



Practicum in Information Technology

Instructor: Ms. Popkin

Room: A107

Phone: 682-314-1605

Email: kashiekapopkinduncan@misdmail.org

Student and Parents/Guardian(s),

I am extremely excited to have you in class this year. This letter will provide basic information that will allow you to be successful. Please read over it carefully and share it with your parents/family. Keep it with you for future reference.

COURSE DESCRIPTION

This course gives students the opportunity to dive further into information technology areas of interest and provide students with real world processes and systems used in the creation of tools and software. Students will create applications, products and services that will solve current issues. Student will also work in environments such as Java, C#, APP inventor, SQL and others applications.

TEACHER INFORMATION

A major key to thriving students is teacher/parent/family/student communication. I want to help all of my students prosper in this class, preparing them for life after high school by encouraging them to strive for excellence. With parental/family help by providing encouragement and support at home, I believe each student can achieve his or her maximum potential. Please feel free to call me (682-314-1605) at school and leave a message or email kashiekapopkinduncan@misdmail.org if you or your parents have any questions. My conference period is 10:00 am to 10:45 am daily.

Parents please take a few minutes to set up your skyward accounts to receive grade notifications via the internet at <http://mansfieldisd.org/skyward.htm>

REQUIRED MATERIALS

- Pen/Pencil
- 3-ring Binder will be provided in class or electronically
- Notebook Paper
- Other materials may be required throughout the year

CERTIFICATIONS- Students complete the [Oracle Database Foundations \(novice-level exam\) 1Z0-006](#)

Course Requirement

- Students are required to complete internship hours to receive credit for this course.
- Students will need a reliable transportation to attend internship.
- Internships should retain by 10 class days.
- Students are encouraged to participate in a student club and compete in an IT area.

TENTATIVE COURSE CALENDAR

Major Projects/Tests	Weeks + Tentative Due Date:
Employability	1 - 2
Training stations	3 - 4
• Internship Identification	
Research Project	5 - 6
Small Group Project	7 - 10
• Project Identification	
• Project Development	
• Evaluation	
Individual Project	11-16
• Development	
• Deployment	
• Evaluation	
Personal Career and Portfolio Development	17-18

The schedule is tentative and subject to change depending on the progress of the class.

PORTFOLIOS- are required and should hold the following in an organized manner: Class notes, handouts, returned work (quizzes, problem sets, etc.) The student must retain returned work for study purposes or settling any grading discrepancies. On some occasions, you will be allowed to use notebook materials on a quiz/test. Students will also maintain a digital portfolio using Google sites to showcase the materials and artifacts developed or created.

ASSESSMENT POLICY – Each six weeks will be evaluated as follows:

Major: Test/Project/ Portfolio..... **40%**
Daily: Class Activities/ Quizzes/Labs**60%**

According to District Policy, the two six weeks grading periods will be averaged together for 80% of the overall grade with the Semester Exam representing 20% of the overall grade for the semester.

SEMESTER EXAMS

Each semester, specific exam schedules are designated for MISD high school and dual credit courses. These schedules must be followed. Neither mid-term nor final exams are given early. If a student is absent on the day of an exam he/she will take the exam at a date/time designated by the school.

POSTING GRADES - Student grades will be posted in Skyward parent portal within five business days for daily grades and major grades. Special consideration should be given to major projects, including lengthy writing assignments and late work turned in by students.

GRADING PERCENTAGES

A	90-100
B	80-89
C	70-79
F	Below 70

An “Incomplete” (I) reflects incomplete student work and is not considered an academic grade.

CLASSROOM EXPECTATIONS

Both you and I will abide by these policies as well as those established by the Mansfield ISD school board policies

- **Respect**
 - for yourself – come to class prepared with your materials and assignments; be dressed and groomed so that it will not be necessary during class.
 - for others – classmates are learning and I am directing that learning, so distracting behavior will not be acceptable
 - for your environment – no food, drinks, or other pollutants (i.e., perfume, sprays)
 - for property – clean up after yourself and be careful with items that are placed in your care
- **Responsibility** – taking care of assignments and other business at appropriate times.
- **Reliability** – be prepared and on time for class

ABSCENCES/TARDIES

It is your responsibility to get any information missed if absent or tardy. This includes and is not limited to warm-ups, vocabulary, notes and assignments. If you miss a test or quiz, you will have one week from the date of assessment to make it up; otherwise, the grade will remain a zero, per district policy. 1st Tardy- warning, 2nd Tardy-student conference, 3rd Tardy- parent conference, 4th Tardy – office referral, 5th Tardy – office referral and detention, 6th Tardy – office referral and two detentions, 7th Tardy – office referral and ISS, 8th Tardy – office referral and two days of ISS and 9th Tardy and more – office referral and multiple days of ISS.

