Welcome to Graphic Design III!

Our goal in Graphic Design III is to further expand our expert knowledge and application of the Adobe Creative Suite Software to create digital art/graphic design. This includes programs such as Adobe Illustrator, InDesign and Photoshop. Additionally, upon completion of GD III our goal will be to have each and every student earn an additional industry certification beyond what was earned in GDII. As was the case last year, the **effort** you put into this class will determine which level of success you achieve and your grade will reflect accordingly.

Contact:

Parents: I want you to reach out to me with any questions or concerns regarding your child. The best means of contacting me would be via email. My email address is pschreel@jocombs.org. You may also use parentvue to contact me via the internal communication function within that site. I do my best to answer the same day but sometimes life gets in the way. I can also be reached by phone at **480-882-3540 x. 7316**. Please be aware though that I cannot be reached during the teaching day and you will more than likely need to leave a voicemail.

Students: You can email me at the same address listed above or directly through Studentvue. I also happen to be in the classroom so as scary as it might be, you can ask me questions directly whenever you need assistance.

Concepts Covered:

The Graphic Design II curriculum is designed to reinforce and practice concepts of graphic art and design via the use of digital programs such as the Adobe product suite (Photoshop, Illustrator, InDesign, etc.) but students will be challenged to develop graphic solutions to specific problems along the way. Sketching and brainstorming is an important part of the creative design process and each assignment is designed to build upon skills learned in the previous lesson so it is important for students to work consistently so that they are not left behind later. Students will be taught specific techniques, tools and tricks of the computer applications so that they can achieve the desired effects for each and every project.

This course is part of a career and technical education coherent sequence approved by the Arizona Department of Education and the East Valley Institute of Technology. Students will spend no less than 51% of class time engaged in hands-on learning.

AZ Dept. of Education Graphic Design Standards are located here.

Materials:

We work a majority of time on the Mac computers in the lab. It is suggested you obtain a sketchbook/notebook/comp book for sketching/note-taking as you see necessary. If you would like to purchase a portable storage device such as a thumb drive or flash drive, that isn't a bad idea but it is not required as students have the ability to save their work to their google drive or the adobe creative cloud. Local storage is not recommended in the event of a computer crashing/requiring service.

Classroom Code of Conduct:

I will…

…Respect my education and the education of others.
…Respect others both mentally and physically.
…Respect my teacher or any other adult that enters this room.

Additional School Rules:

- You **MUST** be in the room and ready to work when the bell rings, otherwise you are considered **TARDY**.
- You **MUST** be dressed according to the school's dress code.
- **NO** electronic devices are to be seen/used in the classroom without consent and with computers available, there is no viable reason to see a cell phone out. CHS has an "Off and Away" policy and it is an expectation that you follow this rule at all times.

Grading Policy:

Students will be graded on a variety of criteria ranging from aesthetics, technique, composition, adherence to direction, etc.. Meeting due dates/deadlines is of chief concern as students will be expected to follow directions and one of the most important directions will always be to finish a project by a specified date for full credit. We turn our projects in digitally and that process will be demonstrated and explained in detail.

A = 90% - 100%
B = 80% - 89%
C = 70% - 79%
D = 60% - 69%
F = 59% or below

Assignments that are turned in after the specified due date are considered late and subject to penalties. Turning in files in a format other than what is specified will result in a penalty as well.

If the assignment does not show adequate effort by the student, it will be considered incomplete and the student will not be given full credit. Plagiarism will also result in a zero and could result in referrals/administrative action.

Absent Makeup Work:

Students are responsible for checking on missed assignments the day the student returns to school. Do not ask me for makeup work after you have been back to school for a few days or at the end of the quarter. That is too late. Take responsibility for your

education.

Extra Help:

The moment you find that you are having difficulty with something, whether it is concept or execution of a specific task, arrange a time to receive some additional direction and guidance. Please understand that there are sometimes 30+ of you and just one of me. I do float around the computer stations during activities but I cannot answer every question in a matter of seconds. (I wish I could.) Your neighbors may be able to assist you so don't be afraid to ask peers for help until I can address your questions. Additionally, there is an opportunity for you to install Adobe CC at home free of charge. More info will be shared on this later.

