Welcome to Media Production II or III! Whether you are in the Broadcast Journalism class or the Production course, we hope this year will provide you with the opportunity to expand upon what you learned last year and continue to develop your skills as a storyteller and effective communicator! Regardless of your future career plans we hope that the skills you learn in this course will be beneficial and applicable to many of your future endeavors.

Course Overview

1. The purpose of this course is to **explore the areas of media** with a specific focus on broadcast journalism or media production.
2. This course will also explore the **changing landscape of media** distribution from traditional methods to the internet and beyond.
3. This course will further your **development in media literacy** through careful study and analysis of media today.

Contact Information

instructor	Ms. Traut	24th year @ Neuqua, Department Chair: Technology and Engineering, Family & Consumer Science, and Media; TV Club Sponsor, Communications Liaison, Echo Co-Advisor
email	lisa_traut@ipsd.org	This is the preferred contact method.
phone	(630) 428-6660	Please leave a voice-mail; it will be saved and emailed to me.
class website	https://sites.google.com/a/ipsd.org/traut/	Course Info + Assignments + Documents + Helpful Links

instructor	Mr. Gelsomino	24th year @ Neuqua, Variety Show Director, TV Club Sponsor, Yearbook Advisor
email	john_gelsomino@ipsd.org	This is the preferred contact method.
phone	(630) 428-6000 x4636	Please leave a voice-mail; it will be saved and emailed to me.
class website	https://sites.google.com/a/ipsd.org/gelsomino	Course Info + Assignments + Documents + Helpful Links

Materials Provided

You will be provided with one SD card to be used for video gathering. If you lose this card, you may purchase another one from your instructor. If you choose to purchase an extra on your own, please make sure it's a Class 10 SD Card.

Lab Fee

A $20 lab fee has been collected from every student to help cover the cost of consumables and repairs for this course.

<u>Grading Policy</u> (NVHS school policy)

A	100-90%
B	89-90%
C	79-70%
D	69-60%
F	59% ⇓

<u>Tardy Policy</u> (NVHS school policy)

First: Verbal warning
Second: Verbal warning
Third: Referral to Dean

If necessary, discipline will include redirection, email home, phone call home, and/or referral to the dean.

Projects not turned in on the due date will receive a zero.
Extenuating circumstances will be handled by the classroom teacher on a case-by-case basis.

Remote Learning / E-Learning

All assignments for any Remote Learning or E-Learning days will be posted on Google Classroom.

Class Evaluations (NVHS policy)

Semester grades will be calculated with the following formula (grades are not rounded):

1st Quarter + 2nd Quarter	1st Semester Project =	Grade for 1st Semester
3rd Quarter + 4th Quarter	2nd Semester Project =	Grade for 2nd Semester
90%	10% =	100%

SOPPA

In 2019, Illinois passed the Illinois Student Online Personal Protection Act (SOPPA). SOPPA now requires that school districts and operators execute a data sharing agreement when sharing student information for digital products that are specifically created for k-12 use. This class utilizes a resource that does not fall under the SOPPA guidelines, meaning the product is created for post-secondary or professional audiences, thus a Data Privacy agreement is not in place between the district and operator. The resource utilized in this course has been reviewed and approved by our Curriculum and Instruction Department and Tech Services Department. If you have any questions you can email curriculum@ipsd.org.
Resource used: Adobe Products, Weebly

Digital Citizenship

- **Media Production II and III** is a very high profile class within the Neuqua community. There will be high *behavior* and *performance* expectations for students in this course.

- One element that is critical for your success in this environment is developing habits of good digital citizenship. According to Learning and Leading with Technology Magazine, Digital citizenship can be defined as "the norms of behavior with regard to technology use." At the start of this course, we will spend some time outlining practices for the use of technology both within and beyond the confines of this classroom. Students will be expected to learn and follow guidelines of: etiquette, communication, education, access, commerce, responsibility, rights, safety, and security.

