

GRIFFIN MIDDLE SCHOOL



<http://www.lisd.net/schools/griffin/index.htm>

LEWISVILLE INDEPENDENT SCHOOL DISTRICT

2008-2009

Name of Course: **Video Tech**

Course Description: Video Tech will consist of using a variety of software packages listed below where students will be engaged in capturing and creating DV videos and movies. Students will learn how to import video, audio and still images from DV camcorders, digital still cameras, and scanners. They will edit the media using special effects, titles, graphics, DVD menu templates, scene indexes, chapters, transitions, credits, and Dolby Digital sound.

Instructor Name: Victor Munoz

Email Address: munozv@lisd.net

School Web Address: <http://www.lisd.net/schools/griffin/index.htm>

Conference Period: 1st & 4th

Tutorial Times: 8:15-8:40 AM

Campus Phone Number: 469-713-5973

Software and Resources:

1. Adobe Photoshop Elements 4.0
2. Adobe Premiere Elements 4.0
3. Internet Explorer Browser
4. Light Scribe Direct Disc Labeling
5. Microsoft Power Point
6. Nero
7. Photo Story 3
8. Sure Thing CD Labeler Deluxe 5
9. Windows Movie Maker


Course Objectives:


In the course of Video Tech students will be able to work with a variety of software packages listed above. Students will become proficient in capturing, creating and editing DV videos and movies. Students will discern how to import video, audio and still images from DV camcorders, digital still cameras, and scanners. They will be capable of creating videos and edit the media using special effects, titles, graphics, DVD menu templates, scene indexes, chapters, transitions, credits, Dolby Digital sound and burn the final product to a DVD.

Course Requirements:

- ✱ Six weeks grades will consist of two categories: Daily Grades count (65%) while Major Projects count (35%). Semester exam makes up 1/10th of semester grade.
- ✱ Students will be required to create a variety of videos throughout the semester. Daily grades will consist of periodic grading as students strive to create their videos projects. The instructor will check to make sure students are meeting the daily objectives of the project(s). Major projects will consist of the final product of the video(s) created. Students will be held accountable to make sure they have covered all objectives of the project. In addition, students will be required to work on multiple assignments at the same time throughout the semester.

Supply List:

1. * Digital/Video Camera 
2. * Scanner 
3. Flash Drive 
4. Pencil
5. Highlighter

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6. Plastic Expanding Accordion file
 7. Spiral Notebook
 8. School Issued Three Ring Binder.

* Strongly Recommended – If you do not have access to these items at home let me know as soon as possible so special arrangements can be made.

Classroom Management:

1. **Classroom goals:** Students will be given detailed instructor directed objectives on a variety of software applications. After practicing these objectives through hands-on applications during class, they will be required to incorporate these objectives into their final video project. Students will be assigned deadlines to complete each project. Along the way, they will also be given target dates to complete certain portions of the project. This is done to keep students from procrastinating and trying to complete assignments at the last minute. Unlike a basic computer course, this is largely a self paced class. The instructor will not hover over students to make sure they have completed their daily objectives, target dates and final product. This is an advanced course and students will be held accountable for meeting set objectives and deadlines without instructor's constant intervention. If students fail to meet project objectives, target dates and deadlines they will be awarded with grades accordingly.
2. **Guidelines, attitudes and traits for success:** Attitudes and traits students should acquire while taking this course to ensure their success should consist of being responsible, punctual, self disciplined, self motivated, good natured, supportive, accommodating, honest, trust worthy, accountable, pride and a team player.
3. **Tardies to class:** Students must be seated and logged into their workstation before the tardy bell rings.
4. **Entering and leaving the classroom:** Students are to enter the classroom quietly and log on to their assigned work station. Once logged on, they should be prepared to either cover teacher directed objectives or continue working on an ongoing project. The instructor will direct students to begin preparing to leave approximately 5 minutes before the end of the period. Students are to remain seated in their assigned seat until the instructor has directed them to leave. If a student needs to exit the room prior to the end of the period he/she will need to ask the instructor for permission.
5. **Bringing supplies to class:** Students should bring the following supplies to class everyday: flash drive, pencil, highlighter, plastic expanding accordion file, spiral notebook and school issued three ring binder.

6. **Turning in assignments:** Students will be required to save all projects and files to the school network where the instructor can access and monitor projects at all times. They will be allowed to backup and transfer approved files and data using a personal flash drive.
7. **Returning assignments to students:** Students will have access to all their work in progress and completion of each projects located on the school network. They can access and copy their projects by either saving the desired files to their personal flash drive or burn them to a DVD. A rubric will be used to grade projects. Students will receive the graded rubric after their project has been evaluated, scored and recorded.
8. **Student responsibilities after an absence:** It is the obligation of the student to check with the instructor to find out what assignments and tests were missed on the day of the absence. Arrangement will be made accordingly. They have one day for every day absent to make up an assignment that was given on that day. Tests will be given on the day the student returns to class. Projects that were assigned previously and given a set deadline for completion will not waver. No exceptions. Also, students can check the white board or the instructors' website for due dates on major projects.
9. **Late, missing, or incomplete assignments:** A student will receive a 10 point deduction off their project for each day late. If the assignment is not turned in after the second day, the student will be required to contact a custodial guardian. On the third day late, the student will receive a zero for a missing assignment. Many times one project builds into the next. Therefore, the student will still be required to complete the missing assignment.

