

# DESIGN & VISUAL COMMUNICATIONS

Jamie Hollingshead

[jamieh@provo.edu](mailto:jamieh@provo.edu)

801-374-4920

Independence High School

Disclosure Document

## Course Description:

Design & Visual Communication (DVC) is a Career Technical Education (CTE) course. DVC is an applied visual arts course that focus on the general principles and techniques for effectively communicating ideas, information, product design, and product packaging. DVC courses use digital and other artistic formats to address business and consumer audiences. This course may prepare individuals in many of the applied arts media.

## Participation:

Due to the nature of the course, our class will be structured as if it were a professional work environment. **30%** of the student's grade will be based on learning and practicing the following job skills:

- **BEING ON-TIME & PREPARED**
- **FOLLOWING INSTRUCTIONS**
- **BEING PRODUCTIVE**
- **BEING SELF-MOTIVATED**
- **KNOWING HOW TO MANAGE TIME**
- **KEEPING EQUIPMENT ORGANIZED**
- **KEEPING AN ORDERLY & CLEAN WORK AREA**
- **COMMUNICATING RESPECTFULLY & EFFECTIVELY**

### Attendance

We will follow the existing school attendance policy in regards to absences and tardies.

## Cell Phones / Electronic Devices:

Use of cell phones/electronic devices are not allowed during class time without permission. Cell phones/electronics that are used without permission will be confiscated and taken to the front office.

## Safety:

Behavior that is detrimental to the student or others cannot and will not be tolerated. Below you will find a "Safe Student Conduct" list that each student will be required to follow. Students who are unable to follow the procedures set for the class will be subject to the school discipline policy and possible removal from the program.

### Safe Student Conduct

Due to the conditions that exist in the classroom, the following rules must be adhered to at all times.

1. Horseplay (running, clowning, throwing objects, or other unsafe acts) will not be tolerated.
2. All injuries must be reported to the instructor immediately.
3. All broken tools must be reported to the instructor immediately.
4. Deliberate misuse and damage of tools, equipment, or supplies will be paid for by the person responsible and possibly lead to dismissal from the course.
5. Students will respect each other and work in a cooperative and productive environment.

## Grading:

The grading scale is as follows:

A	100-94	B+	89-87	C+	79-77	D+	69-67
A-	93-90	B	86-84	C	76-74	D	66-63
		B-	83-80	C-	73-70	D-	62-60

### Weighting:

Coursework is weighted in the following 3 categories. That means it is not just based on total point value.

Job Skills: 30%

Classwork: 45%

Projects: 25%

### Late work

In most circumstances late work will be accepted until the end of the term. However, on occasion there are various assignments that are time-sensitive and/or material specific and may not be accepted after the assigned date. Students will be made aware of these particular assignments.

**Partial or incomplete assignments will not be graded**

### Absences/Make-up Work

Because this course uses a myriad of supplies and techniques, students who are absent **MUST** attend after-school to make-up missing assignments or technique demos. Technique/project demonstrations can be made up (most) Tuesdays and Wednesdays from 3:00-4:15. Students must let me know, ahead of time, when they will be attending. Students must attend an after-school date that is closest to the date of their absence. Students must arrive in my room by 3:10 at the latest.

**If you are TRUANT you cannot make up any work that was missed that day.**

## **Cheating:**

Cheating is sad and unacceptable. Students found cheating or stealing others' assignments will automatically receive a **zero** score for that assignment and will not be allowed to make it up. If a student is caught cheating on multiple assignments or more than once – they will FAIL for the term and possibly be expelled from the course. We will follow strictly the Provo School District's Academic Integrity Policy. All incidences of cheating will be permanently documented on the student's school record.

Provo School District Consequences of Academic Dishonesty

### **1st Incident:**

The teacher will notify the student prior to contacting the parent.

The teacher will notify the counselor and grade level administrator

The counselor will arrange a meeting with the student and student's parent/guardian and notify administration.

The offense will be reported to the Athletic/Activities Director as a violation of the PCSD Co-Curricular Code of Conduct.

The administration and organization advisors will review the student's eligibility for honor societies and academic awards as well as their eligibility for student privileges.

The student will complete the assignment/assessment/work OR an alternate assessment/assignment as assigned by the classroom teacher at a time arranged by the staff member.

The student will be administered an administrative detention.

This infraction will be logged in the student information system.

### **2nd Incident in the same or proceeding school years of the middle or high school levels:**

Steps 1 through 7 from the first incident will be followed.

The student will be issued a suspension from school, and attend a conference conducted by an administrator with the teacher, counselor, and student's parent/guardian.

The student will not be eligible for school-based scholarships.

If the student accrues two plagiarism offenses and is currently enrolled in an AP course or courses, that student will not be allowed to take the AP exam(s) for any AP courses of the current semester. The student will be penalized one full letter grade on the final semester grade.

This infraction will be logged in the student information system.

Any additional violations by the student beyond his/her 2nd incident will be dealt with per Safe School Policy/Procedure 3310. Infractions will be referred to the District Discipline Screening Committee for review and consequences.

## **Theft:**

Due to the nature of this course we use a wide variety of supplies that vary in size and cost. Trust is very important issue in our classroom. Therefore, any student caught stealing will be removed from the course indefinitely.

## **Computer Usage Agreement:**

We follow the Provo School District Electronic resources Policy No. 4202 in regards to computer and electronic resources usage. The full policy can be found at:

<https://provo.edu/policies-procedures-forms/4000-curriculum-instruction-assessment/>  
<http://policies.provo.edu/curriculum-instruction-assessment-4000-series/electronic-resources/>

In addition to the district policy there is a zero tolerance policy for food/drink or vandalism in our computer lab. Vandalism includes but is not limited to graffiti/tagging on or near the computers, equipment, or desks. Switching or removing keys from the keyboards and/or making any unapproved adjustments to the computer settings are also considered vandalism. Food or drink near the computers will be confiscated. The consequences for any food/drink or vandalism will be determined based upon the severity of the incident. Most likely – a first offense will result in cleaning the computer screens, keyboards, and counters – after school.

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Parent/Guardian Signature:

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Student Signature:

## **Provo City School District**

Policy Series 4000: Curriculum, Instruction, Assessment

Policy No. 4202

### **Electronic Resources**

The Provo City School District Board of Education recognizes that an effective public education system develops students who are globally aware, civically engaged and capable of managing their lives and careers. The board also believes that students need to be proficient users of information, media and technology to succeed in a digital world.

Therefore, Provo City School District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant, responsible and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology in schools just as individuals in workplaces and other real-life settings. The district's technology will enable educators and students to communicate, learn, share, collaborate and create, think and solve problems, manage their work and take ownership of their lives.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate behavior, including possible consequences of interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

Provo City School District provides Network Services to its students and employees. "NetworkServices" includes all computer hardware, network and Internet services and associated software. The District firmly believes that the valuable information and interaction available on the internet far outweigh the risks of users obtaining material that is not consistent with the educational goals of the district. Access to Network Services will be provided to students and staff who are expected to act in a considerate and responsible manner.

Provo City School District reserves the right at its discretion to access or monitor (with or without notice) use of any computer system connected to the district network. The reasons may include investigating or resolving network or communications problems, preventing system misuse, and ensuring compliance with legal and regulatory requests, and enforcing Provo City School District's acceptable use standards.

Staff and student disciplinary action may be taken if Provo City School District learns of inappropriate use of computing systems or networks.

The board directs the superintendent to create strong electronic educational systems that support innovative teaching and learning, provide appropriate staff development opportunities and develop procedures to support this policy.