*Media Applications 1*

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***Course Description***

In this course, students will learn the most important topics of Adobe InDesign CC (Creative Cloud) to develop proficiency in graphic arts/desktop publishing. They will learn how to work with text and set up a document, work with frames, colors, place and link graphics, create graphics, work with transparency, and work with tools and tables. Photoshop will be included as time permits.

# Rationale

As students continue their education in the future, technology is becoming even more of a required element of education. This class will teach students how to design creative projects to develop creative projects. Students will also learn how to work with creative problem solving when they are encountered with errors and what steps are needed to fix errors.

***Goals***

1. Create various types of design documents including but not limited to: flyer, poster, business card, logo, etc.
2. Understand the importance of color and type choices when designing something visual.
3. Apply problem solving skills when encountered with a design error.

***Text/Materials***

1. Textbook required for class:
* Title: Adobe InDesign CC: The Professional Portfolio Series (2019 Version)
	+ ISBN: 978-1-946396-20-4
1. Project Files: Instructor will provide instructions for obtaining the project files.
2. Software: Adobe InDesign CC, Microsoft Office 2016, Google Chrome and Adobe Photoshop CC
3. Handouts: Additional handouts may be given. Instructor will provide information on obtaining this material.

# Course Information

These are the LAPs that will be covered this semester. Specific due dates and LAP dates will be noted on each individual LAP.

* LAP 1: Students will be introduced to the basics of Adobe InDesign. Specifically, students will explore the toolbars and some other introduction functions.
* LAP 2: Students will learn how to create a document, set up the workspace, create page elements, place images, format text, etc.
* LAP 3: Students will be introduced to colors and gradients, text formatting, text effects, etc.
* LAP 4: Students will be introduced to creative problem solving while designing their own personal posters.
* LAP 5: Students will be introduced to 3D printing and how to design an object to be printed in 3D.
* LAP 6: Final Project LAP: Students will use the skills they have learned throughout the semester to create a final project. This project will be designing their own brand which includes a logo, letterhead, and business card.

***Bring Your Own Device policy***

1. Devices are a privilege to use in my class and open labs.
2. When class starts, all devices should be on your desk ready to use – if the color on the board says so.
	* If you have a laptop, please keep it closed until asked to use the device.
	* If you have an iPad, cell phone, or tablet, please put the device face down until asked to use the device.
3. If you are caught using your device in any way not instructed you will lose your privilege to use your device in class for one cycle.
	* All assignments or in class activities during that cycle, will be completed on your own time
4. All IWA BYOD policies will be enforced: no texting or social media, no You Tube, no photography without permission, and no recording of video. If a phone rings or buzzes during class, or you are found to be violating any of the above policy restrictions, your device will be taken away, and you will pay a fine to have it returned.

### Stoplight for BYOD

1. If you see a **Green** piece of paper on the board that signals devices will be used as soon as class starts so have them out, face down or screen down, and ready to be used as soon as we begin.
2. A **Yellow** piece of paper means that devices will be used, but not quite yet. So keep them in your bag until I instruct you to take them out.
3. A **Red** piece signals that devices will not be used that day at all so do not take them out.

***Expectations***

1. According to school policy, any **phones** that ring during class or open lab will be confiscated
2. No **purses or bags** will be allowed on the desk tops during class or open lab.
3. **Respect** your instructor, your fellow students, and yourself at all times
4. I require **maturity**, responsibility and time management skills in my class.
5. I expect all students to **come** **prepared** to class with their book, paper and pen/pencil every day.
6. I expect all students to **arrive promptly** to class and be ready to begin in a timely manner.
7. I expect all students to **behave** in a responsible and mature manner for the entire class period.
8. I expect all students to **participate** appropriately in class discussions.
9. I expect all students to be in **proper uniform**.
10. I expect all students to complete written assignments using **complete sentences and proper grammar**.
11. Students may be given a **required** **outside** **reading** assignment to enrich the lesson. This will be listed in the lap where appropriate.

***Cheating/Plagiarism***

Cheating will not be tolerated. **Any student caught cheating will receive a zero and parents will be contacted – no exceptions whatsoever**. Cheating may also bring about demerits, detention, or other administrative action. Plagiarism is taking credit for someone else’s work and/or ideas.

Plagiarism will result in a zero, parent contact and possibly other administrative action – no exceptions whatsoever. **Copying work from another student is cheating**. Both students will receive a zero, parents contacted, etc. - the student copying the work and the student who gave work to be copied. Be responsible and mature – do your own work and do not enable another’s irresponsible behavior.

***Student Responsibility***

1. I emphasize **responsibility**, **maturity**, and **college preparation** skills in my class.
2. All students are given a **lap** which covers what we are doing for the entire unit.
3. **Every** Practice Assessment, quiz, Learning Goal, project, EQ, etc. is listed in the lap.
4. **Every** due date is listed in the lap.
5. There is **no excuse for not turning in assignments or being unprepared for tests, Learning Goals, or EQ projects/papers**. Time management is a very important skill and it is stressed in my class.

