



| **WATERTOWN HIGH SCHOOL** |


## ***The Game of Life: The Art of Communication***

**Digital Media & Communications**

Instructor: Mr. Todd Robbins

| **WATERTOWN, MA** |

<b>Classroom:</b>	WHS Lecture Hall and/or WCA-TV Editing Lab & Studios
<b>Email:</b>	<a href="mailto:todd.robbins@watertown.k12.ma.us">todd.robbins@watertown.k12.ma.us</a>
<b>Website:</b>	<a href="http://www.mrrobbinsdmc.com">http://www.mrrobbinsdmc.com</a>
<b>Office:</b>	WCA-TV Edit Suite B
<b>Extra Help:</b>	<p>I am available on the following days, or by <i>scheduled appointment</i>:</p> <p><b>Monday(s) &amp; Wednesday(s): 8:00AM-8:30AM</b></p> <p>It is my hope that all of you will come to my extra help sessions after school to discuss topics, projects, other concerns or practice skills. What happens in the formal classroom setting should be dedicated to the exploration of the content. Email works very well to get in touch with me and is a very efficient communication tool for brief questions. In the cases where your questions require lengthy responses or some discussion, it is best to come see me.</p>
<b>Course Description:</b>	<p>This course is designed to prepare all students for life by growing as communicators. The skills developed in this course will serve all students futures whether bound for college, career, or service. Students will be encouraged to take communications risks in a safe environment so they may venture beyond their comfort zone in pursuit of skills in presentations, small group, interpersonal, interviewing, resume building, networking, and more. Students will gain the confidence to feel equally empowered to speak to or with groups small and large either with prepared or off-the-cuff (extemporaneous) remarks. Never feel shy or unable to find your words again. Build your future by developing the confidence and a skill for life...communications.</p>
<b>Course Objectives:</b>	<p>Students will develop and conceptualize multiple projects/presentations.</p> <p>Students will demonstrate research skills and conduct research to found their projects, presentations, and speeches.</p> <p>Students will experiment with presentations and speeches both prepared and extemporaneous.</p> <p>Students will demonstrate the ability to communicate effectively (both orally and in writing) across multiple mediums and career fields.</p> <p>Students will prepare and publish their own projects/presentations/speeches to meet multiple career scenarios.</p>
<b>Class Participation:</b>	<p>Contrary to what some students may wish or believe, you should not and will not pass merely by attending class every day. The furniture in this room does that, and yet none of it has a high school diploma. Successful communication involves a team effort, with each team member contributing. Every student is expected to be a full-fledged participant in this class. That includes arriving on time to all class sessions and engaging fully in class discussions and exercises. Your assigned projects will be reviewed in class, and you will be expected to accept and give constructive comment. You will learn from honest, thoughtful critiques, and you will be expected to provide the same to your colleagues. Disingenuous flattery doesn't help anyone. If you work hard and do your best, you will pass this class. The people who fail are the ones who do not complete their work or slap it together at the last minute without following the directions or putting forth any effort. Please do your best--I want everyone to succeed.</p>
<b>Attendance:</b>	<p>Attendance is an essential component to this class and <b><i>WILL</i></b> be taken into consideration when calculating your class grade.</p>

