

Graphic Communications/Screen Printing
COURSE SYLLABUS 2015-2016

Printing 2
Miss. Shedrick



Hello Parent/Guardians

My name is Miss Shedrick and I will be your child's printing teacher for the 2015-2016 school year. Attached are Print Shop Guidelines and Shop Safety that your child will be asked to abide by during the school year. Please review them with your child and sign and date the attached agreement in the appropriate places. **Your child will hand write two copies of the shop safety and guidelines, one copy will be kept by your child in his/her notebook and I will keep the other copy for my records.**

I have implemented a class website where your child could access homework, tests, quizzes and journal questions online. Your child is to log onto <http://www.buffaloschools.org/webpages/lshedrick/>, daily to review material taught in class, complete homework assignments and even take quizzes. **If your child is absent it is their responsibility to go on the site and get the notes and homework for that day. Please feel free to browse the site with your child and leave any comments or concerns on the parent message board.**

If you have any concerns or questions, I can be reached at the school
816-4480 ext. 1176
lshedrick@buffaloschools.org

If you desire you may come and spend some time in the classroom and get first-hand observations of what your child is doing in shop class.

Your child's grade will be based on the following (subject to change):

1. Tests/ quizzes
2. Projects
3. Homework
4. Notebook/ Journal/ Vocabulary
5. Class participation

I am expecting to have a wonderful year, If your child at any time wants extra shop help, I will be available on certain mornings from 7:30- 8:15, however, your child must let me know in advance that they would like early morning tutoring so appropriate passes for admittance to the shop will be made available.

Looking forward to a great year,

Miss Shedrick'



Graphic Communications/Screen Printing

COURSE SYLLABUS 2015-2016

McKinley High School

Teacher: Miss Shedrick

Room: 176

School Year: 2015-2016

Email: ishedrick@buffaloschools.org

Phone Number: 716.816.4480 et 1176

Tutoring Days: Mondays

Tutoring Hours: 7:30-8:15, 3:05-3:50

DEPARTMENT PHILOSOPHY: The vision of the McKinley high school printing department is to prepare students for lifelong learning by exposure to real life experiences, consistent effective instruction, and post-secondary options with emphasis on graphic arts. This education will produce eager, goal-oriented, resourceful, law-abiding citizens who will contribute positively to the community.

COURSE DESCRIPTION:

This course focuses on the procedures commonly used in the graphic communication and design industries. Students will gain experience in creative problem solving and the practical implementation of those solutions across multiple areas of graphic communications.

Graphic designers develop the overall layout and production design of magazines, newspapers, journals, corporate reports, and other publications. They also produce promotional displays, packaging, and marketing brochures for products and services, design distinctive logos for products and businesses, and develop signs and signage systems—called environmental graphics—for business and government. An increasing number of graphic designers also develop material for Internet Web pages, interactive media, and multimedia projects. Graphic designers also may produce the credits that appear before and after television programs and movies. The screen printing technique is used both for making fine art prints and for commercial applications, such as printing a company's logo on coffee mugs or t-shirts. In this course you will have hands on experience in designing and printing for customers, to include taking orders, print production, packaging and creating invoices.



Printing Supply List

***** It is crucial for students to have all supplies in order to be successful in this class*****

- 1 Spiral Notebook
- 1 two-pocket folder
- 1 inch 3 ring binder
- 1 pack (50) clear sheet protectors
- Jump/Flash Drive (At least 8-16GB)
- Markers and Crayons
- 3-Non Photo Blue Pencils (**Get it from Hyatt's or any art supply store**)
- X-Acto Knife (**Get it from Hyatt's or any art supply store**)
- 6 rolls of Masking Tape
- 3 rolls of Clear Tape
- 8 Permanent Sharpie Markers and 6 Very fine point Sharpie Markers **THEY MUST BE BLACK NO COLORS**
- 3 Ultra thin paint brushes
- Small Glue
- Graphic Arts Ruler (**Get from Michaels on Walden or Hyatts on Main St.) I prefer you get the all white one.**
- Shop Coat or a really big button down shirt that can protect your clothes from the inks and chemicals used.
- A small container to keep all of supplies



Print Shop Safety Guidelines

1. Students will follow all instructions and directions from the teacher at all times
2. Students will report any accidents to the teacher immediately
3. Students will not throw anything (paper, pencils, etc) at anyone in shop
4. Students will keep their fingers away from any moving parts on shop equipment while it is being used
5. Students will take notes in their notebooks on additional safety precautions given with each new project or printing demonstrations.
6. Students will not horseplay or run around the shop
7. Students will tell the teacher about any shop equipment that gets broken at once
8. Female students with long hair will tie it back or tuck it into their shirts when working on all shop equipment
9. All students will remove their jewelry when working in the shop
10. Students will not leave any electrically powered shop equipment running by itself or leave it unattended
11. Students must get the teachers permission to operate any shop equipment before starting a project
12. Students will wash their hands after using any shop equipment, any printing chemicals or inks
13. Students with sensitive skin should wear plastic gloves
14. Students will report any skin irritation to the teacher as soon as possible after using any printing equipment or chemicals
15. In case of power failure ALL students will freeze where they are. The teacher will give instructions on what to do
16. Students will not clean their hands, or clothing with any printing shop chemicals
17. Students will not open the outside exit doors for any reason except during a fire drill or other building evacuations.
18. Students will not pour inky solutions into the sink, this will pollute the water system
19. Students who wear contact lenses should be extra careful when using chemicals and cleaning solvents in the shop, sometimes the vapors or fumes from evaporating solutions can cause an irritation between your eye and the lens. Please be prepared to remove your contact lenses and wash them and your eyes at anytime when using cleaning solutions.

