


Welcome to e-Communication. In this program, students will be provided with the foundation for further study in the field of Graphic Design. Students are exposed to real-world projects in a learning laboratory and project-based environment. Students complete projects following the industry-standard, 4-stage production process (development, pre-production, production, and post-production). Within each of these, technical elements of software, hardware, and general production will be learned. Focus areas encompass both short and long-term, individual and collaborative projects. Students will develop a project and will enlist other members in the class, to support their production team. They will also participate as a member of a production team.

e-Communication provides a platform for learners to communicate, collaborate, innovate and design. Learners will create media for the school, community, and professional clients.

<p>Jennifer Zimmerli Hrs 1 & 2: Freshmen Foundations Hr 3: Web Design I & II Hrs 6 & 7: JR/SR Graphic Design jzimmerli@olatheschools.org</p> <p>Phone Hours: Hour 3, daily & 3:00 - 3:30 pm, M, Tu, W, F 913-780-7150 ext. 2409</p>	<p>Required Events for ALL students in Jr/Sr Graphic Design</p> <p>e-Magine April 6, 2023</p> <p>Senior Show April 24, 2023</p>	<p>Amazon Classroom Wish List</p> 
<p><i>All graphic design students are asked to work one after school event for e-Comm during the year. Events include, Careers on Wheels, Trunk or Treat, 7th Grade Career Fair, 8th Grade Night, 8th grade interview days, eMagine, Senior Show, and Market Day. More events TBD.</i></p>		

Class Policies:

Instructional Strategies & Assessment

This course will be collaborative at all levels. Although there will still be some direct instruction and traditional assessment, the bulk of our learning will be collaborative. Students will work together to learn and complete projects of all levels. In addition, students will be expected to identify what they want to learn, how they will learn it, and then share their newfound knowledge to the class, as well as update their work and their learning in their electronic portfolio.

Evaluation Procedures

Most of our learning will be hands-on, real-life, collaborative, “in-the-field” experience. Students will be assessed using an industry-standard process rooted in our five guarantees (leadership, collaboration, communication, project management, technical skills) and their ongoing portfolio work.

Deadlines

Deadlines are firm; meeting (or not meeting) deadlines will affect your evaluation.

Grading

Students will receive a grade based on their performance review and work submissions. Each student will receive a performance review at midterm and quarter. *Note: Students who do not meet the standards of minimum performance may be put on probation or removed from the program.*

- Submitted assignments are assessed at the due date, and students may revise and resubmit work for more points, through the end of the quarter.
- Students are expected to revise projects until their work is of “portfolio” quality for their grade level.
- Late work is assessed a 10% penalty but will be accepted for credit through the end of the quarter.
- Grades post every 3-4 weeks because students are working on long-term assignments. Big projects are chunked into smaller tasks, sometimes without a grade.

Grading Philosophy

I try to pull letter grades from the conversation so that students feel comfortable taking creative risks. Effort and meeting deadlines are more important than talent when grading. Not all projects will be successful, and that’s okay. Failure to meet deadlines will get you fired, and that’s not okay.

If your student has a zero in the gradebook, that is a missing assignment. Ask: what is your plan to turn in this assignment?

If a student has less than 100% on an assignment, then the assignment was late or incomplete. I do not encourage perfection. It’s okay for some grades to fall below 100%; this is part of the learning process.

If the student is trending below a B average (80%) for the quarter or semester, ask: have you talked to your teacher to make a plan to improve your grade? It is important to ask this question ONE MONTH before the end of the quarter or semester so the student has time to make corrections.

Note: Grades at the start of the semester are volatile and swing widely due to a fewer number of grades on the gradebook. Do not panic about low grades in this class during the first 3-4 weeks of school. Grades will level out as the semester progresses. Students need to practice self-advocacy during this time. I encourage students to make revisions to improve low grades early and often. Do not wait until the last week of the semester.

Recovery/Retake Policy

If a student needs to be away from school for a short- or long-term absence, please email me to let me know in advance of the missed class(es). If the student is unable to email, I ask that the parents reach out to me by phone or email to let me know the approximate dates of the absence so I can plan ahead to accommodate the student. When the student returns after an accident or illness, I will work with the student to create a catch-up plan that takes into account other classes and long-term course or portfolio goals. If a student wishes to work while away, perhaps they are in quarantine and not ill, please have the student email me to make arrangements to check out an e-Comm laptop so the student can stay on pace. Most assignments can be adjusted to fit students' personal needs. The first step to request accommodation or help is to contact the teacher directly.

Attendance Requirements and Tardy Policy

Attendance and participation are crucial in e-Communication, considering most of what we do requires working with a team and client. Deadlines are essential in the workplace, and employees must adhere to those timelines in order to meet client expectations. Therefore, if you are going to miss class, an email is required **prior** to the absence with an informing explanation. If you are going to miss a deadline due to an absence, then the project will be accepted *late* with the **prior** email notification. If an email is NOT sent **prior** to the class, then no late work will be accepted, no excuses. The project will be marked as *not handed in*. Communication is the key to success when working with clients and employers.

