



## LISA ACADEMY 2009-2010

### -Digital Graphics and Animation-

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#### Course Description

This is a production course. It is an introduction to the 2-D and 3-D design and animation using lectures, in-class workshops, and screenings. You will gain knowledge of 2-D design and its history, as well as getting hands-on experience in some of its many aspects. Primarily we will focus on digital design using the program Adobe Photoshop CS3, on animation using the Adobe Flash CS3. There will be some additional work done using Google Sketch up and Adobe Fireworks CS3.

In addition to class participation, there will be daily and weekly assignments or exercises. All of these exercises will involve using the computers. If you feel that you lack the necessary computer skills to do this, please talk to me. I will be happy to work with you during lab times, but you will be responsible for putting in the extra work that is necessary for you to become comfortable using the computers in this room. Regardless of computer abilities or previous animation experience, all students will be required to complete weekly exercises and assignments.

#### Required Materials

A back up unit (USB flash drive) minimum 8 GB or more

#### Grading

Grades will be based on

Project, Assignments, Homework	80%
Participation, Attendance, Conduct, Effort	20%

Late assignments turned in two weeks after the due date will get a grade out of 50. Absent students are required to make up their work. If not excused absent, the maximum grade for missed assignments will be 50.

## LISA Computer Class Procedures 2009-2010

### *Getting Ready for Class*

- Put unnecessary items in your locker
- Put your backpack, hoodie, electronic game, playing cards and other similar things in your locker
- Make sure you spit your gum out before you enter the class.
- Make sure you are in uniform
- Make sure your undershirt is tucked in.
- Make sure you are on time for class.
- Wait in the line if the door is locked or the teacher is not in. Do not get in the class without the teacher's presence.

### *Entrance to the class*

- Walk in quietly. (meaning that do not run and do not be loud)
- Look at the board to see what to do that day
- Take your assigned seat quietly.
- Check your assigned computer. Take it into consideration that you should report any missing or damaged part of your assigned computer immediately after you take your seat. Otherwise, you might be one of the suspects of stealing or damaging school property.
- Raise your hand to report any missing or damaged part.
- Log on your computer and make sure your computer works fine.
- Raise your hand to report any problem about your computer.
- Never try to fix any problem by yourself. Let your teacher deal with it.
- Never try to exchange any part of the computer with a part of another computer.
- Keep quiet and wait for teacher to start the class

### *Lecture Time* (When the teacher is teaching and you are only required to listen)

- There are times in computer classes that the teacher needs to teach students a subject without students using computer first.
- In this case, turn your monitor off. (Not the computer)
- Turn your body and your face to the teacher
- Make sure you have eye contact with the teacher
- Pay attention to the lecture
- Listen carefully and try to keep the things being taught in your mind to apply it in your computer
- Do not hesitate to ask subject-related questions to your teacher. Make sure you raise your hand and get permission to talk before asking.

### *Lecture Time* (Step by Step instruction)

- There are times in computer classes that the teacher explains an assignment step by step and students apply each step after the teacher is done.
- In this case, make sure you are following the teacher when he or she is explaining the current step.

- Make sure you have the necessary program open to apply the steps in your computer. Never open any unnecessary program. Concentrate on your work
- Raise your hand if you are lost to let the teacher know about it. Do not call teacher by words because it disturbs class.
- You can get help from the student to your right or to your left quietly.
- Do not stand up anytime without permission even if it is for getting help.
- Save your assignment very often like every 2 minutes. You are responsible for keeping your work in your USB Flash disk. In case of a power cut, or any other problem with computer, you may lose the changes that you made after the last save. If you have never saved your file, you may lose the complete file

### *Assignment Time*

- There are times in computer classes that students work on their assignments on their own.
- In this case, make sure you are on the program that you need to do your assignment in.
- Never open any unnecessary program. Concentrate on your work
- Raise your hand to get help from teacher. Do not use words to call the teacher because it disturbs the class.
- You can get help from the student to your right or to your left quietly.
- Never stand up without permission even if it is for getting help.
- Save your assignment frequently, approximately every 2 minutes. You are responsible for keeping your work in your computer. In case of a power cut, or any other problem with computer, you may lose the changes that you made after the last save. If you have never saved your file, you may lose the complete file
- Raise your hand to show your work to your teacher to get a grade when you are finished.
- If you are finished before the given time, start working on your yearly assignment. Do not ask permission for anything else.

### *When the dismiss bell rings*

- Save your file if you are in the middle of your work. You are responsible for saving your work and in case of any lost of your work; you will be graded according to what you have on your computer (USB Flash Disk).
- Log off your account.
- Push your chair in.
- Wait for the teacher to dismiss the class.

### *Raise your hand when you need to*

- Report any damage or loss of a computer
- Get help from your teacher
- Use the restroom
- Throw away something
- Go to the nurse's office
- Show your done assignment to the teacher

### *Using restroom*

- Try to use the restroom in your break time before class in order not to miss any of class
- Only one person is allowed to go at a time
- Raise your hand to ask permission
- Get ready to get a “No” answer if teacher thinks that it is better for you to stay in the class
- After getting permission, take the minimum time you need ( not more than 5 minutes) for using restroom
- Go directly to the restroom without stopping by anywhere else.
- Get permission to get in the class when you come back
- Walk in quietly without disturbing any student and take your assigned seat.
- Take it into consideration that you may use your hall pass 15 times a month. If your hall pass is used up, you won't be able to leave the class for any reason.

