

**Gigi Manning • 714-734-2900 ex. 802 • [www.manningartclass.com](http://www.manningartclass.com)**

This course fulfills both CSU and UC visual and performing arts requirements and is aligned with the visual and performing arts content standards. California Standards for CTE are addressed. A link to the standards can be found here: <http://www.cde.ca.gov/ci/ct/sf/ctemcstandards.asp>

**Parents:** I look forward to a great year of learning. Please ask to see your students artwork. They will be creating some amazing projects. I call the graphics classes, the Shutterfly of the school. The class is a full service design agency with a fabric printers, a couple of laser cutters, a sticker printer and sewing machine! The Graphics classes have a SHOP next door where your student will learn to make their artwork, display it and present it to other students and clients.

In this third year of graphics, the students will learn to create products, such as earrings, design the package, create the logos and other collateral that goes with that product. At the end of the year, they could even start their own Etsy shop.

Please look through my website and spend some time looking through the Graphic Design 3 artwork. Pay special attention the AP link. This is an award winning program that has a students who have won OC Artist of the year for the last few years. Many of the AP students are going to top schools and have a passion for design.

**This is going to be a great Graphic Design 3 class and I expect they will push the boundaries of creativity even further!**

### My Philosophy

I am passionate about design. My teaching philosophy is stolen from a quote from Milton Glaser, **“The real issue is not talent as an independent element, but talent in relationship to will, desire, and persistence. Talent without these things vanishes and even modest talent with those characteristics grows”.**

I believe that every student can achieve success, if they have will, desire and persistence. I have seen students who have modest talent, but have these characteristics grow and gain confidence and become beautiful artists.

**More about Mrs. Manning? Click on the ABOUT page on [manningartclass.com](http://manningartclass.com).**

### Making Contact-Parents and Students

**Parents and students, use e-mail wisely, in fact I prefer you NOT to e-mail me.**

My work hours are from 7:30-3:30. **If you are a parent**, please call and leave a message with the number above. I will get back to you when I am finished with teaching for the day, usually right after the school day has finished. I will also call you with the numbers that are in your son or daughters contact file. If you have a particular number you want me to use, please add it to the signed syllabus.

**Students:** You are in my class every day. **I do not need an e-mail from you.** Talk to me in person. I don't need an e-mail saying you are sick or you are absent. I can clearly see that with the attendance. Please look through my grading policies and you will see there is no penalty for turning work in late. This is usually the biggest concern for most parents and students.

Some of the most important aspects to teaching are developing relationships. As a student in my class you will work on professional skills, such as self-advocacy (standing up for yourself), confidence and face to face contact.

Because of the instantaneous feedback provided by Aeries and the emergence of e-mail, I have been inundated by questions, challenges, and disputes regarding grades. **The vast majority of these requests has resulted in absolutely no change in grade and has created much tension between instructor and students**, and ultimately is unfair to those students who legitimately need my attention.

In order to alleviate these problems students will now need to leave me a note to re-look at a particular project. This note must be turned into my basket by my teacher desk (no e-mail request will be accepted). Part of the requirement for the grade check is that the student must show their artwork and rubrics with **their parents before discussing any grades with me.** The request will be dealt with in the same time line as all other late work.

I am hoping you are reading through this syllabus together with a parent. Before you turn in your signed syllabus, on the back, draw a stick figure representation of your family, you can include pets!

### **How Will My Grade Be Calculated? Grading Policy:**

Part of school is learning how to be responsible and meet deadlines. **All projects will have a deadline, some deadlines are more strict than others.** This will be explained at the beginning of each project along with the grading rubric. Please don't be alarmed when the grade does not **change every day. Most projects will take 2-3 weeks to do, so you might not see a change of grade until that project is graded.** I expect every student to work **EVERY Day on the project.** Remember there also might be a huge change in their grade because of the quality of the work they turn in. This is an art class, so the projects are the majority of their grade and must be original! One project in this class could affect their grade, negative or positively.

If a student earns a D or F on any project they can RE-DO the project completely and try it again. This does not necessarily mean they will earn a higher grade. I encourage risk taking, but sometimes the students will take a risk and fail. I encourage this! Without failure, there is usually no movement in growth. Learn from failure and move on, be RISK takers.

