Course Syllabus 2019-2020

Course Description and Objectives:
The Introduction to Digital Technology course is designed for 8th grade and high school students to understand, communicate, and adapt to a digital world as it impacts their personal life, society, and the business world. This course is the foundational course for Web & Digital Communications, Programming, Information Support & Services, Network Systems, and Cyber Security high school pathways. Students will be exposed to foundational knowledge in hardware, software, programming, web design, IT support, and networks. Various forms of technologies will be highlighted to expose students to the emerging technologies impacting the digital world. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are taught in this course as a foundational knowledge to prepare students to be college and career ready.

Assignments and Absences:
Students will receive a variety of assignments designed to enhance their learning. If a student is absent, the student is responsible for the missed assignment. Assignments turned in late are subject to penalty. Parents may access all assignments and grades through the *Infinite Campus Parent Portal* at http://www.rcboe.org/

Evaluation:
Refer to Grading Policy on the reverse side.

Classroom Procedures & Expectations:
1. Enter the classroom quietly, prepare for class, follow the assignment posted or teacher's directions.
2. If you are tardy, you must have a pass from the office, a teacher, or an administrator.
3. No food or drinks are allowed in the classroom, this is a computer lab.
4. You are expected to have all of your required course materials and supplies ready for class-every day.
5. During class, raise your hand and I will come to you. Wait patiently and I will get to you.
6. During intercom announcements be quiet and listen. Only the teacher talks over the intercom.
7. For security reasons, the door will remain closed and locked unless directed by the teacher.
8. During emergency situations, remain calm, quiet, and follow the directions of the teacher.
9. Wireless mobile technology (cell phones) will be <u>turned off</u> and <u>out of sight</u> unless directed by the teacher.
10. For student privacy, no student may record the class in any way, such as photo, audio, or video.

Course Materials:
Students are <u>required</u> to always have headphones/ear buds, pen/pencil, and paper/notebook for class. Students will maintain all completed hardcopy classwork in a folder provided by the teacher.

Educational web sites used in this course (Not Inclusive):

https://login.microsoftonline.com/	https://learn.aeseducation.com/	http://quizizz.com/join/
https://www.typing.com	https://quizlet.com/subject/techbow/	https://platform.everfi.net/
https://www.khanacademy.org/	https://www.socrative.com/	https://gpb.pbslearningmedia.org
https://studio.code.org/home	https://www.codemoji.com/	https://scratch.mit.edu/
https://www.codeforlife.education/	https://codecombat.com/	https://www.brainpop.com/

Teacher Web Site:
https://www.rcboe.org/Domain/2087

Conferences and After School Tutoring:
Pease call to schedule a conference or arrange tutoring. Conference Times: Before 8:30 and after 4:30

Teacher Contact:
Phone: Mr. Bowman, 706-821-2766
Email: bowmate@richmond.k12.ga.us

Grading Policy 2019-2020

Academic Skills – 50%

    These formative assessments consist of various work samples such as notes, worksheets, research, quizzes, coding, article reviews, web-based activities, reflective writing, career activities, vocabulary, employability skills, and extra credit. These assessments will normally be completed in class. Students typically work individually, but may be grouped in certain instances. Grading is based upon the type of assignment.

Projects – 25%

    These formative and/or summative assessments are typically completed through online learning platforms and turned in electronically. These assessments will normally be completed in class. Students typically work individually, but may be grouped in certain instances. Grading is based upon a project rubric.

Tests – 25%

    These summative assessments are administered after a unit of study. Tests will be completed in class. Students work individually. Tests are typically multiple choice and grading is based upon the percentage of correctly answered questions. Under some circumstances a failed test may be reattempted.

Make-Up Work

    Students will be allowed to make-up class work for excused absences when requested. Please understand that this course is based upon classroom activities and projects and therefore cannot easily be completed at home without a computer and internet access. Students must ask the teacher for the make-up work. Students assigned to In School Suspension (ISS) can complete make-up assignments—the student must ask the ISS teacher for the assignment.

Alternative Assignments

    In unique situations, the teacher may assign students alternative web-based assignments, computer-based assignments, worksheets, vocabulary and/or essays to complete in place of regular assignment (will have parent coordination).

    Extra credit essays consist of writing about a technology topic agreed to by the teacher and student. The essay must be written, at least two full pages in length (single spaced), and must follow the format— introduction, body, conclusion, and follow agreed upon standard writing strategies (i.e. argumentative, persuasive, informational).

Failure to comply with written and verbal directions, technology usage policy, and safety rules may result in <u>academic failure</u> of the activity or project.

Cheating will not be tolerated and will result in <u>academic failure</u> of the activity, test, or project.

Course Syllabus & Grading Policy Quiz

Test your Knowledge:

1. What do you expect to learn in this course?

2. Why is it important to ask questions if you do not understand the course syllabus and grading policy?

3. How do parents and students view assignments and grades online?

4. Who has permission to talk to the intercom?

5. Under what conditions can a student use their wireless mobile technology?

6. When can a student record audio or video, or take pictures in class?

7. What are the three graded categories and their percentage weights?

8. What are three examples of assignments that are graded under the skills category?

9. Under what circumstances can I makeup missed work?

10. Why is it important for both students and parents to understand the course syllabus and grading policy?

By signing below, I acknowledge that I have read and understand the Course Syllabus and Grading Policy and parent gives consent for their student to access the educational sites listed on the syllabus and teacher's web site.

Student Name _____ Student Signature _____ Date _____

Parent Name _____ Parent Signature _____ Date _____

Contact Phone Numbers: _____   _____