Shop Classroom Responsibilities

1. Students will enter the classroom in an orderly manner everyday
2. Students will show respect for themselves, other students and the teacher at all times
3. Students will not argue or talk back to the teacher at anytime
4. Proper shop dress is pants, shirt, and shoes or sneakers. No students will be allowed in the shop area with shorts of any type, skirts, or dresses. No open toe shoes, or exposed heeled shoes or sneakers are allowed. No short shirts or tops that expose your bare stomach, and no jackets, hats, or coats.
5. Students will NOT bring cell phones, Ipads, Ipods, MP3 players etc, into the shop classroom. These items must be left in your lockers at all times. Violation of this or failure to comply with will result in the confiscation of the above-mentioned items, and remain with me until the end of the day.
6. Students will not bring food, drinks, candy, gum, or snacks into the class. Food products will be disposed of when entering the shop.
7. When a student is absent from shop, they must make sure they get any missed assignments or tests. It is the students' responsibilities not the teachers to make up the missed work. Failure to makeup missed work or tests will lower your final grade.
8. Students will place chairs under their desk when preparing to leave the classroom for the next class
9. Class is officially over when the bell sounds, however no student may leave the shop until the teacher gives the ok to leave.
10. No student should leave the shop without permission of the teacher, a destination pass and the shop hall pass.
11. Students will not go into the teachers' desk, cabinets, or file cabinets unless given permission to get an item from it
12. Students will do all types of cleaning procedures in the shop including sweeping the floor, picking up paper, and cleaning ink from printing presses. Occasionally students will be asked to clean something they didn't use or help move some equipment to a different location in the shop. Merit points will be given for those tasks.
13. Students will not mark on desktops, walls, textbooks, or any other school board property
14. Students will not talk when the teacher is talking lecturing or giving directions
15. Call the teacher at once when any student you are working with gets sick, faints, or injures themselves.

Parent/Student Safety Rules and Classroom Responsibilities Agreement

TO THE PARENT OR GUARDIAN OF A PRINTING DEPARTMENT STUDENT:

Please sign the statement below with your child only after all your questions have been answered satisfactorily to your understanding about our Shop Safety Rules and Classroom Responsibilities.

FOR THE STUDENT:

I have read and understand the Shop Safety Rules & Classroom Responsibilities and agree to follow them at all time while in this shop. I also understand that upon signing this agreement two copies of the Shop Safety and Classroom Responsibilities must be handwritten and turned in.

Student Signature _____ Date _____

FOR THE PARENT/GUARDIAN:

I have read the Shop Safety Rules & Classroom Responsibilities with my child and agree to do my part and make sure he/she follows them to the best of his/her ability at all times while in this shop.

Parent/Guardian Signature _____ Date _____

Home Phone _____

Work Phone _____

Cell Phone _____

**A COPY OF THIS AGREEMENT WILL BE KEPT WITH MY
COPY OF YOUR CHILDS SHOP SAFETY AND CLASSROOM
RESPONSIBILITIES**

Graphic Communications/Screen Printing
ACCOUNTABILITY FORM FOR EQUIPMENT USE

It is my understanding that, as a member of this class, if there is anything wrong with the equipment to which I have been assigned, I am to notify my teacher immediately.

I shall be responsible for the repair costs for any damages that result from my sole negligence in the use of the assigned equipment or failure to notify my teacher immediately.

(Student Printed Name) (Date)

(Parent/Guardian Printed Name) (Date)

(Student Signature) (Date)

(Parent/Guardian Signature) (Date)

PERSONAL APPEARANCE RELEASE

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I hereby grant the Buffalo City School District the following rights relating to the School District's possible use of my child's appearance in a still or video production to be produced for the School District by

_____ date _____

_____ at _____ in the City of Buffalo.

- 1. The School District may use my child's likeness, voice and name for the purposes of advertising, publicity and sales promotion, but not as a direct endorsement of any particular product or service.**
- 2. I acknowledge that I have not been promised, and do not expect to receive any fee, payment, reimbursement, or other remuneration in connection with the Programming, but that I have agreed to allow my child to appear for purely personal considerations.**

AGREED TO AND ACCEPTED THIS _____ DAY OF _____, 20____.

Signature Address: _____

Please print your name

Child's name (please print)

SUBSTITUTE TEACHER POLICY

In the event Miss Shedrick is absent, a substitute will be assigned to the Screen Printing class. Students are expected to proceed with instructions from the substitute and turn in all assignments before departing class. All classroom expectations are still required and no student shall be excluded. Miss. Shedrick expects all students to work as normal with courtesy and respect for each other and the substitute.

Students who are reported to have violated any of the classroom procedures will result in discipline noted in the schools discipline policy along with a parent follow-up.

I, _____, have read and understand Miss. Shedricks expectations in the event a substitute is present as well as my compliance with the classroom expectations and procedures for the Graphic Arts Design Course.

(Student Printed Name) (Date)

(Student Signature) (Date)

(Parent Printed Name) (Date)

(Parent Signature) (Date)

Accountability for Assignments in Graphic Communications/Screen Printing

Miss Shedrick

Name: _____

Class Period: _____

Assignment/Project: _____

Check the phrase(s) that applies to your situation:

_____ Chose not to do assignment

_____ Did not use time management skills for assignment

_____ Neglected to inform teacher of any hindrances in completing project

I am aware that I will receive a O grade for this assignment.

What is your plan of action for successful completion of future assignments? _____

Signed: _____ Dated: _____

Accountability for Assignments in Graphic Communications/Screen Printing

Miss Shedrick

Name: _____

Class Period: _____

Assignment/Project: _____

Check the phrase(s) that applies to your situation:

_____ Chose not to do assignment

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Signed: _____ Dated: _____