Graphic Communications Technology • **Class Policies & Procedures**

Course Description:

The class is designed to give you an in depth instruction in all areas of the graphic communication industry. This will include: Job planning and layout, desktop publishing and typography, image assembly (stripping), platemaking, printing duplicator and press operation, bindery and finishing operations, ink and paper technology, and job seeking skills.

Textbooks:

The text book used for this class is *Graphic Arts Fundamentals* by John Walker, and *Communication Technology* by Mark Sanders*.* They are provided for in-class use. Students will be given information sheets, which are more current.

Course Requirements:

Assignments in this class will be written, projects or even production in nature. Written Assignments must be completed in numerical order as much as possible. **If print shop projects are not completed, it will result in failure for a marking period and/or semester.** Students are asked to take notes whenever a lecture is given. The purpose of the notes is to record in your own words what you are learning.

The final exam at the end of the semester will be comprehensive in nature.

Grading Policy:

All projects will be evaluated using a project grading sheet where the instructor will evaluate each step of the assignment. Project grading sheets are required!

Late assignments will be lowered (1) one full letter grade, i.e A to B or C+ to D+. If you don't complete the assignment or project, you will receive a (0) zero for the assignment. *Production Assignments are required work! A passing grade on every production assignment must be achieved in order to receive a passing grade for course.*

Attendance and Tardies:

Part of being successful at any job is learning the responsibility of being prompt. Punctual attendance in this class is very important. You are expected to attend class on time every day. You cannot learn about graphic communications if you are not in class. The attendance tardy policy as stated in the BHS Handbook will be followed. You are expected to be in the classroom when the bell rings.

Making Up Work

When you are absent from class it is your responsibility to find out what you missed when you return to class. You can obtain this information from another student in class or your instructor. All makeup work will follow the Brighton High School Handbook policies for timeliness.

Extra Help:

If you have a need to catch up your work, or if you need extra help, I am available almost daily after school (2:27), and you are welcome to work in the lab whenever I am present.

<u>**Classroom Rules:**</u>

Students will be expected to act like young adults at all times and be responsible and accountable at all times. You **must respect** both the rights and opinions of your fellow classmates and teacher. Teamwork is very important. Try to learn how to work cooperatively with other individuals to achieve the same goal.

Appropriate, respectful behavior and communications is expected at all times. **Immature behavior, disruptive conduct or dangerous behavior will not be tolerated. Persistent disobedience will result in being sent to the office with a** *Disciplinary Referral.*

Safety rules must be followed constantly. Use common sense. If you doubt - **Ask!**
If you have an accident, report it to your instructor immediately.

- Presenting or copying the work of another individual and representing it as our own is considered cheating/plagiarism. Also providing your work to be copied by another individual is also considered cheating. Cheating will result in loss of credit on the assignment.

- *Artwork selected for projects must be approved by your instructor, and comply with the fellow guidelines: if it pertains to sex, drugs, alcohol, excessive violence, gangs, ethnic slander, copyright material, U.S. currency or is antireligious, you will NOT be able to print it. Producing a project using inappropriate artwork with the intent to deceive may result in failure for the marking period or semester.*

- Food and beverage are not allowed in the print shop or computer lab.
- Please clean up after yourself.

- *Cellular phones and other communication devices are not allowed in the classroom and will be confiscated.*

- *The rest rooms and water fountains outside of the classroom may be used during appropriate times (when you are working independently)*

- Cleanup procedures must be strictly adhered to. Please make sure that everything that you use during class is returned to its proper place after you use it. Personal items that are left around after class such as assignments, notes, etc.
- No checking emails unless it's related to class
  No playing games or watching videos unless there is a special day (as stated by instructor)
- Please pay attention and do what is expected of you.

<u>**Miscellaneous:**</u>

If any equipment is issued to you, it is your responsibility to return what has been issued at the proper time, otherwise you will be charged for its replacement.

Safety protection such as safety glasses/shields, gloves, and aprons are necessary in certain work areas, they will be provided for your use. Shop aprons and/or lab coats are available for you to wear to keep your clothing clean. Please use them!

Instructor: Mrs. Costa   Rm. F-2 and B-8
810-299-4100 x 72021   costam@brightonk12.com
http://www.brightonk12.com/webpages/mcosta