address, Personal e-mail, DOB and Grade Level in school.

## Office Hours:

I am available to meet with parents and students on Tuesdays & Wednesdays from 2:30 - 4:00 pm. Please contact me via e-mail at [todd.slade@slcschools.org](mailto:todd.slade@slcschools.org) to schedule a visit.

## Contact Information:

I would also like to encourage parents to participate in their daughter/son's education by contacting me if they have any questions or concerns relating to a particular class. Normal school hours are 7:00 to 3:00, phone 583-1661 ext. 1306. However, it is best to reach me at "todd.slade@slcschools.org". It would also be helpful if you add my e-mail to your address book to prevent class updates from being sent to spam. Don't forget Parent Conferences September (1st Semester) and March (2nd Semester) I look forward to meeting you then.

In an attempt to keep you better informed about projects and assignments, parents are encouraged to add their e-mail to your students "Other Contacts" in Canvas Settings. You can select the information you would like to receive in Canvas Notifications. Students will be trained on the process as part of the computer basics assignment.

**Parents & Students can follow East High Graphics at:**

**Facebook: [www.facebook.com/EHSGraphics](http://www.facebook.com/EHSGraphics)**

**Twitter: "slade@ehsgraphics"**

**Instagram: EHSGraphics**

**Website: [ehsgraphics.org](http://ehsgraphics.org)**

## Non Discrimination Policy:

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.

**Keep the disclosure for your records.**

**Return the completed Student Info Sheet next class.**

# Student Info Sheet

## INTRODUCTION TO GRAPHIC COMMUNICATIONS

I have read and agree with all the information on the Syllabus and in the "Welcome to Graphics Communications Module" in Canvas:

Student Name (Print Legibly) \_\_\_\_\_ Period \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Fathers Name: \_\_\_\_\_ Mothers Name: \_\_\_\_\_

Contact Number between 2:30-4:00 pm: \_\_\_\_\_

Parent e-mail: \_\_\_\_\_

Student e-mail: \_\_\_\_\_

What are your Career Plans? \_\_\_\_\_  
\_\_\_\_\_

What Are Three of Your Hobbies?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What Is Your Favorite Summer or Weekend Activity? \_\_\_\_\_

Why Did You Take This Class? \_\_\_\_\_  
\_\_\_\_\_

What Do You Hope To Learn From This Class? \_\_\_\_\_  
\_\_\_\_\_

How Did You Hear About this Class? \_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

This Sheet must be signed and filled out by the second day of class.

# Welcome To Graphics

1- Log on to the computer:

User Name: first initial / last initial / student number

Password: two digit month and four digit year of birth (ex. 082003)

2- Boot up Safari from the dock.

3- Go to "ehsgraphics.org"

4- Log into Canvas: (use Canvas link at "ehsgraphics.org")

User Name: District E-Mail (todd.s741@slcstudents.org)  
("FirstName"."FirstLetterofLastName""lastDigits of StudentNumber"@slcstudents.org")

Password: Same as computer log in

5- Review the "Welcome To Graphic Communications" Module.

6- Complete "Initial Response."

7- Take "Welcome Quiz."

8- Fill Out "Student Info Sheet." with parent/guardian.

9- Log into Canvas & Review the Welcome Module & Syllabus

with parent/guardian. (Paper copy of available upon request)

10- Sign "Student Info Sheet." & Return next class for credit.