<p><b>“I” Score: (Integrity Grade)</b></p>	<p><b>Integrity</b> is defined as <i>“the practice of being honest and showing a consistent and uncompromising adherence to strong moral, ethical principles, and values. In ethics, integrity is regarded as the honesty and truthfulness or accuracy of one's actions.”</i></p> <p>It goes without saying that the best communicators, broadcasters, and students all demonstrate the highest form of INTEGRITY. However, how does one quantify integrity in a number? Throughout this document you will see a multitude of expectations that define integrity in my courses. Above you have read my expectations for participation and attendance, and below you will read even more expectations. For the purposes of your grade in this course you will earn between 0 – 3 points for each class meeting which will constitute your daily <b>“I” Score</b>. This course requires you to function both independently and as part of a team. You will also be expected to uphold the highest principals of integrity while engaging in activities which I directly lead and those that are student-centered.</p> <p>Ask yourself, have I given my best effort throughout this class period? Have I demonstrated my integrity, both when Mr. Robbins was looking and when he had his back turned? Am I giving my best with what I have been asked to do? If you answer “YES,” you have earned a full (3) points for that class period. If the answer is 1/3, 2/3, or “sometimes,” then it will be up to my judgement to determine whether you earn Zero points, (1) point, or (2) points for that class meeting. <b>Unexcused absences</b> will be recorded as a <b>ZERO</b> for your “I” Score for that class period. <b>Unexcused tardiness</b> for class will also result in a point(s) deduction. In addition to enforcement of school policy regarding <b>unauthorized use of a device</b> (i.e. cellphone, computer, tablet, etc.): texting, phone call, computer game, online game, etc. will result in an automatic <b>ZERO</b> for your “I” Score for that class period.</p> <p>Students “I” Scores will be posted to PowerSchool for each week, with total points adjusted for the number of class meetings in that week. Details below:</p> <p><b>“I” Score = 3-points per class period (earned per 1/3 of class period)</b></p> <p><b>Daily “I” Score Possibilities = 0, 1, 2, 3</b></p> <p><b>Average (5) Classes per Week = Your Total out of 15-points per week</b></p> <p><b>Average Term at WHS = 9 Weeks = Your Total out of ~135-points per term</b></p>
<p><b>Professional Dress Policy:</b></p>	<p>Success in communications begins with how the speaker/presenter feels regardless of field or organization. Look good. Feel good. Dress for success. Dress for the job you want, not the one you currently have. All those points amount to the same thing, if you are inappropriately dressed, it will affect how you feel, and may affect the impression you make and the results you get. When representing yourself, our school, and class in presentations, at interviews, and events, dress in a manner that fits the situation and shows respect for the event, audience, or the situation. Flip-flops and scruffy shirts are out. So are revealing necklines and bare midriffs. And never wear a large advertisement during a presentation, interview, or other communication event—not even a WHS sweatshirt.</p>
<p><b>Class Materials:</b></p> 	<p>Organization is an <b>ESSENTIAL</b> component to the successful completion of this course. The following are REQUIRED.</p> <ul style="list-style-type: none"> <li>• Writing Utensils (pen or pencil) – <b>required for every class and will NOT be provided by the instructor at any time</b></li> <li>• Composition Notebook (Your Communication Tool Kit) – <b>required for every class and will NOT be provided by the instructor at any time</b></li> </ul>
<p><b>Homework:</b></p>	<p>Although an elective course, expect to receive homework <b>FREQUENTLY</b>. You should anticipate homework, as well as, a number of independent, out-of-school assignments throughout the course.</p>

	<p><b><u>NO LATE HOMEWORK WILL BE ACCEPTED</u></b>, however, if you are absent from class, you should make arrangements with the instructor to acquire the work that you missed from class <b>IMMEDIATELY</b> upon your return to school. You will have one school day per day that you were absent to make up your missing work (ex: if you are absent on Monday and Tuesday, you will have until Thursday of the same week to complete your makeup work, otherwise, work will not be accepted).</p> <p>As this is not a traditional class model, homework will be more than a simple check for understanding of class materials. Instead, homework will be crucial preparation of materials for projects/presentations during your assigned class period. Assignments should be complete upon arrival to class each day.</p>
<b>Makeup work:</b>	Please approach the instructor before/after class, or afterschool if you would like me to give you information about what you missed during an absence. Remember that it is your responsibility to contact the instructor when you return to school from an absence. The instructor will <b>NOT</b> chase you around to give you your assignments.
<b>Reflective Writing:</b>	Self-reflection, critical analysis, and organization are an important component of the development of a communicator. Students will be asked to complete reflective writing assignments via Google Classroom. The assignments are intended to provide a structured opportunity to thoughtfully consider all aspects in the process of presentation development and experience. Thoughtful reflection improves future performance.
<b>Projects, Presentations, and Speeches:</b>	The majority of your grade will be comprised of projects (including presentations and speeches) that will be assigned over the course of this class. Projects will be expected to be completed on deadline as would be expected of any professional in any field. Projects will be graded by the instructor using a rubric which you will receive prior to the deadline and delivery of the presentation.
<b>Academic Integrity:</b>	Each student in this course is expected to abide by a personal code of academic integrity. Any work submitted by students in this course for academic credit will be the students' own work.  Plagiarism of any kind is strictly prohibited. Plagiarism is defined as taking ideas from another and passing them off as one's own. It is a serious violation of Watertown High School's policy on academic integrity. Should plagiarism occur, students will automatically receive a zero for the assignment and be referred to the administration for further disciplinary action.
<b>General Expectations:</b>	<p><b>#1:</b> Please be on time to class. Attendance and punctuality are important, and I will <b>NOT</b> wait to begin the day's lesson.</p> <p><b>#2:</b> R-E-S-P-E-C-T...RESPECT!</p> <p>A. Respect Yourself B. Respect Me C. Respect your colleagues D. Respect our classroom/lab/studio facilities at WCAC</p> <p><b>#3:</b> Please do not have food or drink (except water) in class unless you have been given special permission. School sponsored sales will be permitted during class if permission is granted. Be sure to <b>ask first</b>.</p> <p><b>#4:</b> Please bring required materials <b>EVERY DAY</b> unless you are otherwise directed or notified.</p> <p><b>#5:</b> The use of <b><u>ALL</u></b> electronic devices within the classroom without instructor consent is prohibited.</p> <p><b>#6:</b> Please speak with purpose: use polite language and body language. Unkind teasing, bullying, and impolite behaviors are unacceptable. You will be freely exchanging ideas with your fellow classmates and everyone is free to comment without fear of reprisal...our classroom is <b>SAFE</b> for everyone's opinions and beliefs. We will speak one at a time. Use your hand when you would like to speak.</p> <p><b>#7:</b> Plagiarism and cheating are unacceptable. Students caught plagiarizing or cheating will receive a zero</p>