### **Going to Nurse's Office**

- You may go to nurse's office only if it is arranged in advance or it is an emergency that cannot wait until the next break.

### **Fire Alarm**

- In case of a fire alarm, immediately leave your seat and get in line in the middle of the class
- Following the teacher's direction, take the closest exit and go to your class' assigned location outside.
- Keep the line straight all the time
- Never leave the group
- Get ready to report to your teacher that you are present outside while he or she is checking the attendance

### *IOC Alert*

- In case of an IOC alert, immediately turn of your monitor.
- Sit on the floor in order not to be seen from outside
- Keep quiet and never talk

### *Tornado Alarm*

- Get in line quietly
- Following the teacher's direction, go to the assigned location for tornado alarm

### *Headphones*

- You are not allowed to bring any headphones from outside of the school. It is going to be treated as it was a cell phone or electronic game devices. It will be confiscated and the computer class rules will be applied.
- Do not even ask to get a headphone for any other reasons

### *Being late to class*

- Computer class rules will be applied for late students.
- Get a pass from administration before you come to the class
- Get ready to be sent back to your locker, if you are not properly ready (backpack, hoodie, uniform etc.)

### *Visitors*

- Stand up if any important visitors or administrators come into the classroom.
- Keep standing up until they let you sit.

### **Computer Class Rules by teacher**

ACTION	1ST OFFENCE	2ND OFFENCE	3RD OFFENCE
Being late to class	Warning	After School Detention	Saturday Detention
Chewing gum	Warning	After School Detention	Saturday Detention
Not being on assigned task	Not being able to stay in the class	Not being able to stay in the class & after school detention	Not being able to stay in the class & Saturday detention
Disturbing Class	Not being able to stay in the class	Not being able to stay in the class & after school detention	Not being able to stay in the class & Saturday Detention
Cursing (even a word)	Suspension	Suspension	Suspension
Not being at assigned seat	Not being able to stay in the class	Not being able to stay in the class & after school detention	Not being able to stay in the class & Saturday Detention
Excessive Talking	Not being able to stay in the class	Not being able to stay in the class & after school detention	Not being able to stay in the class & Saturday detention

Appearance of cell phone , any player, any games in class	Confiscation of device & Saturday Detention	Confiscation of device & Suspension	Confiscation of device & Suspension
Talking back to teacher	Saturday Detention	Saturday Detention	Suspension
Disrespect to teacher	Saturday Detention	Saturday Detention	Suspension
Downloading or installing any program to computer	1month suspension of using computers & Saturday Detention	Full Year Suspension of using computers & Saturday Detention	Suspension
Damaging school property	Suspension & paying cost of damage	Suspension & paying cost of damage	Suspension & paying cost of damage
Stealing	Suspension & paying cost of stolen things & report police	Suspension & paying cost of stolen things & report police	Suspension & paying cost of stolen things & report police
Using anybody else's account	1 month suspension of using computers & Suspension	Full year suspension of using computers & suspension	Full year suspension of using computers & suspension
Leaving class w/o permission	Saturday Detention	Suspension	Suspension
Not following the dress code	Not being allowed to class, being sent to administration	Not being allowed to class, being sent to administration	Not being allowed to class, being sent to administration
Using any external drive w/o permission	1 month suspension of using computers & Saturday Detention	1 month suspension of using computers & Saturday Detention	Full year suspension of using computers & Suspension
Bringing food or drink to class	Not being allowed to class	Not being allowed to class & After School Detention	Not being allowed to class & After School Detention
Eating and drinking in class	Not being able to stay in class, after school detention	Not being able to stay in class, Saturday detention	Not being able to stay in class, Saturday detention
Public Display of Affection	Suspension	Suspension	Suspension
Fighting (Physically or Verbally)	Suspension	Suspension	Suspension
Intentional or willful destruction of property	Full year suspension of using computers and OSS	Full year suspension of using computers and OSS	Full year suspension of using computers and long term OSS

Hit or Physical touch	ISS	OSS	OSS
Bringing backpacks, hoodies, jackets, inappropriate materials to class	Not being allowed to class, being sent to locker	Not being allowed to class, being sent to locker, after school detention	Not being allowed to class, being sent to locker, Saturday detention
Having backpacks, hoodies, jackets, inappropriate materials in class	Not being allowed to stay in class, after school detention	Not being allowed to stay in class, Saturday detention	Not being allowed to stay in class, Saturday detention

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I have read and understood all the information in this syllabus and I will do my best to follow all the procedures and rules

Student Name:

Signature:

Date:

I have read and understood all the information in this syllabus and I have been informed about all procedures and rules in this class.

Parent Name:

Signature:

Date:

Phone Number:

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Please return this page to Teacher