***Email Policy***

If you need to email me with questions, assignments, or other concerns, please note that you must use your school email account. Students must **check your student email account daily**. I will often send reminders, updates, or other emails with important information.  You are responsible for checking your email to receive these updates.

Additionally, it is important when emailing a teacher to note appropriate etiquette.  Emails that are not written respectfully and professionally will not be answered.Emails should look something like this:

***Dear Ms. Farrell,***

***I have a question about the homework.***

 ***How do I do the questions on page 3?***

***Thank you,***

***Haley***

**Remember, you are addressing a teacher when you email and it is a great skill to learn how to write concise and professional emails.**

***Enrichment***

1. Enrichment is exactly what it sounds like, enriching your understanding and knowledge of the material covered in the Lap.
2. Enrichment is designed to further your understanding of the material and not bail you out if you are struggling in class. **Enrichment activities will never be worth more than 5 points**.
3. Enrichment activities will vary. On some Laps, depending on the material that we are examining, students may be required to visit certain local museum exhibits, watch educational television programs or movies, write short papers over a primary documents, etc.
4. If you are struggling in class concentrate on the assignments and not the enrichment because the assignments are worth more and are more important than the enrichment activities.
5. Enrichment will be added at the end of Lap.

***Absences***

1. If you miss classes consult your Lap for information regarding what you missed. **It is up to you, the student, to figure out what you need to get caught up.** I will certainly help you, but you must take the responsibility in getting caught up. I will not seek you out if you missed a class or did not turn in assignment in.
2. **For all extended absences a timeline for the completion of your work will have to be agreed upon by the teacher and administration.** Contact me if you know that you will be missing school or my class for more than three days.
3. While you were absent, if an assignment has been turned in, **you must turn it in the next calendar day**.
4. Write “**Absent**” on all work

***Open Lab***

1. **Arrive promptly** in appropriate uniform and prepared with materials.
2. **Sign in** to every open lab and indicate what you intend to accomplish.
3. **Open lab is for learning activities, such as LAP activities, conferencing, or group projects.**
4. Work alone silently or quietly and respectfully in small groups.
5. Purses, pencil cases, book bags, or any other kind of bag must be on the floor at all times – no exceptions.
6. Open lab assignments are due on the date and time according to the Lap. Some assignments may be handed in at 3:00, by midnight, or before break. This will depend on the individual assignment.

**Ms. Farrell’s Contract for Summative Assessment REDOs**

Please read and fill out the following information on the lines provided before coming to conference with me.

**In order to be able to START the REDO process, you must have turned in ALL formative assessments. Have you completed all of your formative assessments? (Make sure to check PowerSchool.) YES or NO**

I am starting the REDO process for my LAP Summative Assessment over \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I understand my REDO is on (or before) Friday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at 3 pm.

You will be required to give up THREE open labs to complete the process. Please fill out the dates on the lines provided.

[Open Lab #1] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SAMPLE

* Fill out your contract with the correct information.
* Write ALL of your dates on Ms. Farrell’s open lab schedule in your class color. Write your last name and the appropriate number for the open lab. (For example, Farrell—1, Farrell—2, Farrell – 3)
* Conference with Ms. Farrell about your test/project and give her your contract. *Make sure to have your dates in your planner!*
* Redo the incorrect questions, or look at specific skills that need to be mastered (this will depend on the type of Summative assessment that needs to be redone). You must fill out, and turn in a test correction analysis
* Conference with Ms. Farrell to check corrections or skills mastery.

[Open Lab #2] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Work on additional problems or skills mastery.
* Check work with Ms. Farrell to make sure that your corrections are done, or that the skills are being practiced.
* Look over original summative assessment and study for re-assessment.

[Open Lab #3]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* If you are testing in the Testing Center, Learning Consultant or my classroom, you **must** email Ms. Farrell at least **24 hours** in advance to make sure your test is placed in time.
* If your re-assessment is project based, you will be completing the re-assessment in this open lab.
* If you wish to take a re-assessment test in my open lab, you will do so at this time.

By signing below

\*you are committing to the above open labs and accept the consequence if you miss the open lab WITHOUT informing Ms. Farrell.

\*you understand the expectations listed above as well as the policies regarding the REDO process

***Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Original Score:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Score after retake:\_\_\_\_\_\_\_\_\_\_\_\_

**Students,**

**Please complete this page of the syllabus and have a parent or guardian complete it to indicate that you and they have read and understand the syllabus.**

**Student**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(PLEASE PRINT)**

**Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student School email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(PLEASE PRINT)**

**Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(PLEASE PRINT)**

**Parent/Guardian best phone number for contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**