



**Phone: 713-688-1361**

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## **Digital Media Syllabus 2022-23**

**Instructor: Mr. Bain**

**Email: [fbain@houstonisd.org](mailto:fbain@houstonisd.org) Room: 3200**

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**Office Hour: Monday (TBA) Tuesday – Friday 1:50 – 2:35**

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### **Course Content**

Welcome to your Digital Media Class. The purpose of this course is to provide instruction to the student in-order to earn high school credit. Upon completion, the student should be able to create illustrations, work with digital images and layout document pages that include both text and graphics.

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### **About Office Hours**

During office hours, I will sit down and go through and answer emails and other communication from the class. This will also be a time when I will be available for face-to-face/virtual meetings. When sending emails, please be as descriptive as possible, for me to understand your question or problem. Please allow 24 hours for my reply. I can also be available for tutoring on Monday's if you make an appointment with me ahead of time. Keep in mind; that office hours are in addition to my regular conference periods (4th and 5th) where I also can respond to emails or other inquiries.

### **Course Description**

In Digital Media, students will analyze and assess current and emerging technologies, while designing and creating multimedia projects that address customer needs and resolve a problem. Students will implement personal and interpersonal skills to prepare for a rapidly evolving workplace environment. The knowledge and skills acquired and practiced will enable students to successfully perform and interact in a technology-driven society. Students will enhance reading, writing, computing, communication, and critical thinking and apply them to the IT environment.

This course is divided into Five units, which you will go through in order. The units are:

Unit One Career Exploration and Employability

Unit Two Technology Skills in the 21<sup>st</sup> Century

Unit Three Copyright Ethics and Legal Issues in Digital Media

Unit Four Principle and Element of Design

Unit Five Working with Adobe Illustrator CS3

### **Course Objectives**

Upon completion of this course, you will be able to

1. Use Adobe software to create professional documents .

2. Demonstrate professional standards/ employability skills as required by business and industry
3. Use emerging technologies to exchange and gather information and resources
4. Explain and demonstrate ethical use of technology and online resources

## **Class Policies**

### **Attendance Requirements**

You are expected to do the following to meet attendance requirements during the online experience:

- Attend class.
- Login to Canvas, daily for announcements and to check the course assignments.
- Actively work in Canvas [daily] by completing and submitting all assignments by the deadline.

### **Assignments**

All assignments are due by the due date. I will post assignments with dates due in Canvas and discuss assignment specifics during our classes. I will also send out reminders via Remind. Assignments will be considered late if not submitted to me in the designated time period. Ten points will be deducted for each day an assignment is late. Assignments more than three days late, will not be accepted, and will receive a zero.

### **Missed Classes**

You (the student) are responsible for obtaining material distributed and for making up work done in class when you are absent. You must make prior arrangements with me if you need to make up a test or quiz or if you need extra help. The Best Practice is to discuss during class, but you may also send me an email request.

### **Academic Dishonesty:**

Plagiarism and cheating are serious violations of school policy and will not be tolerated. Cheating on a test or assignment will result in grade of a zero and can lead to failure of the class.

### **Course Rules, Expectations, and Standards**

I will expect you to participate in all discussions when directed to do so. Be respectful and courteous to all students involved in the discussions. Foul or abusive language will **NOT BE TOLERATED!**

### **Grading Procedures**

Each item submitted will be graded as acceptable or unacceptable. Unacceptable assignments and those that need improvement will be returned with suggestions and must be redone by the deadline. Acceptable assignments will be graded.

Your grade in this course will be calculated by the following:

- **Participation** (Checkpoints Work Ethics, Canvas Activities, Participation) **20%**
- **Daily** (Daily Assignments, Homework, Minor) **40%**
- **Major** (Major Assessments) **40%**

### **Textbook and Supporting Materials**

Text resources and supplemental aids will be provided as a hardcopy or digitally via Canvas.

Needed Supplies and Materials: One (1) – 5 Subject Spiral Notebook and Blue or Black ballpoint pens for taking notes.

### **Classroom Management**

School policies will be enforced. In addition, students will be expected to:

1. **PRACTICE GOOD MANNERS AT ALL TIME.** Respect yourself, your classmates, and teacher. Absolutely, no talking or getting up while the teacher is talking, or the class is engaged in whole-group instruction or activities.
2. **BE ON TIME.** Students should be in the classroom and in their seats when tardy bell rings.
3. **BE IN PROPER DRESSCODE.** You are required to have your pants pulled up, ID on, and in appropriate approved attire before you enter the classroom. Please check yourself before crossing the threshold.
4. **BE PREPARED FOR CLASS.** Please bring all materials and supplies to class every day.
5. **BEGIN WORK IMMEDIATELY.** Upon entering the class, each student is expected to look at his/her Weekly Assignment Sheet and/or board; then proceed with preparations for the day's work. For example, take out binder, pen, flash drive, and other materials as needed.
6. **KEEP YOUR WORK AREA NEAT AND CLEAN.** Your workspace must be free of clutter and hazards. Place backpacks, purses, and other items not needed for this class in the assigned storage area.
7. **TURN IN WORK ON TIME.** Due dates on assignments will be followed strictly.
8. **USE ASSIGNED COMPUTER.** Under no circumstances can the student move to another computer without permission from the teacher.
9. **LISTEN CLOSELY AND FOLLOW DIRECTIONS.**
10. **CLEAN AROUND WORKSTATION AND RETURN ALL MATERIALS ABOUT FIVE MINUTES BEFORE END OF CLASS.**

11. YOU ARE DISMISSED BY THE TEACHER AND NOT THE BELL. Please remain seated until dismissed by the teacher.

12. FOLLOW SCHOOL RULES AND ALL OTHER CLASSROOM RULES AS STATED AND/OR POSTED.

Modification/Change: Course Schedule and Lessons are subject to change to meet the needs of all students

12. THE USE OF CELLPHONES IS PROHIBITED IN MR. BAIN'S CLASS. STUDENTS ARE EXPECTED TO PUT AWAY CELLPHONES UPON ENTERING CLASS. WARNING WILL BE GIVEN ON 1ST AND 2ND OFFENSES. AFTER 2ND WARNING, I WILL CALL HOME TO ADDRESS THE PROBLEM WITH PARENT/GUARDIAN.