RULES AND EXPECTATIONS

In this course, students will be learning the process of communication through various forms of media technology. This will include the use of computers and its applications, digital photography, basic audio production, and video production. The students will be using Adobe Photoshop to manipulate pictures, Adobe Premiere to edit video, Adobe After Effects to create graphics, Adobe Audition for music and voice alteration and Adobe Encore DVD Software to create their digital portfolios. The students will also be using cameras and filming various events throughout the school year.

**1. Take Care of Yourself**

* Be on time and ready to learn. You will have bell work at the beginning of every class. This will serve as a grade and your attendance for the day.
* Have a positive attitude and good behavior; stay focused and on task; what you will learn will help you in life.
* Follow all school rules.
* All backpacks, coats and other items not used for this class will be placed in marked bins, out of the way.
* Have high expectations for yourself. Never settle for less than your best.

**2. Take Care of Each Other**

* Please no put downs. This is a place for creativity and open minds. Any criticism will be constructive towards learning.
* Take extra care of all equipment; respect the fact someone else will be using it. Remember, damaged equipment costs money to fix or replace.
* The teacher will dismiss the class - NOT the bell.

**3. Take Care of Your Space**

* No horseplay. Equipment can get damaged. People can get hurt. No food or drink. Spills will happen and will damage equipment.
* Do not go to unauthorized websites. This prevents viruses.
* Any software, games or CD's must be approved by the teacher before being used.
* Notify the teacher immediately if there is any abuse to the equipment, tables, chairs or computers. If there is damage at your station and you did not inform the teacher, you will be held responsible.

**Grading will be based primarily on:**

-Timely completion of projects. Deadlines are crucial in the world of video production.  
 -Demonstration of application of the various media formats.  
 -Participation in the classroom and events.  
 -Filming and editing projects  
 - Daily sheets documenting the work completed for that class period.