

# Multi-Media Communications

## 2022-2023 Syllabus

**Course Description** The goal of Multi-Media Communications is to deepen students' writing skills across various journalistic writing styles, including, but not limited to news print, podcasts, commercials/advertisements, and marketing.

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### ***Policies & Procedures***

*Note: All policies & procedures will be followed according to the student handbook:*

■ [Student Handbook 2022.pdf](#)

### **Yearbook Contract**

Students and parents will receive and sign a contract during the first week of class that outlines yearbook responsibilities, expectations, and requirements. Please note that students will be expected to attend school functions and activities outside of regular school hours to take pictures for the yearbook,

### **Absences & Make-Up Work**

When you are absent, please first check Google Classroom for the unit calendar, updates, and assignments. If you see nothing on Google Classroom for the day you were absent, **send Mrs. Torres an email to receive your make-up work.**

*As per the student handbook: "Students whose absences are approved/excused shall make up the work missed and receive full credit for the missed schoolwork if it is made up in the appropriate time. Students have as many days to make up the work missed as the number of school days that were missed...Students with pre-approved absences or suspensions (in- or out-of-school) are required to have the work completed upon their return, unless other arrangements have been made with the teacher" (13).*

### **Late Work**

- Class assignments **including reading assignments** should be completed by the due date given. This will ensure that you can participate fully in class and that you learn the material in the most effective manner.
- **The Grace Period:** While completing assignments on time is imperative for your own progression in the class, sometimes life dictates what can and can't get done. For this reason, all assignments *excluding reading assignments* will have a grace period from the due date to the day it is graded. **Assignments for Multi-Media Comm will be graded every 3-7 day.**
- *After the grace period ends, 5% will be deducted from your final grade for each day it is late.*

- For example, a 20 point assignment turned in 3 days late would earn a maximum score of 17 points.
- Students who have outstanding late assignments or who struggle to turn things in may be expected to work with Mrs. Hingtgen during Comet Time or may receive 0/9 blocks to have a structured opportunity to complete their work.

### **Plagiarism, Copying, & Cheating**

- Any form of plagiarism, copying, or cheating will absolutely not be tolerated.
  - First offense:
    - The student's parents will be contacted, and the student will be required to completely redo the assignment.
  - Second offense:
    - The student's parents will be contacted, and the student will receive a zero on the assignment, with no make-up or redo allowed.

### **Phones & Technology**

- Phones and technology, including school-issued computers, are not to be used in class for something other than their intended purpose.
- You will be allowed to use your phone or computer to listen to music on headphones *during work time only!* This is a privilege that will be taken away if abused.
- Cell phones should not be used during class, unless it is for a teacher-directed activity (e.g. Kahoot).
- If your cell phone is out an an inappropriate time during class the following will happen:
  1. You will be asked to put it away.
  2. If the phone is seen again, it will be put on Mrs. Torres' desk and will be returned to you at the end of class (this is intended simply to remove the distraction, not to punish you).
  3. In rare cases (e.g. defiance, excessive use over several days, etc.), your phone may be taken to the office to be picked up at the end of the day, or you may receive a 0/9 block.

*See page 20 in the student handbook for details on the school cell phone policy.*

### **Food & Hats**

*As per the student handbook:*

- *“Food and Drink is in general not allowed in the building. A student bringing lunch to school must place this in their locker. Students may take water (in a clear bottle) into their classes and place on the floor or keep in their locker. Other drinks are not allowed” (27).*
- *“No hats, stocking caps or other headwear allowed in the building or in the classrooms. When students enter the building they must take them off and put in their lockers” (19)*