If the student earns a C or above on a project and wants to improve their artwork after it is graded by the teacher, I encourage them to do so, but they will not receive a different grade. I do look through the entire portfolio at the end of each semester and focus on **growth.** If the student has been fixing and improving their artwork, it will make a huge impact on their final portfolio.

**Late work.** All projects have a deadline. I usually assign a deadline when I see that the majority of students in that class period are finished with an assignment. There will be students who are in need of extra time. These students will be given priority in tutorial.

**I do not penalize for late work, unless I have made it clear that there is a deadline.** Some of the projects they will complete are for clients. These will have deadlines because they are advertising for the school shows. It is best to turn try to stay with the class flow and get the work finished with the majority of the classmates. The students do have plenty of time to work on projects and complete them in class.

In order for me to grade the projects, I have Schoology set up that they can drop their artwork into after they are finished with it.

The two biggest issues dealing with grades are: that students do not turn in the work and they do not name the file properly. I cannot grade from their computers, so they must move it to SCHOLOGY or my Server. These procedures will be taught in class. This is the number one issue with students.

If a student has added their project to SCHOLOGY after I have graded the assignment, **they will need to write their name, period and what project they turned in and leave it in my basket by my desk.**

**Projects:** I grade by points. Every project and activity has points attributed to it.

You have access to TWO software installs. You will use one in class and have one at home or on your Surface Pro's.

You will have plenty of time to work on the projects in class and I *expect you to use every day to work on your project.* The projects in this class can take several days or even weeks to complete.

For specific units of study, please go to [manningartclass.com](http://manningartclass.com) (UC approved Course Description) to view all the different projects and State Standards. Projects are subject to change or be modified due to time constraints and level of the class. All projects follow the UC guidelines and are A-G requirements.

Students will self evaluate and judge their own work. Part of our visual performing arts standards is to be able to: **Make Informed Judgments** 4.4 Articulate the process and rationale for refining and reworking one of their own works of art.

You will evaluate yourself. You will be given a grading rubric for each project. You will then score your project. When I grade I will evaluate your score I will add teacher comments. Most students are very good at realistically judging their artwork.

They are graded according to a rubric given in advance. The grading categories generally include:

Craftsmanship, effort, application of taught skills, self-expression, following directions, application of art elements and principles, and **effective use of time (I find time-management is the hardest part of my class. The students need to use class time wisely).**

- **Assessments:** Tests, quizzes, critiques and portfolio reviews will make up your assessment grade. These can be written answers, multiple-choice, oral or even demonstration of learned skills.
- **Homework: *You will have homework.*** These projects can range from looking up a particular artist, doing research on design ideas or sketching or tutorials.
- **Notebooks:** You will need a three ring binder by the end of the first week of class. You will be showing your parents and friends your artwork within this folder. This is an essential part of this class and is considered your portfolio; proof that you took this class. You will need dividers for each unit of study and clear inserts for your artwork. These are recommended and I will have a small supply of these items, but if you could help out and purchase a folder and inserts that would be greatly appreciated. You will get many handouts with vocabulary and worksheets. I encourage you to store it in class, but you will need it every day. You will add notes, artwork, tests and quizzes in this notebook. It will be evaluated at the end of each semester.
- **Behavior-What Are My Responsibilities?**

Since everyone learns about design here, everyone is considered a designer. Get used to thinking of yourself that way! My job is to teach you professionalism in addition to design skills.

**Professionalism means being respectful to yourself and others around you, and behaving in an acceptable way.** Students are taught leadership when working with clients and collaborating with peers.

Straight from Emily Post, the queen of manners and etiquette, these are the manners and etiquette guidelines. I will be reinforcing the idea of becoming a professional, with many opportunities for the students to practice etiquette.

Manners is personality—the outward manifestation of one’s innate character and attitude toward life.” Manners are common sense, a combination of generosity of spirit and specific know-how.”

Rules of etiquette are the guiding codes that enable us to practice manners.

**Proper etiquette is meant to help people get along with each other and avoid conflict.**

Respect, kindness, and consideration form the basis of good manners and good citizenship. Etiquette becomes the language of manners.

Rules of etiquette cover behavior in talking, acting, living, and moving; in other words, every type of interaction and every situation.

