

2024-2025  
Mrs. Wallace

# Digital Media TECHNOLOGY



## Contact Me

- 1 mcs.instructure.com
- 2 awallace@madison-schools.com
- 3 601-859-6847
- 4 Remind app chat

## Remind Text Alerts

Sign up for the class text alerts for updates on projects, tests, quizzes, and other important due dates. Download the Remind App to be able to chat with Mrs. Wallace for help.



A1  
Text  
@ dmt1a1 to  
81010

B1  
Text  
@ dmt1b1 to  
81010

B2  
Text  
@ dmt1b2 to  
81010

## Class Materials

USB-C drive  
(optional)

blue or black pen

headphones



\$25 class fee  
\$15 TSA Fee

\$25 Class Fee (MySchoolBucks)  
DUE: Friday, September 6  
-Class Shirt designed by DMT  
\$15 TSA Fee (MySchoolBucks)  
DUE: Thursday, October 4  
-membership privileges on local, state,  
and national level conferences

## Expectations

### RESPECT

- \*Students will maintain a respectful and positive attitude toward the teacher and classmates.
- \*Be HERE! Make sure that you do not miss the bus at your home school!

### BEHAVIOR

- \*Cell phones need to be put in bookbag. You may use the device during break.
- \*You are NOT here to play on your phone, sleep, play computer games.

### RESPONSIBILITY

- \*Saving Work. Make sure to save your work periodically in the case of the computer malfunction. You are responsible for YOUR work

### MATERIALS

- \*Come prepared every day.
- \*Laptops can be used for academic purposes. Do not use your laptop for other purposes (playing games, looking at inappropriate things, etc.).

## Grades



major assignments



minor assignments

- Grades will be available in **Canvas** and in Active Parent.
- Please **check Canvas regularly**, and feel free to ask me any questions that you might have about a grade.
- This class will be taught using a workshop approach. This means that guided exercises will be conducted in class, with assistance as needed. Class time will be available to work on projects.

# Absentee Policy

- 1 YES — WE DID SOMETHING IMPORTANT WHILE YOU WERE ABSENT.** It is your responsibility to check Canvas to find out what you missed.
- 2** You have **ONE DAY for each day you are absent** to make up missed work. After that day, any missing assignments will be accepted with a late penalty.

- 3 e-submission policy:** You are always to submit all your assignments through Canvas. There is no excuse to not have an assignment in on time.
- 4** Any assignment you are absent for will be entered as a **ZERO until it is turned in.** It is the students responsibility to complete missing assignments.

## Other Policies



**\*Late work IS** accepted for **10 pts off per class** of the grade.

### \*ATTENDANCE:

The attendance / tardy policies for the Madison County Career and Technical Center will be strictly enforced. Due to the hands-on nature of the subject matter, class attendance is critical.

**\*LIFE HAPPENS!** If you are having issues at school or at home, or realize you need more time to complete your absolute best work for any other reason, e-mail me and request an extension. **You must come talk to me or e-mail me the day before** for the extension to be granted. You cannot come in 5 minutes before class and expect an extension.



\*All assignments should be done in class. There is **no need** to obtain the software that we have in class at home.

\*Students should have enough time in class to complete assignments.

\*Students will be given the Adobe Creative Cloud software on their MCSD laptop.

**Late work will be entered in Canvas at a reduced priority and will not be given full credit.** It is in your best interest to begin a habit of meeting deadlines - which means turning in assignments on time.

## Notice...

I have read and understand the rules and expectations for DMT. I acknowledge that it is my responsibility to contact my teacher if I have any questions or concerns. I know that this syllabus, assignments, calendars, and resources are available to me on the Canvas at any time. I know that assignments must be submitted to the teacher on Canvas and that computer issues are not an excuse for late assignments.

## Units: What are we learning?

DMT I encompasses the foundation skills necessary in the digital media industry. Content such as safety, ethical issues and production, photography, graphic design, print production, and music production will be offered to students.

- 1** Introduction, Safety, and Orientation
- 2** Photography and Photo Editing
- 3** Print Production and Design
- 4** Introduction and Editing for Audio Production
- 5** Finalizing Audio Production
- 6** Preparing Portfolios

## Cheating...

- \*The teacher will notify the administration and contact parents if cheating is suspected.
- \*The student will be given a failing grade for that particular test, assignment, for the grading period, or for the semester.
- \*Students involved in cheating may be excluded from any/all school activities.