10. **Classroom Rules:**

- Arrive to class on time and begin working.
 - Utilize time efficiently.
 - Use computers and equipment properly.
 - Food, drinks, and candy are not permitted in the computer lab.
 - Use pencils only in the lab. Ink pens are not to be used.
 - Moving computer equipment or furniture is not permitted.
 - Students are to sit and log on to their assign work stations at all times.
 - Chairs with wheels are not to be used as go-carts. No horse playing.
 - Be conservative! Do not waste paper, ink, CD's and DVD's.
 - Do not cross blue boundary around instructor work station.
11. **Consequences for Classroom Rule Violations:** Students will receive a verbal warning for the first classroom violation. Upon the second infraction students will receive a written warning and will be asked to contact a custodial guardian. On the third infraction the student will receive an office referral.

12. **Consequences for Code of Conduct Violations:** Code of Conduct Violations will be dealt with according to the procedures stated in the student handbook.

Policies

Academic Integrity

Academic dishonesty includes cheating, plagiarism, falsifying records/documents, or signatures that are intentionally designed to provide an advantage or better grade for the student.

1. Cheating includes, but is not limited to, intentionally giving or receiving aid or notes on exams, papers, or class assignments (including workbooks and worksheets) intended to be individually completed. Cheating also includes the unauthorized copying of tests, papers, or reviews.
2. Plagiarism occurs when a student obtains someone else's work, thoughts, words, or graphics, and presents such as his or her own academic work. All works should be properly cited including accurate sources from the internet.

Without citations, you are presenting ideas or words as your own. Paraphrasing another's work calls for a citation to give credit to the author. Even when cited accurately, students must use their own words; use direct quotes very sparingly. It is imperative that students create original work and use your original words.

Assignments

- 1) Work should be turned in according to the course calendar. Assignments are due during your scheduled class period the day indicated on the course calendar.
- 2) Partial responses or incomplete assignments or drafts pending revisions, etc., will only receive partial credit or no credit depending on the appropriateness of the answers/ responses/ projects/ etc.
- 3) Students are encouraged to study the question/topic fully and present a complete understanding of the chapter/ topic/ and/or subject

Communication

Every attempt will be made to respond to emails within 24 hours, usually sooner. In order to communicate effectively with parents each student must have on file a *Student Agreement for Participation in an Electronic Communications System 2008-2009*.

Diversity Policy

Diversity refers to the inclusion of all individuals regardless of their differences. These differences include but are not limited to ethnicity, race, culture, gender, age, socio-economic status, religion, and physical disability. The concept of diversity implies a total commitment that promotes equality, social tolerance, and the right to express different points of view. Griffin Middle School practices and celebrates diversity and creates a culture characterized by a climate of inclusion rather than exclusion, where people are involved in working together for a common good.

Grades

Grades will be updated regularly, usually within 10 days of the assignment deadline, in the electronic grade book at <http://www.lisd.net/esembler/index.htm> Esembler grade book may not reflect final grades for the semester.

1. A minimum of 10 grades will be taken and counted per 6 weeks, of which at least two must be major grades (research papers, major projects, tests, comprehensive tests, etc.)
2. The semester averaging procedure include the 3 six week's averages (90%) and the semester final (10%). Each six weeks average counts three times, semester exam counts once.
3. A rubric will be provided for major assignments and/or projects.
4. *Six weeks grades will consist of two categories: Daily Grades count (65%) while Major Projects count (35%). Semester exam makes up 1/10th of semester grade.*

GRADING DURING EXCUSED ABSENCES

The student will be given an opportunity to make up all work, complete tests, and/or other graded assignments that he/she missed during the excused absence.

1. Students will be allowed a minimum of one day to make up work for each day of excused absence.
2. Teacher discretion may be used in assigning additional days. Students will receive full credit for their daily work.
3. If a student is suspended, the student's absence shall be considered excused, if the student satisfactorily completes the assignments that were missed during the time the student was suspended.
4. Students will be allowed a minimum of one day to make up work for each day of suspension.

GRADING DURING UNEXCUSED ABSENCES

When an absence is unexcused, students are expected to make up all missed work to the extent required to show mastery of the missed material. The student will receive no credit for any work due or completed in class during such absences. (This includes major exams, tests, labs, and class activities.)

Lesson Plans

Lesson plans will be available for parent access online. Plans will be updated by Monday of each week.

