**Communication Arts Class**

***Instructor: Mr. Cleveland***

***Email:*** [***jccleveland@mail.worcester.k12.md.us***](mailto:jccleveland@mail.worcester.k12.md.us)

**EXPECTATIONS**

Supplies Needed:

1 pair of headphones

4GB pin drive-needed to transfer and keep your videos

*Class Procedures-*

1. You will need something to write with and flash drive everyday.

2. Retrieve your folder immediately upon entering class.

3. Sit in the desks in Room 241 at the beginning of each class. DO NOT SIT AT A COMPUTER. Computers are not to be touched unless directed to do so.

4. A lesson for the day will be taught and/or a survey of progress on stories (what still needs to be done).

5. When class is nearing its conclusion, I will direct you to return any equipment, close all computer applications and sit down. Remain seated until I dismiss the class.

Do not line up at the door. I must be sure all equipment is stored and accounted for before anyone leaves the room. I will allow enough time to complete this task. You will be charged for missing/misplaced materials. If you are not on task and are late to your next class, it will be unexcused.

*Overall Expectations for the Semester:*

**General Studio Rules**

* No food or drink is permitted in the studio. We have a lot of expensive equipment which can be damaged by crumbs and moisture.
* No cell phones are to be out or in use unless it pertains to an assignment and you are given individual permission.
* No downloading of music, games, photos, and files that are not specifically needed for Comm Arts. Saving files that are unnecessary only loads down the computers and this is a strain our computers do not need.
* You are expected to be working. We have a show to get out everyday. You are expected to go out into the school building to do your assignments in a timely manner and return to class with evidence of time well spent. If you are wandering the halls you will receive a zero for the day and not be trusted to go out again. Your grade will suffer if you cannot go out and get video. Make positive choices when leaving the classroom so that you may be trusted to go out again.
* If you cannot be trusted, you will not be assigned stories, you will do work from a textbook and you will not leave the room.
* No student has permission to leave campus. If you need to tape something or interview someone off school property, special permission is required and you must have a signed note from the teacher for you to leave school property.
* Lateness and excessive absences will result in loss of participation points.
* A Student will be given a score of zero for not showing up to shoot an event that he/she agreed to cover for announcement dates uncovered.
* Respect is required for all persons. Learning new skills requires risk taking. Please be tolerant and supportive as we all learn and practice our new communication skills together.

**Announcements**

Each Morning:

* Students will report to the studio at 7:50 a.m. sharp for our live broadcast at 8:07 a.m. Anchors need time to read over the script; the technical crew needs to turn all equipment on and check that it is working properly before “air time.” Mic checks in the hallways must take place by 8:00 a.m.
* It is very important that you arrive on time to prepare for the morning show. If you are late you will only receive partial credit or NO CREDIT if the manager replaces you. Being late puts undue pressure on your teammates and teacher. It is also unprofessional to be late.
* If you do not show up for your time slot, you will receive a zero out of 20 possible daily show points and lose 5 participation points for the day. If you show up and the manager has already filled your spot, you will receive a zero for the daily show grade and also lose your participation points for the day.

Students will choose three pieces of equipment/jobs in which they show interest.

Studio-

2 anchors

1 camera

1 studio manager

Control Room-

1 Computer

1 Sound board

1 Switcher

1 Tech Room manager

***Students will be trained and must show mastery of those jobs. Anchors will audition and must be approved to participate in this capacity.***

***Students will sign up to participate for a minimum number of times per month (more details to follow)***

Participation Points

You will start with10 points everyday –50 points per week

Breaking any of the above general rules (plus any rules set in place as the need arises during the semester) will result in a zero – loss of all 10 points. Getting 0/50 week after week will really bring your grade down quickly. It will happen if

you are not working, wandering the halls when you should be working, or breaking class rules as listed above.

**Process/Procedure**

1. We are in the process of acquiring video cameras. You and your partner will be responsible for each camera, camera case, and battery/charger. The cameras must be signed out by Mr. Cleveland, and it is your responsibility to return all equipment back to Mr. Cleveland by the end of the period.
2. You will be given your own SD card. Do not tape on anyone else’s SD card. The only cards you should be using for your stories are the ones assigned to you and your partner/group. Keep your SD card with you at all times.
3. You will work in teams of two/three people. Teams will leave together, stay together while taping and return together.
4. Wandering about the building will not be tolerated. You will create stories for the show using a story map or story map form, and your storyline will be approved by Mr. Cleveland. Our goal will be to make a new show on a regular basis (2-3 weeks).
5. Our first show is scheduled to air soon so we must get trained and become proficient ASAP. Each team will be responsible for creating, shooting and editing two stories for each show.
6. Students are required to wear name badges anytime they leave the classroom to work on a story. Students will need their name badge as a hall pass to present to Nurse King and to get down to the studio at 7:50 a.m. to prepare for the morning announcements.
7. You will sign in and out with the TEACHER while working on a story. You will not sign out and leave without talking to me first. PERMISSION IS ESSENTIAL!

**Professionalism**

1. Behavior problems while on assignment for Snow Hill Communications or other discipline issues may be cause for loss of privileges to leave the classroom. If this happens you will do work from a textbook and will not be assigned any stories outside of the room.
2. Please do not make plans to miss class to do something for another class or teacher without prior approval from me. You are important to our production and are needed in class everyday!
3. Please be on time for class and for scheduled interviews and events. Being punctual = Being professional.
4. Students will not be in the control room for any reason except to do the morning announcements – only with permission from the teacher.
5. Proper grammar and pronunciation as well as high quality video recording are goals for our class. I will teach you how to excel in these areas. Students must be able to accept constructive criticism in order to represent Snow Hill High School in an exceptional manner.

Grading

Participation and following class rules10 points per day/50 points/week

Announcements20 points per day

Homework Assigned pieces

Story pieces\*, graded story maps, etc. are graded as determined by individual rubrics.

Final Exam20% of final grade

Signature of student

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Signature of parent/guardian

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