LATE WORK

- Teacher designates due date and time for assignment (Beginning of class period, End of class period, designated time of day)
- If student fails to meet the due date and time, then the student has until the next class period (next A day or B day) to turn in assignment to be considered one day late.
- Students will be assessed a penalty of 30% points for up to one class period late.
- Score of a zero may be given for work turned in after one day late.

MAKEUP WORK (because of absence for any class missed)

Per MISD High School Student Handbook:

- The teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

- A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. When absent, the student is afforded the number of days missed plus one additional day to turn in makeup work. [A/B Block Example: A student misses Monday and Tuesday of the week and he/she returns on Wednesday of that same week. Student work from Monday's absence is considered late after Friday, and student work from Tuesday's absence is considered late after the following Monday.]
- A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- A student is encouraged to speak with his/her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence.
- A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.
- See UIL Eligibility ("No Pass/No Play") guidelines for additional information related to grades and UIL Eligibility.

WEIGHTED CREDIT

- Per MISD Board Policy EIC (LOCAL):
- The District uses a weighted numerical grading system. In calculating GPA, ten points (per semester) shall be added to a student's average in Advanced Placement (AP) courses, Pre-AP courses, Academic Decathlon, and courses considered to be District-approved college level dual credit courses. All other courses shall not receive weighted points for completion.
- No weighted credit point shall be added for grades lower than 70.
- Weighted grading shall be reflected in the student's GPA and not numerically per course on either the student's report card or transcript.

UIL ELIGIBILITY ("No Pass/No Play")

- Semester grades are computed by averaging the numerical grades recorded for each of the three six-week reporting periods.
- Each six-week grading period will stand alone for eligibility purposes.
- A student who is declared academically ineligible after a six-week grading period will be able to regain eligibility if all of the student's grade averages are 70% or higher at the subsequent 3-week grade reporting period.
- See MISD Board Policy FM (LOCAL) – Exempt Courses.

TEST RETAKES

- Students who fail a major test/assessment (below 70%) will be allowed to retake or correct up to a 70% grade. This does not include semester examinations.
- Students are expected to make arrangements with the teacher to retake or correct a major test/assessment.
- Students are encouraged to participate in tutoring opportunities before retaking a test.
- Each teacher will communicate routine requirements for retakes and corrections in his/her course syllabus.

- All retakes or corrections must be completed prior to the end of each six-week grading period unless the student is afforded time, after the six-week grading period, as a result of the district's absent/make-up guidelines.
- See UIL Eligibility ("No Pass/No Play") guidelines for additional information related to grades and UIL Eligibility.

TUTORIALS

It is the student's responsibility to let me know that he/she is in need of help. It is very important to not fall behind. Tutorial times will be set on an individual basis, please give 24-hour notice to set a specific time/day.

ACADEMIC DISHONESTY

Teachers determine what constitutes cheating and/or plagiarism.

Consequences for academic dishonesty

Daily Work

- Every Offense
 - Academic and Disciplinary Consequences
 - Assign grade of zero
 - Write a referral
 - Teacher contacts parents
 - Consequence from administrator would be a minimum of AC placement

Exams or Other Major Assessments

- Every Offense
 - Academic and Disciplinary Consequences
 - Assign grade of zero
 - Write a referral
 - Teacher contacts parents
 - Consequence from administrator would be a minimum of AC placement
 - An alternative exam or major assessment can be completed for a maximum grade of 70%
 - Academic Associate is notified and will schedule a meeting with student, parent and teacher

PARENTS, after carefully reading the information in this letter. Please complete the confirmation page. Confirmation page is due no later than **Friday, August 23, 2019**. To access the confirmation page please click the following link <https://goo.gl/forms/XO38J2WxXAtTfjRa2>. Upon receiving the confirmation your student will receive 100 points. Please ensure that your skyward parent access account is set-up to receive grade notifications. Please email me if you would like to know how to set up your skyward accounts. If you would like to keep up with the class schedule and announcements, please join me on the remind app. To do so follow the instructions provided on the next page. Let us make this an outstanding year!

Sincerely,

K. Popkin-Duncan

Kashieka Popkin-Duncan, PhD

Classroom Norms

1. Students are in the room when the bell rings.
2. Students sign in at table by the door. This is how attendance is taken. It is your responsibility.
3. Students sit at their chosen computers and are not allowed to use other computers unless specifically directed to by the instructor.
4. Backpacks, purses and other large items must be left on the floor under computer workstation.
5. Cell phones and iPads are **not** allowed during class unless for designated instructional use per District Policy.
6. Computers are to be left in the same configuration as found. **NO CHANGES!** Remember these are not your home computers and the district is watching.
7. No outside storage devices are to be used in the computer lab.
8. No food/drink is allowed in the computer lab.
9. Printing – Some assignments may be printed to a central network printer. Students should preview work before printing. Any printing of items not pertaining to this class requires specific permission from the instructor.
10. Three minutes before the end of class students are to:
 - Return all materials to the appropriate location.
 - Leave workstation, including chair, area clean and ordered for the next session.