

ADVANCED STUDIES HONOR SYLLABUS

Teacher: Emily Scales

Email: escales@wcpss.net

Class Website: www.whsdigitalmedia.weebly.com

Remind: Text @advstscale to 81010

Google Classroom Code: qpqaq7x

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

Room: 3302

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 all announcements provided by the instructor. Please use Google Drive to turn in all work.
- Class Participation: There will be a number of discussion and participation forums utilized this semester. Students are expected to participate and will be called on during live class.

ADVANCED STUDIES CLASS

Advanced Studies is an invitation only class based on performance in Digital Media 1, 2, and/or Adobe Visual Design. You are here because you truly wish to take this class. Projects are listed on the class website, however the guidelines will be less specific than they have in the past. You will have to be able to work independently throughout class most days. However, we will have notes, activities, quizzes, and tests that directly relate to the projects we will be doing. However, there will not be any Bellwork.

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

- Choose 1 of 2 Honors Project Options:
 - **Option 1 — Create a Media-based Documentary of the Advanced Studies Experience**
 - Students will create a media-based product, print or video, of their advanced studies experience.
 - The video documentary may include artifacts collected during the course, such as notes, sketches, photos, video clips, business documents, emails, etc... The documentary should include video and/or narration of the student discussing and reflecting on the experience and the impact the course may have on their future in the field.
 - The mini-magazine should contain a magazine cover, table of contents, letter from the author, 2 articles, and collections of artifacts with reflections documenting the advanced studies experience, which should include
 - **Option 2 — Create an Online Technical Training Series**
 - Students will create a series of media-based training activities that will teach a new skill. The student and the teacher will decide on the schedule for the creation of the training activities.
 - These will be created throughout the semester of study and should show improvement of skill and expertise. Students will create directions, in a style of their choosing based on a final creation that they have designed.
 - Their training activities may include audio, video, screen capture videos, graphics, and/or written instructions. For each set of training materials created, the student will include a written reflection on the experience, ways they could improve the processes, and successes in the process.

DOWNLOADING ADOBE SOFTWARE

Adobe Creative Cloud software is now available to download and use outside of the Digital Media labs. In order to download and begin using the software, please take the following steps:

- Students need to go to [Adobe.com](https://www.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

PORTFOLIO

In addition to turning in your work to Scales through the Shared Google Drive, you will continue to add to and work on your Portfolio from ADM class last year. Throughout the semester, you will need to be adding all your completed projects to your website, removing inferior projects, and personalizing your site completely. At the end of the Semester you will be receiving a grade on your portfolio site. You will also need to add a page called Log in which you track what you do daily/weekly.

FINAL PROJECT

Rather than a Final Exam, each Advanced Studies student must complete a Final Project of their choosing. Use the rubric that is posted on the class website to start the project. You will be able to create a project that appeals to you. All topics must be approved by Scales BEFORE YOU START or it will not be accepted. If you are taking T&I both semesters, you will have to do this both semesters.

You should be working on this throughout the semester. **DO NOT LEAVE IT UNTIL THE END OF THE SEMESTER!** The Portfolio, Paper, Presentation, and Project will be worth 20% of your overall grade, so make it your best work. ***Due on Final Exam Day rather than taking a final exam.***

PAPER AND PRESENTATION

In addition to your final Project and updating your portfolio, you will be required to complete a final research paper and a presentation on your paper to present to your classmates and Scales. This research may be on any Digital Media related topic of your choosing. You and Scales will discuss this before you chose. Your paper will be a minimum of 5 pages, not including your work cited page. It will be in MLA format and be due on the last day of class with your Final Project. Your presentation will be based on your research and summarize what your paper discusses. This will be a 5-minute presentation with a visual aid of your choosing.

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)
- 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. Use the Chat Window for Questions

5. Mute when you aren't speaking
6. Be Prepared to be called on
7. Stay Engaged
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