Prompt attendance is required. As an employee, being on time is the expectation in the workplace. Tardiness will be monitored and will have a direct impact on your performance. Leaving early, especially at the end of the school day, is not permitted on the job or at ONW without a pass from the attendance office. Students must remain in the room and at their desks until the teacher dismisses them — not the bell.

It is the students' responsibility to communicate with employers the true time it takes to dismiss from the building and arrive on the job. Students should not expect to leave early to "change before work", "get to work on time", "beat the traffic", or **pick up siblings at other buildings**. *Students who leave class early without a pass from the attendance office will be marked absent for the entire class period and reported to the attendance office for an unexcused absence.*

Communication

Information will be provided to parents/students in a variety of mediums:

- e-Communication Website - <http://schools.olatheschools.com/buildings/onwecomm/>
- e-Communication email Blasts
- Direct communication (phone/email/in-person) with student's facilitators as needed
- GroupMe or other Instant Messaging

Portfolio

The primary purpose for the portfolio is to showcase creative work and self-promotion through a means of media that is public for peers and industry professionals to view.

- Direction of the portfolio will be agreed upon between the learner and facilitator.
- Projects selected by the learner will identify specific skills sets, interests, and talents for future job placement.
- Portfolios will be maintained on an ongoing basis throughout the duration of the e-Communication program.
- Portfolios and projects will be reviewed between the learner and facilitator to provide feedback and improve learning and growth.
- Portfolio organization is determined and negotiated with the facilitator.
- Portfolio will be used as an integral part of the *e-Communication Endorsement Process*.
- Portfolios will be showcased at the end of the learner's senior year at a Senior Show.

Blog

The primary purpose for the blog is to provide a vehicle for each student to grow and demonstrate competence in telling the story of learning. There are four types of blogs for learning and reflection:

- Professional Project Review
- Professional Article Review
- Student Written Tutorial
- Student Project Review

All blogs will be an integral part of each student's performance review.

Classroom Expectations:

- Come to class prepared
- Treat people and property with respect
- Follow the dress code
- Stay in your seat until the bell rings – no lines at the door
- Don't move computers, monitors
- Do not unplug or touch others' computers
- No food or drink at the computers; no vending machine trips
- All created work must be school appropriate and original
- Other devices brought from home may sometimes be used, at the teacher's discretion
- No games, downloading software, or wasting time. Any extra time in class should be spent practicing skills, doing tutorials, or perfecting portfolios
- Restroom: 1 person at a time
- No leaving early at the end of the day

Required Materials

- Headphones
- Unlined Sketchbook
- Notepad for taking notes (optional)
- Pen and pencil

Note: Some items may need to be purchased through the year in order to accomplish student-choice projects.

Follow e-Communication:

e-Comm Twitter:

https://twitter.com/Olathe_eComm

e-Comm Website:

<http://schools.olatheschools.com/buildings/onwecomm/>

RavenDaily Twitter and Insta:

<https://twitter.com/ONWRavenDaily>

<https://www.instagram.com/onwrvendaily/>

RavenDaily YouTube channel and live stream:

<https://www.youtube.com/ONWRavenDaily>


<https://www.youtube.com/c/ONWRavenDaily/live>

RavenDaily Website:

<http://www.theravendaily.com/>

Entertainment ONWstudios YouTube channel:

<https://www.youtube.com/c/ONWStudios/videos>



Olathe Northwest High School Bell Schedule

Main Office: (913) 780-7150 • Attendance: (913) 780-7111 • Fax: (913) 780-7159 • Website: olatheschools.org/northwest

Monday, Tuesday, Friday

1st Hour 8:00 – 8:45
2nd Hour 8:50 – 9:35
3rd Hour 9:40 – 10:25
A.I. 10:30 – 11:15
4th Hour 11:20 – 12:30

LUNCHES:
Lunch A: 11:20 – 11:45
Lunch B: 11:35 – 12:00
Lunch C: 11:50 – 12:15
Lunch D: 12:05 – 12:30

5th Hour 12:35 – 1:20
6th Hour 1:25 – 2:10
7th Hour 2:15 – 3:00

Wednesday (Odd Block)

1st Hour 8:00 – 9:35
3rd Hour 9:40 – 11:15
5th Hour 11:20 – 1:20

LUNCHES:
Lunch A: 11:25 – 11:50
Lunch B: 11:55 – 12:20
Lunch C: 12:25 – 12:50
Lunch D: 12:55 – 1:20

7th Hour 1:25 – 3:00

Thursday (Even Block)

2nd Hour 8:15 – 9:48
A.I. 9:53 – 10:23
Seminar 10:28 – 11:18
4th Hour 11:23 – 1:23

LUNCHES:
Lunch A: 11:28 – 11:53
Lunch B: 11:58 – 12:23
Lunch C: 12:28 – 12:53
Lunch D: 12:58 – 1:23

6th Hour 1:28 – 3:00

Lunch A: Science, Performing Arts, Visual Arts, e-Communications
Lunch B: Social Studies, SPED, Business
Lunch C: English, World Languages, Engineering
Lunch D: PE, Math, FACS

Revised August 2022