Classroom Procedures (SOP's)…

1. **Entering the Classroom**
    - **a.** All students should enter the room quietly and be in your seat by the time the tardy bell rings.
    - **b.** Immediately get your materials ready for the day if you know what the day's assignment is. This includes bellwork.
    - **c.** Listen for further instruction or begin working on project from previous class.
2. **Tardiness**
    - **a.** You are tardy if you have not made it into my classroom by the late passing period bell. There is a 1-minute warning bell for a reason.
    - **b.** If you are late from another class AND HAVE a PASS from the teacher, QUIETLY hand it to me and immediately seat yourself and begin working so as to not disrupt the class or other students.
3. **Dismissal**
    - a. The bell does NOT dismiss you, I DO. This concept applies when I am speaking at the end of class. If we are working independently and you would not be interrupting me, then you may leave when the bell rings.
    - b. We do not congregate or line up near the doors prior to the dismissal bell for any reason.
4. **Classwork**
    - a. A majority of our class time will be spent working on projects. When we are in "work" mode, you may talk quietly with others at your workstations or around yo ur computer but you are expected to be on task and if conversation becomes a problem, I will happily redirect or reseat you so that your creative process will not be hindered.
    - b. When I do need to address the class, I'll expect mouths to be shut and the attention turned towards me until I am finished addressing everyone.
    - c. Wandering around the room will not be part of the process unless it is part of a specific activity.
    - d. The workspace is not only yours. It belongs to us all. It is your responsibility to clean up after yourselves as often as necessary. If you need reminding over yo ur responsibility, I will be happy to provide it so that you can keep a clean area.
5. **Absences**
    - a. It is your responsibility to inquire about and complete absence work. (Google Classroom will be a great resource)
    - b. You may ask me at the beginning (prior to the bell) or end of class for any clarifications or guidance on absent work. DO NOT INTERRUPT LECTURES/DEMONSTRATIONS TO ASK ABOUT ABSENT WORK.

c. We follow the same make-up policy as the school when it comes to make-up time and grading.

6. **Turning in Work**
   a. We turn in almost all work digitally using Google Classroom.
   b. Files are time-stamped for submission so there is no question of whether or not an assignment is turned in on time or late.
   c. Showing me a file saved on your computer does not earn you credit for turning it in "on time" or "having it done on time".
7. **Leaving the Classroom**
   a. You must have MY PERMISSION to leave the classroom.
   b. You must have a campus pass BEFORE you leave my room to see another teacher or permission from me.
   c. The school has an established restroom policy. You are not to go to the restroom in the first ten or last ten minutes of a class unless it's an absolute emergency. DO NOT ASK TO USE THE RESTROOM AS YOU WALK INTO MY CLASSROOM UNLESS YOU CAN BE IN MY ROOM BY THE LATE BELL.
8. **Food/Drinks/Candy**
   a. This is a computer lab. We should not have snacks, candy or drinks open in this lab.
   b. Water that can be capped or closed is an exception.
   c. DO NOT ASK to get snacks from the vending machine. They cannot be eaten in this lab so there should be no reason for them to be purchased during my class time.
   d. Gum should not be seen.
   e. I reserve the right to throw out any food or drinks if open in my classroom.
   f. There should be no liquid on top of the computer tables (even if capped).
9. **Cell Phones**
   a. The School Off and Away Policy is enforced in this classroom.
   b. If your cell phone is seen out, you will be warned to put it away.
   c. A second warning will result in confiscation and your phone will be turned into the front office for parent pick-up.
10. **Use of Artificial Intelligence**
    a. Submitting work that incorporates any form of generative AI without proper citation is academic dishonesty. Unless explicitly instructed to do so, students may not use generative AI for completing classwork, projects, papers and assignments for class. If students submit work that contains generative AI content, they will be given a zero on the assignment. Repeat offenses will result in an automatic referral to administration and potential removal from the class

Let's have a great year and a great time while in Graphic Design III!

Mr. Schreel

You will be asked to sign off on a google form acknowledging your acceptance of our rules and expectations. This will serve as your acceptance of terms.