MEDIA TECHNOLOGY
CLASS SYLLABUS AND LONG RANGE GOALS
GTCHS 2020 - 2021

TEACHER INFORMATION: Mrs. Hawkins
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Phone: 864-250-8937

NORMAL OFFICE HOURS: Thursdays, 2:45 – 3:30pm

STATE COURSE CODE: 6124, 6125, 6126, 6127 (You can take this same class every year for four years and still get credit.)

STATE COURSE CREDIT: 1 Carnegie unit per semester

COURSE DESCRIPTION: In the Media Technology program, students will explore the general field of communications focused primarily on media production industries. Students will get hands-on experience in basic production techniques for audio, video and film. They will work collaboratively while writing, producing, directing, and editing projects of increasing complexity, using industry-standard software and equipment. Students will also learn about related fields such as graphic design, broadcast journalism, animation, sound design and engineering, special effects, online media, development, marketing and corporate communications. Program completers will compile their works for inclusion in a portfolio, for use in this program of study, the workforce, or postsecondary education.

The focus for this class will be to serve as the GTCHS broadcast journalism team. We will produce a weekly video of announcements and special feature stories. GTCHS students will view these videos during Advisory. Parents will also be encouraged to view the weekly videos.

REQUIRED SUPPLIES: (once we return to the classroom) One 32-Gigabyte USB drive, new and unopened. A pen or pencil for taking notes. A textbook, workbook and notebook will be issued. The notebook will contain notes on the various Adobe programs used for editing our videos.

DISCIPLINE/CLASS RULES: Media Technology is a meaningful and career-oriented course. Therefore, this course will consist of material for job skills and knowledge. It follows that the conduct, effort, attitude, and attendance of the students should reflect this training. Students are expected to come to class prepared to learn. High standards and expectations will be maintained to prepare students for the transition from school to work (or higher education) in our global economic society. Students will be encouraged to be as conscientious in class, effort, and attendance as if they were actually working in areas that require these skills. The classroom rules are designed to maximize the learning process. *No student will be allowed to interfere with the learning of other students.*

CLASS RULES

1. Be on time.
2. Be respectful of self, others, property and equipment.
3. Always be on task.
4. No food or drinks allowed. Keep water bottles away from computers.
5. Be prepared for class activities with required materials.
6. Cell phones and personal technology devices are to be put away. Devices are allowed out only with teacher approval. Charging devices is not allowed in this room.
   *There will be times that you will need to transfer images/video/music from your phone to your USB drive. This is the only time that phones will be allowed.
7. *Remain seated until the bell rings.*

CONSEQUENSES

1. Warning
2. Parental Contact
3. Detention
4. Office Referral
In some situations, all of the above may be the consequences.

CLASS PROCEDURES:

At The Beginning of Class

1. Take care of personal needs before or after class.
2. Place all books, book-bags, purses and coats where they are out of the way and not blocking aisles and walkways.
3. The computer should be in sleep mode so when you click the mouse or keyboard it will wake up the computer. Login using your school login.
4. Get your USB drive.
5. Complete assignments from the previous class.

During Class

1. You will be given grades for participation in the learning experience. You are expected to follow along as you are being taught the various programs. This is not a class where you can just complete the assignments/projects and expect to pass.
2. For most new skills, either I will walk you through the steps or you will teach/learn from another student in the class. After that, you will be given an assignment to complete using the new skills learned as well as previous learned skills.
3. Assignments for this class will be completed in various software programs and applications. It will be important to save this work on your USB drive. You will also be using a Warrior Broadcasting USB for the Weekly Broadcast. It is imperative that the USBs with broadcast information be turned into me before you leave. Do not leave this classroom with the USB on your person or in your stuff.
4. As you download images and documents, you need to download them to your USB drive.
5. It is very important that you learn some of the basic skills as we go. Most of these skills we will be using repeatedly throughout the year so it is very important that you be in class so you don't miss out on the skills needed to complete your work. You will also have an assignment for each weekly video. If you miss class time you will not only fall behind, but someone else will have to fulfill your responsibility. When this happens, your grade will result in a 0 and can't be made up.

At The End of Class

1. Assure that all broadcast equipment is properly put away and locked in the cabinet.
2. Make sure all work completed on the computer is uploaded to your USB drive.
3. Log off computers.

4. Place your USB drive back in your baggie and return it to the correct container and class USBs are returned to Mrs. Hawkins.
5. Assure work area is clean and orderly.
6. Stay seated in your seat until the bell rings.

GRADING POLICY: Grades earned by the student are numerical. A student's numerical average is determined by considering each unit grade along with semester and/or final exams and projects as a certain percentage of the overall course grade. Following are performance levels of the GTCHS grading scale:

      90-100 ....Mastery
      75-89 ....Proficiency
      0-74 ....Below Proficiency

The percentage grade value breakdown for all technology courses taught by Mrs. Hawkins is as follows:

      Minor Grades (Classwork/Quizzes/classroom participation):   60%
      Major Grades (Tests/ Major Projects):   40%

Each weekly video will consist of at least one grade for your part in the video. All video assignments and positions will be graded on a rubric. This grade will be a major grade. Minor grades will consist of project assigned when learning software programs and book/internet reading. There will be several test given each semester.

