

Computer Tech II

Publications

➔ Class Expectations

Mrs. Cleary
2018-2019

Class Description

In this course, students will gain skills in one or more of the following areas: page design, advanced publishing techniques, copy writing, editing and photography while producing a creative, innovative yearbook which records school memories and events as well as other projects. There is an emphasis on journalism skills and desktop publishing skills in this class. Participants gain useful, real world skills in time management, marketing, teamwork, and design principles.

Contact Me

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Preparation 3

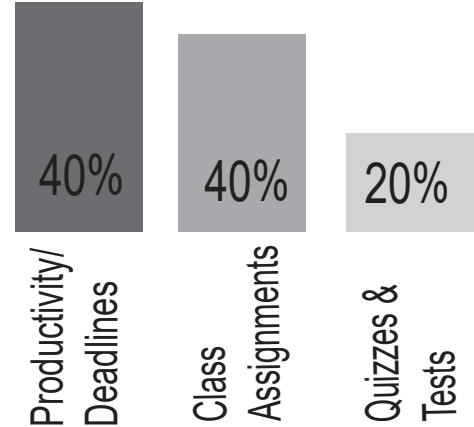
- 1 Come prepared to class with your binder, writing utensils & other supplies.
- 2 Log on to computer and check class website to start working on bell ringers immediately.

Work should be turned in on its due date. Late work will lose points (50%). NO late homework will be accepted!

Advertising

You will be responsible for selling advertising in an assigned group and taking part of class fund raiser to supplement our yearbook budget. If you are not comfortable with selling advertising for a portion of your grade, it is important that you transfer to another elective class immediately. Due to the business nature of this class, advertising sales is a mandatory part of this class.

Grades



Productivity/Deadlines	Class Assignments	Quizzes & Tests
100	93	A
92	90	A-
89	87	B+
86	83	B
82	80	B-
79	77	C+
76	73	C
73	70	C-
69	67	D+
66	63	D
62	60	D-
59	50	E

Check PowerSchool everyday!

Absentee Policy

- 1 Yes, we did something while you were absent. It is your responsibility to check the website the day you return. Check the **WHITE BINDER** for any handouts.
- 2 You have **ONE DAY** for each day you were absent to make up missed work. After that, any missing assignments will be accepted with a late penalty (50%).
- 3 Any assignment you are absent for will be entered as a **ZERO** until it is turn in.

Rules & Expectations

This class is structured much like an actual business environment. Therefore, you should treat all expectations as a criteria for evaluation of your performance as an employee. In this class, you are expected to:

1. Come to class on time every day. Good employees are rarely late for work and are usually early!
2. Redo work when it is not perfect. If you are typing a letter at work, you would not send it with errors! Therefore, all business assignments must be done correctly.
3. Begin working as soon as you arrive each day. Don't wait until attendance is taken. Make good use of your time.
4. Do not use internet or electronic mail without permission. You don't get to surf the net during free time at work. You will receive ample time to check your grades, e-mail, etc.
5. Take good care of computer/technology equipment. Be sure to follow the technology guidelines.
6. Have a good attitude. Please don't let a bad day make you a bad person to be around.
7. Follow all regular classroom rules as shown on the "Rules" video.

Confidentiality

Staff members are expected to use discretion at all times while working in this classroom and on yearbook-related assignments. Items discussed in this classroom formally or informally, remain yearbook business. Please refrain from spreading rumors or gossip about the yearbook that will be counterproductive to sales or production. This means that all staff members will check spelling of names, will check facts, will double check quotes for accuracy and will perform interviews and in-class work with integrity and professionalism.

Because Nice Matters!

Please sign & return

I have received and read the Class Expectations from Mrs. Cleary for this school year.

Student Name

Parent/Guardian Name

Student Signature

Parent/Guardian Signature