	<p>and a phone call home. I expect you to do your own work and to be sure no one can copy it.</p> <p><b>#8:</b> Please respect peoples’ personal property. Respect the privacy and personal property of everyone in class (this includes all items located on the teachers’ desk). Materials for classroom use, such as cotton tissues, hand sanitizer, staplers, etc. will be provided and placed in a location in the classroom for everyone’s use.</p>
<b>Grades:</b>	<p>All assignments in Digital Media &amp; Communications will be graded on a points system. The bigger the assignment, the more points it will be worth. Major projects will use rubric grading systems.</p> <p>Your letter grade will be based on the number of points you earn. If you earn 10 points out of 10 possible points, you have 100%. 9 out of 10 is a 90%, etc. All grades will be posted on <b>PowerSchool Student/Parent Portal</b> students and parents can register for access and log-in at any time (Instructions for using PowerSchool are located on my website <a href="http://www.mrrobbsdmc.com">http://www.mrrobbsdmc.com</a>). WHS Report card grading will appear as follows:</p> <p><b>A+, A, A-</b> Exceeds Standards  <b>B+, B, B-</b> Meets Standards  <b>C+, C, C-</b> Meets Minimum Competencies  <b>D+, D, D-</b> Unsatisfactory, Low pass  <b>F</b> Failing  <b>INC</b> Incomplete</p> <p><b>EX</b> Medical (cannot participate due to medical condition)  <b>N</b> No Grade (grade could not be determined)  <b>S</b> Satisfactory  <b>U</b> Unsatisfactory, Low Pass  <b>W</b> Withdrew (student withdrew from course)</p>
<b>Paperless Resources:</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.mrrobbsdmc.com">http://www.mrrobbsdmc.com</a> (Course Content)</li> <li>2. <a href="http://classroom.google.com">http://classroom.google.com</a> (Course Assignments &amp; Announcements)</li> <li>3. <a href="https://powerschl.watertown.k12.ma.us/public/">https://powerschl.watertown.k12.ma.us/public/</a> (Student/Parent Gradebook Portal)</li> <li>4. <a href="http://www.vimeo.com/whsonwcatv">http://www.vimeo.com/whsonwcatv</a> (Student Video Broadcasts On-Demand)</li> <li>5. <a href="http://www.soundcloud.com/wrdr_raiderradio">http://www.soundcloud.com/wrdr_raiderradio</a> (Student Audio Broadcasts On-Demand)</li> </ol>
<b>Film/Video Permission Statement:</b>	<p>Occasionally, film/videos are used in the classroom in order to illustrate a particular curricular-related concept. This statement serves as notification that we will be watching films/videos that may contain adult language/content.</p>
<b>Audio, Image, and Video Release Form:</b>	<p>I hereby grant WATERTOWN HIGH SCHOOL / DIGITAL MEDIA &amp; COMMUNICATIONS (WHS / DMC) the irrevocable and unrestricted right to use and publish audio, photographs, video, or other images of me/my child, or in which I/my child may be included, in any print, electronic, digital or other media; and to alter the same without restriction. I further acknowledge that my son’s/daughter’s participation is voluntary, part of the course curriculum, and that I/they will not receive financial compensation of any type associated with the taking or publication of these images. I irrevocably assign such media rights and uses to WHS / DMC into perpetuity. I hereby release WHS / DMC and its legal representatives and assigns from all claims and liabilities relating to said media.</p>

**Syllabus Acknowledgement / Standard Audio, Image, and Video Release Form Signature**

**Students & Parents/Guardians:** Should log-on to <http://www.mrrobbsdmc.com> and complete / electronically sign the appropriate Google Form for either Students or Parents/Guardians to acknowledge the syllabus and release forms.