OPPORTUNITY FOR MASTERY LEARNING: Every student has the opportunity to demonstrate mastery learning for all skills and knowledge in Media Technology. To incorporate this into the class curriculum, students will have the option to retake all tests until they can demonstrate mastery learning. The retest will be given during office hours on Thursday after school unless I feel that the majority of the class needs to test again. Then the retest will be given during the class period. For some projects and class assignments, I will individually discuss the situation with each student and allow students to redo assignments. If there are missed assignments or incomplete assignments due to laziness or carelessness, then the opportunity to redo assignments will not be an option. All reworked assignments and retest are to be completed within two weeks of the original assignment or test.

INCOMPLETE WORK: For assignments based on reading or software work, a grade of 0 will be recorded if the project is not completed or the student was absent. (See Make Up Work below.) Projects/assignments completed after the due date; 30 points will be taken off before grading due to being late.

It is very important that you communicate with me if you do not understand as a skill is being taught. I don't know you need the extra help if you don't let me know. Don't wait until the assignment is due to tell me you don't understand.

MAKE UP WORK: (This applies to all assignments except for the weekly video assignments.) If you are absent, **i**t is your responsibility to find out what the missing assignments are and to schedule to make up the missing work. Most assignments will be posted in Google Classroom. My normal day for makeup work is on Thursdays from 2:45 – 3:30, but other times can be

arranged with me ahead of time. When the missing work is made up due to an absence, the 0 grade will be replaced by the correct grade, if turned in by the modified assignment due date.

WEEKLY VIDEO ASSIGNMENTS: Each broadcast member will have certain responsibilities each week to help with the weekly broadcast. These assignments will rotate from week to week. It is vital to the success of this program that you fulfill your role each week. If you are not here or fail to complete your assignment then someone else has to pick up the slack or the video can't be produced. There isn't any room for do-overs, so always do your part and do your best.

All positions and assignments for the weekly broadcast will be very hard to redo so make sure you are present and completing your assignment. If absent on the day the student is responsible for their part of the weekly broadcast, and the absence is unexcused, the grade will be a 0 with no chance to make up the work. (Another team member has to step in a pick up the slack so the video can be published by the due date.)

If the absence is excused and notification was given, then an alternate assignment will be given to replace the 0 given for failure to complete the original assignment. If the teacher is not notified, even if the absence was excused, an alternate assignment will be given to replace the 0, but 30 points will be taken off just like uncompleted work. It is very important that you make the teacher aware of planned absences as soon as these are scheduled so arrangements can be made to fill your role for the broadcast. Early notification will prevent last minute scrambling to cover your responsibilities.

HONESTY: Plagiarism is a form of academic dishonesty and it includes copying language, structure or ideas of another and attributing the work to one's own effort. To avoid plagiarizing, give credit to those whose work you use to include photographs, graphics, music and videos. Any written work must be rewritten in your own words. Work that is turned in and proven to be plagiarized will result in a 0 unless the student completes an alternative assignment. This applies to those taking the work from others *and* those sharing their work with others. If the student completes the alternative assignment, 30 points will be subtracted before the work is graded. If the students decide to not complete the alternative assignment a 0 will be recorded for the grade.

*We will be following the laws regarding copyrighted material. By law we can use works from the internet if it is for educational purposes only and not for profit. You must be aware that under **NO** circumstance can you post what you create for assignments in this class to your personal social media, You Tube or any other online service. If you do, you are setting yourself, the school and the school district up for huge fines and possible imprisonment. I don't want that liability and I'm sure your parents don't either, so what we create in class is for our purposes only.*

TEXTBOOK: Various classroom resources will be available. These are for classroom use only.

SOFTWARE: Various software applications will be utilized to include Google Docs, Microsoft Office 2016 and Adobe Creative Cloud. You will be working with several Adobe apps, to include; Photoshop, Premiere Pro, Audition, and After Effects. You will be assigned an Adobe Creative Cloud login. It is important that you save all work in the cloud as well as on a USB.

ASSIGNMENTS: Most assignments for this class will need to be saved to your USB drive. You will provide one new (unopened) 32 GB USB drive to be used for class purposes only. *They will not be taken out of this room except by me to grade them. They will only be used in your desktop and my laptop.* Each of you will save your work on your own USB drive.

You will be using images/songs/video that I provide for some assignments. For others you will be using images/video from the internet and ones you have taken with your own camera.

Website images and/or personal photographs brought to class or viewed during class may not contain profanity, vulgarity, lewdness, risky behavior, inappropriate attire, or offensive subject matter. All must have a "G"rating, be school appropriate, and meet the school's dress code.

Long Range Plans for Media Technology

    Workplace Safety (some subject specific OSHA training)
    Technology Knowledge
    Pre-production Practices
    Production Practices
    Post-production Practices
    Media Technologies industries and organizations
    Employment in Media Technology
    Legal and Ethical Considerations
    History and evolution of Media Technology

Because we try to take advantage of real world situations, this plan is subject to change based on the learning opportunities presented.