**Required Extra curricular activities: Graphics 3 has two required activities, 1 each semester. This will give the students a chance to practice becoming a professional.**

**First semester they will be required to participate in Tustin Art Walk, October 19.**

**Second semester they will be required to participate in Jazz Café and Art Shop.**

**There will also be many opportunities to participate in art shows in the spring. I do expect the students to participate and go to the different events to show support for the Graphic Design program.**

**Finals:** There will be a project and short test during finals week. **Failure to attend the final exam day might result in a failing grade.** You must show up to school on that day, even if you are finished with your project.

**Attendance:** Please just contact the attendance office, Debbie Murphy, if you are absent. I DO NOT need an email from you or your parents. Of course you missed instruction! When you enter class, please come to me and ask in a polite manner what you missed. The class seating is arranged so that you are sitting next to friends. You will also have family groups. Teacher, friends, family groups are all ways to get the missing information. Remember once the school year gets going, many of the days will be just working on the projects with individual attention from me.

**Scoring Guide:** A = 100-90% B = 89-80% C = 79-70% D = 69-60% F = 59% & below

**Design Room Rules-**Refer to the Student Handbook in your planner for school-wide rules.

1. Don't prevent me from teaching.
2. Be safe.
3. **Computer games are NEVER allowed. Computer games are for home, not school.**
4. Don't prevent others from learning.
5. Keep things clean.
6. **Equipment and other supplies in the room are for Graphic Design projects only. Print your homework from other classes at home or in the library.**
7. During the graphic design class, graphic design projects should be a priority. When you are finished with an assignment, then you are more than welcome to open another application and increase your knowledge of the Adobe suite.

**Unplug before you walk into my classroom.**

**You will not use your cell phones in my classroom.** Lately I have been reading many articles on cell phone usage and class learning. I have many articles if you are interesting in the research. Here is one that I found informative: **Electronics in the Classroom Lead to Lower Test Scores.** Students who were allowed to have phones and computers open in the classroom scored lower on exams. By Alexa Lardieri, Staff Writer July 27, 2018, at 3:22 p.m.

I have a pockets for you to add your cell phone to. We will go over procedures the first week of school. I will take it away immediately if I see it out. This is also for ear buds and watches.

If you have forgotten one of the school or design room rules, I will give you a verbal reminder. Willful, severe or repetitive poor behavior will result in one or more of the following consequences:

1. Verbal Reminder, I will remind you in class.  
Parent contact.
2. Take you out of the class to talk to you/Student conference.  
This will result in a phone call home to parents and might include a parent meeting.
3. Seat Change  
Parent Contact
4. Student will be asked to sit outside until behavior changes/or be asked to go the admin office until behavior changes.  
Parent Contact
5. Parent Conference with Student and Counselor  
Parent Contact
6. Administrative Detention  
Parent Contact
7. Class Suspension  
Parent Contact

## Academic Honesty

### **Cheating**

If you cheat in my class there is an extremely good chance that I will catch you at it. Cheating means that a student is not completing an assignment, quiz or project honestly. It is cheating if you do the work for someone else, or if you give your files to him/her in some way after you have completed them.

It is not cheating if you help someone, but he/she must do all the actual work themselves. **For example, completing tasks with the keyboard or mouse on someone else's computer is cheating, not helping.** Verbally communicating to the student in need of help is the way to help them. In other words, hands off!

Because they are usually both involved in the attempt to cheat, typically both the student doing the actual work and the student who did not do the work will be punished for cheating.

**Plagiarism** You will be asked to complete a number of short writing assignments in this class. These assignments must be written in your own words. Plagiarism also occurs when you use an idea or photo that is not yours. **Just because something is on the internet does NOT mean that you have**

### **permission to use it.**

- It is plagiarism to copy an entire paragraph from a Web site.
- **It is plagiarism to steal copy the design that another person has created for the Web or for print.**
- **It is plagiarism if you use a photo that was not taken by you.**

Plagiarism not only has its consequences at school, but in the "real world" it can get you severe financial or legal penalties. **Lying** is not professional. It damages relationships. I give all my students my trust when the school year begins. It is up to you to earn and keep that trust.

### **Consequences**

The consequences for cheating, lying or plagiarism will include one or more of the following:

A zero on that assignment for all parties involved. There will be no opportunity to change this assignment grade at a later time. A call or e-mail home to the students' guardians. A referral to a counselor or Principal.

