

Graphic Design

Mr. Menez

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Grading:

10% - Participation / Daily assignments

20% - Weekly assignments

70% - Projects

Recommended Materials:

- 3 ring binder or folder. You may want to use this as a portfolio to keep assignments, notes and tutorials in.

Daily Assignments:

For the first 10 minutes of the day you will be expected to come in and start the daily assignment. Daily assignments will consist of handout assignments and will progress to include tutorials and lessons dealing with specific tools used in the software programs that you are learning. Daily assignments will make up 25% of your grade. You will receive credit each day if you used the entire time allotted and followed the directions for the assignment.

Do not come to class and begin surfing the Internet, listening to music or checking email. You will automatically receive zero credit for your daily assignment if you come into class and start using the computer for anything other than the daily assignment. Check the board in the front of the class or the overhead projector for the daily assignment. If there is no assignment posted then wait quietly in your seat for me to explain the assignment.

Daily assignments will be turned in to the server. Handout assignments will be collected at the end of the week.

Daily assignments cannot be made up if you are absent, whether or not it is excused. I will give people a chance to earn extra credit points throughout the semester. You will also receive an extra credit point on any daily assignment that is done exceptionally well.

Weekly Projects:

Weekly projects will be assigned Tuesdays at the end of the block period or first thing on Thursday. You will have the entire block period on Thursday to complete the assignment.

Projects:

Most of this class will consist of projects that will be completed in class. You will be graded on your ability to follow directions and the amount of effort you put into the project. I will be able to tell how well you used class time and how much thought was put into the project. You will be expected to turn in projects by the due date. If you need more time to work on projects you are welcome to come in to lab during lunch and after school. Late projects will be graded down according to the number of days you are late.

Expectations:

You must be in your seat when the bell rings. First thing you should do is begin working on your daily assignment. There is to be no talking during daily assignment time. If you are talking you will not receive credit for the day. Since this class is first period, it is very important that you are not late. You will not receive credit if you come late and only have time to do part of the assignment. It is also very important that you do not miss too many days of class. **DAILY ASSIGNMENTS CANNOT BE MADE UP.** If you are absent, whether or not it is excused you cannot make daily assignments. Daily assignments will be graded as follows:

You will receive 10 points of credit for the day if you complete the assignment according to the directions and you do not talk. These assignments should be viewed as a time when you are mentally getting ready for the class and your day.

I will add up all of your points at the end of the semester and divide it by the total number of assignments possible to come up with a percentage grade. This will count for 25% of your grade. Participation is a big part of this class and will be vital to your success. Take the daily assignments seriously if you want a good grade.

Tips for success:

- Come prepared for class
- Take a mature attitude towards your work.
- Most importantly have fun with the projects, try to remember that you are developing your creativity. Use this class as a way to express yourself and explore the vast creative potential that is in your mind's eye.