- Additionally, digital citizenship will be an underlying factor in earning your grade. Students will create and maintain a digital portfolio of work throughout the semester, in addition to reflecting on individual growth. In extreme cases, off-task behavior and misuse of the tools available in the classroom and for check-out may constitute disciplinary measures and/or removal of privileges.

- You will be trained in the proper care of the equipment in this class. The equipment in the studio is to be carefully taken care of at all times. Any unauthorized alteration, abuse, or neglect of equipment will absolutely not be tolerated. Only staff can make video/audio connections with equipment. **Take care of the equipment.**

Media Production Expectations

- This is not *only* a production course. Most class periods will contain **instruction, discussion, and written activities**.

- This class is designed as a **project-oriented class** requiring both independent and group projects. To be successful you will need to show responsibility, respect and exhibit skills necessary to be successful within a collaborative environment.

- The use of cell phones and any type of airpods/headphones are not permitted during class unless instructor approval is granted.

- Food, beverages, and candy are **_NOT_** permitted in the classroom, editing area, or studio at any time due to food allergies. Water is permitted, but must have a lid and must be placed on the floor.

- All produced programming becomes copyrighted property of District 204.

- All NVHS policies listed in the student handbook will be followed and enforced in this class. **Be a good citizen. If necessary, discipline will include redirection, email home, phone call home, and/or referral to the dean.**

- **Students will be financially responsible for damage caused by inappropriate care of the equipment.**

NVTV Code of Conduct

1. We will demonstrate sensitivity toward our audience and respect for the values of the school and community.
2. We will not use or create music or video clips that violate decency criteria with references to profanity, drugs, alcohol, or sexual situations.
3. We will exercise care with the equipment to which we are given access. We will operate only those pieces of equipment, which we have been trained to use, and we will seek the assistance of the teachers or individuals who have received that training if we have not.
4. We will look and act at all times like professionals in the way we present ourselves to the public outside of the studio.
5. We will do what is necessary to meet our deadlines and keep our work up to date. We are committed to working diligently and, if necessary, outside of school hours to complete the project on time.
6. We understand that because of the highly visible nature of this program, our actions outside of the studio may affect opportunities available within the program.
7. We realize that we have been entrusted by Neuqua Valley High School and Indian Prairie School District 204 to serve as a communication system, and as such, we are responsible to the entire school community.

Consequences

1. If material produced by the student is deemed inappropriate by the media department staff, it will not be allowed to air and a failing grade of zero for the project will be given; the material may be given to a dean or school administrator for further disciplinary action.
2. Appropriate conduct is expected outside the classroom. If a student participates in unacceptable behavior outside the classroom which could cause embarrassment to NV Media and/or Neuqua Valley High School if she/he were to still represent NV Media and Neuqua Valley High School, she/he will be suspended from any on-air productions associated with Neuqua Valley High School. The instructor and school administration will determine the length of the suspension.
3. If necessary, discipline will include redirection, email home, phone call home, and/or referral to the dean.

Artificial Intelligence (AI)

The increasing availability of AI presents both opportunities and challenges for academic work. This course acknowledges the potential benefits of AI to enhance the learning process while maintaining academic integrity. AI-generated work should not be presented as an original student product as this is plagiarism and is subject to the school's academic dishonesty policy.

Return THIS PAGE ONLY to your Media instructor

Student Agreement

I have reviewed the expectations and the Code of Conduct and understand how to be successful in Media Production II or III.

I understand and will abide by all IPSD 204 Technology Usage agreements and understand that any violation of the Code of Conduct or usage of Technology may result in disciplinary action.

_____

Student signature   Date

_____

PRINT Student Name

Parent/ Guardian Approval

I have reviewed the expectations and the Code of Conduct and understand how my son/daughter can be successful in Media Production II or III.

I understand that my student will abide by all IPSD 204 Technology Usage agreements and understand that any violation of the Code of Conduct or usage of Technology may result in disciplinary action.

_____

Parent/ Guardian signature   Date