## Computer Policy

Please make sure you read and sign the computer contract attached to this syllabus, which outlines your responsibility using the equipment at Beckman High School. The first month of school will be dedicated to learning how to save your artwork correctly. You will get a lot of practice and should have no problem saving your files. If I find that you are opening another student's artwork or **deleting files, there will be severe consequences which could lead to expulsion from the class.**

## Music

I will often play music from my computer which is audible to everyone. I have a variety of music tastes. Please don't whine if you don't like the music I am playing. Someone else probably likes it besides me, and I might end up playing music you like tomorrow.

## Flash Drives/Thumb Drives/USB Drives

Students are not required to have a flash (USB) drive, but it might come in handy for saving your files. Because we have limited hard drive space we will be erasing old work. If you would like to save anything I would recommend bringing in a flash/USB drive.

**Hall Passes**

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Don't ask for permission for a hall pass until I have taken attendance and I am done with instruction. You will not be able to leave during the first 10 minutes of class or the last 10 minutes of class due to school-wide policy. I also have the permission and authority to say no, unless you have a medical issue that has gone through the school nurse. You will receive 5 free passes each semester. If you choose to use more, points will be deducted from your assignments. If you choose to NOT use them, you will receive extra credit points!

**Wednesday's and Tutorials**

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I do expect to see my advanced students using the tutorial time. Please try to put my class as a priority for tutorial. You will need as much time as possible to work on the bigger projects.

**Tustin Unified School District Educational Services**

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The Constitution of the State of California requires a public education free of charge. Your right to a free education is for all school/educational activities, whether curricular or extracurricular, and whether you get a grade for the activity or class. Subject to certain exceptions, your right to a free public education means that we cannot require you or your family to purchase materials, supplies, equipment or uniforms for any school activity, nor can we require you or your family to pay security deposits for access, participation, materials, or equipment. Under certain circumstances, students involved in extracurricular programs, clubs and/ or sports may be required to attend fund raising events held by the program, sport or club just as you may be required to attend any other event put on by that program, club or sport. However, you will not be required to raise funds as a condition of participation.

It is your responsibility to show your parents the pdf of the syllabus and read it together. If you are confused or need any clarification on any of my policies, please make sure you talk to me or have your parents call and leave a message at the number above.

You will receive the back page of this syllabus for signatures, this is the only page I need back.  
**Please download the full syllabus pdf from Schoology or my website manningartclass.com under Graphic Design 3, to your computer.**

You do not need to print it out. BUT you and your parents should read through the entire syllabus. If you are confused or need any clarification on any of my policies, please make sure you talk to me or have your parents call or email.

**By signing below you are agreeing to the terms of this syllabus.**

*I understand and accept the above information/policies:*

Student Name (Print) \_\_\_\_\_ Student Signature: \_\_\_\_\_

Parent Name (Print) \_\_\_\_\_ Parent Signature: \_\_\_\_\_

**DUE BY AUGUST 16.**  
 You will not be allowed to operate the computer until this is signed and returned to Mrs. Manning.



Student Contract Relating to Use of Computers and Similar Equipment  
 The technology at Beckman High School will be used by many students. Please remember that access to this equipment by all students is important. Any action taken that may damage or impair the effective use of this equipment will not be tolerated.

These are the general guidelines for using equipment in the Graphic Design classes at Beckman.

1. Intentional damage to any equipment or supplies will result in legal action. (EDUCATIONAL CODE, SECTION #48900)
2. Instruction on correct use and procedures must be followed at all times when using the technology.
3. No unauthorized software or programs may be used or downloaded onto the school's equipment.
4. Students are not to modify or copy any existing software under any condition.
5. Students are not to modify any school hardware under any condition.
6. Food and drink are NEVER to be brought into areas where equipment is used.
7. The property of this school and the property and rights of other students must always be respected.

Penalties for violating district, school and classroom rules, such as those listed above will be based on the policies of Arnold O. Beckman High School, the Tustin Unified School District, and the California Educational Code.

Before using any technology, you and your parent/guardian must sign below indicating agreement to abide by these guidelines and standards, certifying and acknowledging that the rules established by the instructor of this class will be followed.

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_

Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_

What phone number is best to reach you? \_\_\_\_\_