

# ADOBE VISUAL DESIGN HONORS SYLLABUS

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**Teacher:** Emily Scales

**Room:** 3302

**Email:** [escales@wcpss.net](mailto:escales@wcpss.net)

**Class Website:** [www.whsdigitalmedia.weebly.com](http://www.whsdigitalmedia.weebly.com)

**Remind:**

**2<sup>nd</sup> Period:** Text @AVDScales2 to 81010

**3<sup>rd</sup> Period:** Text @AVDScales3 to 81010

**Google Classroom Code:**

**2<sup>nd</sup> Period:** slkkyyg

**3<sup>rd</sup> Period:** tnpv6ex

**Office Hours:** 2:30 to 3:30pm Tuesday and Thursday (*by appointment only*)

## KEY CLASS POLICIES:

- Check Google Classroom Daily & Attend all Live Sessions.
- Communication: Please use your student WCPSS email to communicate with me – reference your class/period number in the subject line (I will not reply to personal emails).
- Office Hours: Parents, I encourage you to utilize my office hours when making appointments, however, I can make myself available anytime I'm not in a Live session.
- Student Expectations: Students should review the syllabus, course materials and assignments, and all announcements provided by the instructor. Students are expected to engage in class discussions and activities in all live sessions. Please use Google Drive to turn in all work.

## TOPICS THE WILL BE COVERED IN THIS COURSE:

- Photoshop
- InDesign
- Illustrator

Adobe Visual Design is a project-based class using the Adobe Creative Cloud Suite, with a focus on Photoshop, InDesign, and Illustrator. The goal of this class is to achieve certification in all the softwares. We will work through various tutorial guides and lessons to learn all the aspects of the software. Also, the students will create large projects to apply the skills we will learn throughout the semester.

**HONORS:** Students in the Honors section will do the same work as the Academic class, but in addition they will also:

- Complete all classroom projects and be graded on the honors scale rather than the academic scale. Some projects will have to be presented to the class.
- Complete 1 additional projects beyond the assigned class projects.
- Complete final portfolio project and present it to the class.

## DOWNLOADING ADOBE SOFTWARE

Adobe Creative Cloud software is required in order to participate in this course and is available to download and use outside of the school's computer lab. In order to download and begin using the software, please take the following steps (detailed directions are located in Google Classroom Stream):

- Students need to go to [Adobe.com](http://Adobe.com)
- Log in with their WakeID, (chose company account)
- Go to your account in the top right hand corner
- Scroll down to downloads
- Select the program you wish to download

Software is only available while the student is enrolled in a course requiring the Adobe Creative Cloud.

If you do not have a computer that can install or support the Adobe Creative Cloud Software, we have an alternative system called Cameyo that we will use. Scales will gather who needs access later on and directions will be given.

## REMOTE LEARNING

While we are in Remote Learning (either through Plan ABC or Virtual Academy), students will be expected to log into class each day via Google Meetup, will check the daily posted assignments and complete work from home and turn in all work on time. Google Classroom will be used to post daily announcements, quizzes & tests, links, and more. Scales will be available during class time, through email, and in office hours (by appointment) for questions and additional help.

## ONLINE LEARNING PROCEDURES:

- Check the Google Classroom every day before class starts
- Come to online class prepared
- No cellphones/texting during online class
- Read ALL directions and watch ALL videos for each lesson
- Turn assignments in Google Classroom
- All Files need to be named Last Name + First Name + Period + (Activity name) and turned into Google Classroom
- Be Respectful, Respect yourself, your fellow students, and the teacher.

**GOOGLE MEETUP ETIQUETTE GUIDE LINES:**

1. Find a Quiet Location to meet
2. Arrive on Time to Class
3. Make sure you can hear and are listening
4. Please have your Camera on when possible! *This is in order to better engage and to help Scales ensure you are understanding!*
5. Use the Chat Window for Questions
6. Mute when you aren't speaking
7. Stay Engaged & Be Prepared to be called on
8. Hand up at the end of class

**HEADPHONES:**

It may be beneficial for some students to utilize headphones while learning remotely. However, if students choose to use a headset or headphones while learning online, please ensure they have microphone capabilities so we can collaborate seamlessly online. Most headphones that come with cell phones have built-in microphones.

**MAKE-UP WORK/LATE WORK POLICY**

Late Work due to an excused absence will follow the WCPSS make up work policy: Assignments assigned prior to an absence will be due upon return; this includes tests scheduled for the day of the return.

If the make-up work has not be assigned in advanced, for absences of 1 to 3 days, the student will have a minimum of 1 day for each absence to complete missed assignments. For absences exceeding 3 days, the student will have a minimum of 2 days for each absence to complete assignments. Students will receive full credit for all make-up work following an excused or unexcused absence as long as the work is completed within the time limit according to teacher expectations and for unexcused absences as long as remediation has been attended to complete the assignment. Special consideration should be given in the case of extended absences due to injury or chronic illness.

**HONORS LATE WORK POLICY**

All students receiving honors credit for a course have the opportunity to recover grades through completing alternative assignments to demonstrate mastery, turning in missing work, and/or completing retest. Students will earn a maximum of 60% of the grade they would have received if turned in on time. Work that is submitted on time and meets the minimal completion requirements will revive a sore no less than 50%. Late work is due by the end of the unit or the day of the unit assessment and does not need to be accepted by the teacher after this time.

**REMEDIATION:**

Students that have below a 75 in class, a 75 on a test, and/or a missing assignment, will be expected to meet with me individually each week until they have pulled up their grade or completed the missing assignments. This will be an excellent time for student's to ask for extra help, remediation, project assistance, and more. The goal is to have every student pass the class with a C or better.

**GRADING:**

Category:	Types of Grades to go in this Category	Honors Weight	Major vs. Minor
Tests/Projects	Tests, Major Projects	40%	Major
Classwork	Classwork, Minor Projects, Software Worksheets, Critical Thinking activities	30%	Major
Quizzes	Weekly Quizzes, Check for Understanding activities,	15%	Minor
Homework	Homework, Reflection activities, Forms, Feedback, Online Posts, Exit Tickets, Check Ins, Bellwork	15%	Minor