

Instructor: **Mr. Potter**  
 Class: **Digital Art & Design**

Room: **Second Floor #2011**  
 Email: **npotter@mauryk12.org**

### Curriculum

Over the course of this class, the various assignments given to you will act as a solid introduction to the growing field of digital art and design. You will learn practical techniques and important principles aimed to enhance skills in this creative medium, pushing what may be a simple hobby into a promising career path. I like to say that my class teaches you how to make the world look like a better place. There are three levels of classes, each one adding new concepts and more complex programs. If you are interested in the full list of standards, I am happy to provide one from each level! The core standards that will be present, and often combined, in the class are as follows:

- Safety
- Design Introduction
- Ethical & Legal Issues
- Portfolio
- Elements & Principles of Design
- Illustration
- Design Software
- The Design Process
- Typography
- Photography
- Career Exploration
- Business Management

### Materials

- Something to write with (pen or pencil – any color)
- Colored pencils (the more the better)
- Sketchbook at least 6" x 9" – can be found in the arts & crafts section at Walmart for \$6
- Ruler – can be found at Walmart \$3 or Hobby Lobby for \$4 (preferably metal – for sketchbook craftsmanship and typography assignments)
- Tape/glue (for securing things into your sketchbook)

### Optional, but strongly suggested:

- Mouse pad (please note, there are **NO** mouse pads available for use in the classroom – for ease/comfort, if you *must* use a mouse pad while working, you *must* provide your own)
- Kneaded eraser – can be found at Hobby Lobby for \$2 (produce less rubber shavings while erasing – more effective at maintaining a tidy work area, specifically around your keyboard!)
- USB flash drive (you are responsible for keeping your work saved)

### Wish List:

- LEGO
- Adult Coloring Books
- Costume Props
- Unwanted Toys/ Stuffed Animals

### Classroom Etiquette

- Hands *must* be **CLEAN** while using any equipment in the classroom (hand sanitizer will be available at the front of the classroom at all times to ensure this rule is followed).
- When you cough or sneeze, do it into the crook of your elbow, *not your hands*.
- Avoid touching your hair and face to the best of your ability while using any equipment others will use after you (e.g. biting your fingernails while using the keyboard at your workstation).
- Refrain from drawing on school property – please be advised that even simple “doodling” is *still* considered **VANDALISM** and will be handled as such (e.g. mindlessly sketching on the table, keyboard, wall, etc. during a lecture); students’ work areas will be checked regularly to establish individual accountability.
- There will be absolutely **NO** food or drinks allowed in the classroom! If this rule is broken, Mr. Potter will simply take the food or drink and dispose of it. Repeated offenses will result in loss of computer privileges.
- You must *ask* Mr. Potter before plugging in or unplugging **ANYTHING**.

- As soon as you are faced with a technical problem/computer malfunction, *let Mr. Potter know* (the quicker Mr. Potter *knows* about the problem, the quicker it can be *fixed*) – please do not try to fix things yourself, it may make things *worse*!
- Absolutely **NO** horseplay allowed!!! This includes spinning or rolling in your chairs. Please behave like adults in this class and treat the equipment as such (use common sense – if you destroy school property you will be held responsible).
- Any foul language/disrespect to anyone will **NOT** be tolerated.

### Classroom Policies

- Cell phone and headphone use during class is prohibited unless expressly permitted by Mr. Potter. Your phone will be confiscated during class if your grade drops below 60.
- No cell phones are to be charged during class. Do not plug your phone into the computers.
- Bring required materials to class **EVERY** day (preparedness will count as a part of your overall grade).
- You must ask Mr. Potter for permission before going to the restroom and sign out – a hall pass will be given to you in exchange for your phone. (Leaving during class will not be allowed unless you have an emergency or doctor's note.)
- You *must* abide by the school's dress code and attendance policies in Mr. Potter's classroom.
- It is **YOUR** responsibility to ask for any missed assignments/notes following an absence. Work missed after an *unexcused* absence (or late work in general) will result in a 5-point reduction for each day the assignment is not turned in (a grace period will be granted at Mr. Potter's discretion following an *excused* absence). **ANY** assignment two weeks past due will not be accepted.
- Class will begin every day with a bellringer - a small task to get started with upon entering the room.
- A designer should always be conscious of attention to detail. Anything turned in is required to have your name, the date, and class period on it. Five points will be deducted if you don't have the proper heading.
- Using the computers for online games, watching videos, and anything else that creates noise is prohibited. Repeat offenders will lose computer privileges and complete alternative research assignments instead.
- Mistreatment of the computer or other components of the computer lab will result in a written assignment and loss of computer privilege for the next project.

### Grading

- **Tests (15%)/Quizzes (10%)**: quizzes will be given, generally, after each in-depth lecture, while tests will be given after a unit is thoroughly explained or a standard is covered; they will account for **25%** of your final grade. Test days will be posted ahead of time with a review day prior to it.
- **Classwork (15%)**: all activities conducted while in class (e.g. being present and attentive during lectures, asking questions/being engaged in class discussion, having all materials necessary, working on the task at hand instead of "slacking off", etc.) will account for **15%** of your overall grade.
- **Projects (20%)/Sketchbook (15%)**: the bulk of your final grade, accounting for **40%**, will come from the actual *work* you produce in this class.
- **Weekly Check-In (10%)**: participation, behavior, and progress will all be evaluated weekly and a non-negotiable grade will be determined each Friday.
- **Final Exams (15%)**: given at the end of each nine weeks and will account for **15%** of your final average.

**All of this information will be covered in class and you will be given a "Safety and Etiquette" Test afterwards.  
A 100% on the test is required to continue in the class.**

**\*Student Photo/Social Media Disclaimer\***

Parents, please be advised: Over the course of this year, your child will have a range of different photography and social media assignments that will require his/her photo being taken and (potentially) printed or uploaded to an online platform (e.g. MCPS website, CHS *Twitter*, CHS *Facebook*, CHS yearbook, students' personal media outlets, etc.) pending their permission. If you have questions or concerns about any of these photo assignments, do not hesitate to contact me so that we may discuss them.

**Student/Parent Agreement**

By signing below, you are signifying that you have read the syllabus and understand what is expected of your child while attending Mr. Potter's Digital Art & Design class this year. You are also signifying that you give your consent for your child's photos to be taken for school assignments. Feel free to email me with any questions you may have! In addition to your signature, please include your preferred contact information below. I look forward to teaching your student and having a great school year!

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Student Name (Printed)

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Student Signature

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Parent Name (Printed)

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Parent Signature

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Parent Email

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Parent Phone Number

**Thank You!!!**