

Audio Video Production

Course Syllabus & Classroom Procedures for 2014-2015

**Kelly Cotton, Teacher
Dr. Cano Freshman Academy
Room C201**



**Tutorials: After school 4:15-4:45
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AUDIO VIDEO PRODUCTION COURSE DESCRIPTION

In Audio Video Production we will analyze principles of design and use them to create graphics, brochures, posters, magazine covers, and a variety of other outlets. We will be using Adobe Photoshop, Illustrator, and InDesign (CS5) as our main software for design. I have the intention of not only using projects as part of a portfolio for the students but hopefully in contests and other print media at Cano Academy.

SUPPLY LIST

- Please bring something to write with and a spiral notebook.

ABSENCES & MAKEUP WORK

Attendance is very important in Audio Video Production! Any class work missed due to an absence must be made up in the lab before or after school within one week of the absence to get full credit for an assignment; otherwise, there will be a grade reduction. The lab is also open to students who need tutoring or additional time to complete an assignment.

BEHAVIOR

Students should behave responsibly, taking care not to harm themselves, others, or property in the classroom. Students are expected to show respect for the teacher and fellow classmates. Any rude or disruptive behavior can result in teacher/student conference, a parent phone call, detention, or an immediate referral to the office.

GRADING

Rather than giving just a percentage grade on an assignment, each assignment will be worth a certain number of points based on the project rubric, then converted to a percentage. For example:

Daily Assignment One Rubric Grade - 8 points out of a possible 10 points, 80%

Daily Assignment Two Rubric Grade - 38 points out of a possible 40 points, 95%

Creative Project One Rubric Grade - 78 points out of a possible 80 points, 98%

All assignments will have guidelines/rubrics to follow. The rubric is the basis for this point system in grading. All Creative Projects are the same as test grades for grade reporting purposes. Your report card will show the percentage reflecting the point system.

HOMEWORK

Homework will consist largely of filming projects outside of class and bringing the necessary materials such as costumes or props to film during class. Some storyboarding will be expected to be completed outside of class as well.

ELECTRONIC DEVICE POLICY

Devices will be used sparingly in class since we will be using the computers and audio/video/camera equipment. Check the Power Up and Power Down signs when entering the classroom.

HALL PASS/RESTROOM POLICY

Per campus policy, students will not be allowed out of the classroom the first and last ten minutes of the class period. During the rest of the class period students may request permission to use the hall pass for restroom breaks, except during teacher directed moments during lessons.

One student will be allowed out of the classroom at a time and **MUST** complete the hall pass information, including teacher signature, before leaving the classroom.

Any abuse of the restroom policy will result in a student/teacher conference. Continuance of policy abuse will result in a parent phone call. Any medical issues will be confirmed with parents and/or the school nurse.

Understand that it is **VERY** important that you are in class as much as possible because most of our class work involves software that many of you do not have at home, so therefore will need to be completed in class. ***Please make all efforts to use the restroom during passing periods between classes.***

AUDIO VIDEO LAB RULES

1. No food, drinks, candy, gum, etc. in the lab at any time.
2. Work stations are to be left in an orderly fashion each day.
3. Do not share your computer password with another student.
4. All parties involved in a cheating incident will receive a zero on that assignment, parents will be notified, and a referral may be written.
5. Do not disconnect, switch, add, or remove peripherals from the computer (mouse, keyboard, headphones, etc.).
6. Do not place keyboards on your lap while working.
7. Students are not permitted to download or upload games, software, or other items from the internet, except for pictures or files used in class projects.
8. Students will be subject to disciplinary action if they are involved in hacking, vandalism, or making unauthorized changes to the hard drive of the computer.
9. The lab is open before school only to Audio/Video and Graphic Design students for makeup work or tutoring. The lab is closed to any student not in Ms. Cotton's classes. Do not bring your friends with you to tutorials to sit with you while you work. Do not come to the class to surf the internet or work on other assignments before school.
This lab is reserved for Audio/Video Production and Graphic Design work only.
10. Keep your work area neat and free of safety hazards. Backpacks must be placed either under your table or at a designated place in the classroom. Please do not place your backpacks in the aisles or at the side of your desk.
11. No playing of any type of games on the internet.

12. CDs, videos, photographs, movies, and video footage brought to class or viewed during class for assignment purposes may not contain profanity, vulgarity, lewdness, risky behavior, inappropriate attire, or offensive subject matter. **All must have a "G" or "PG" rating, be school appropriate, and meet the school's dress code.**
13. If a portable hard drive or Flash drive is seen during class without the permission of the teacher, a grade of zero will be given.
14. No copying of information to or from CDs or DVDs without the permission of the teacher.
15. Students must uphold the Fair Use Guidelines & copyright laws when using resource materials from the internet.
16. Remember you are responsible if you purposely do anything to damage the computer. Notify the teacher immediately if you discover damage done to the computer by the previous class period.
17. Do not use the printer unless you have permission from the teacher.
18. Late passes will not be written for students who choose to stay late at the end of the class period. Teachers in your next class period like to start their classes on time, and it disrupts the learning process for students to walk in late.
19. When borrowing cameras or equipment, please follow the guidelines set by Ms. Cotton.
20. Students must agree to abide by the rules as set forth by the HCISD Acceptable Use Policy for internet usage. Only school appropriate sites should be visited on the internet.
21. Students who choose not to work will not be allowed on the computers and will be logged out.

[Student Agreement](#)