

Capstone/Youth Internship Syllabi
Career & Technical Education Academy
Spring 2018

GENERAL INFORMATION

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Class: Mon-Fri: 7:45-9:25am

COURSE DESCRIPTION

CAPSTONE

Capstone experiences allow students the opportunity to consolidate and apply the learning from their high school coursework into a meaningful and relevant career-related experience. This student-driven experience is based on the student's chosen career cluster or pathway and designed to help increase college and career readiness.

YOUTH INTERNSHIP

Youth Internships allow students the opportunity to consolidate and apply the learning from their high school coursework into a meaningful and relevant experience. An Internship is an opportunity for a student to spend time with a business, non-profit organization, government agency or in the classroom mentoring other students. The objective is to observe and gain hands-on experience in how business and industry work. The Internship experience is selected based on the student's chosen career cluster/pathway.

ASSIGNMENTS & GRADES

Assignments will consist of creating projects for outside organizations or people, other CTE Instructors, or the Media Arts Instructors according to need and requirements or mentoring Media Arts underclassmen all of which will utilize skills learned in Media Arts classes. Assignments are due at the agreed upon time, depending on the timeline for the project.

Grading will be divided between appropriate projects, participation, journals, and competency tests. Late assignments are accepted at a rate of a 5% reduction per day that the assignment is late. For example, if an assignment is due on Monday and a student fails to turn in the project until Wednesday, the maximum grade the student can receive is a 90%. After two weeks, no late assignments will be accepted without further discussion with the Instructor. This course uses the Sioux Falls School District grading scale policy:

A = 93-100

B = 85-92

C = 76-85

D = 65-75

F = 64 and below

It is the students' responsibility to monitor grades in Campus Portal. If there are questions or concerns about grades, the student must make an appointment with the Instructor before or after class, during lunch, or before or after school. **DO NOT ASK THE INSTRUCTOR ABOUT YOUR GRADE DURING CLASS.**

The Instructor will not be rounding grades.

ATTENDANCE

This is a "hands-on" course and the majority of students' skills are developed by working on in class projects. If a student is absent, consistently tardy, or not participating, their daily lab grade will reflect these absences. The daily grade is worth a possible 10 points. No points will be given if the student is absent, no matter the reason for the absence. The student may, at the discretion of the Teacher, complete make-up assignments for partial points. In addition, it is the students' responsibility to find time to catch up on any course work they may have missed. Being absent hurts the students' grade, their team, and the project.

ARRIVING LATE

Being on time in the Professional world is not only common courtesy, but it is expected. Arriving late is discourteous, disruptive, disrespectful, and annoying. **BE ON TIME!** If the student arrives late (tardy), it is school policy that the student checks in at the office and receives a pass before entering the classroom, as stated in the CTE School Handbook.

PROFESSIONALISM

When the students are working on a production, the students are to behave in a professional manner as if they were hired, and can be fired, by the producer/director. It is expected that the students' job responsibilities are being performed thoroughly and when completed the student will seek to help others.

Cell phones are to be turned off or on silent during class and kept in a pocket or backpack. It is the student's responsibility to secure his/her phone from cell phone theft.

ABUSE OF EQUIPMENT WILL NOT BE TOLERATED UNDER ANY CIRCUMSTANCES. Over a 100 students per day use the Media equipment so please handle with care for the benefit of everyone. Consequences for equipment abuse are at the discretion of the Instructor. Consequences may include: reduction of points, suspension of equipment privileges, or loss of all equipment privileges. It is understood that accidents happen; however, students will be charged for any intentional damage to equipment, projects, or property.

Projects must be appropriate to air on KLRN-TV and those guidelines will be clearly defined by the Instructor. Failure to follow these guidelines can result in anything from a drop in the students' grade to removal from class. Any project deemed to be inappropriate by the Instructor would not be graded and the students will have to create another appropriate class project. For example, if the students' project would be unsuitable to be shown to a class of kindergarten children or the students' grandparents it is not suitable for a class project.

The student should come to class expecting to learn all about creating videos. Creativity often flourishes in teams. Be prepared to work well within a group by keeping an open mind, listening to teammates opinions, and offering suggestions or ideas.

We will spend time in Media discussing various topics. It is important that we show respect for the classmates' opinions. Some of the best learning comes from engaging in conversation over controversial topics in order to unearth more questions and discover more perspectives.

The students are never to use the schools' equipment in a dangerous or negligent way. If the student borrows school equipment, use it as if it were the students' own equipment. Never record video in such a way that would violate traffic laws (lying on a moving car, in the trunk, etc). Grades will be lowered and disciplinary action will be taken if these rules are broken.

The camera and television are powerful tools and students need to use common sense and decency when creating projects. No swearing, vulgar music, or questionable material will be allowed in projects. **Please consider this to be a G rated course.**

PLAGIARISM/COPYRIGHT

Plagiarism is a form of theft, and the penalties can be severe, including failure of the course. The most frequent type of plagiarism is accidental or unintentional.

Intentional plagiarism is outright theft and will not be tolerated. The following are examples of intentional plagiarism:

- 1) downloading all or part of a document from the Internet, including that material in your own work, and submitting it as your own;
- 2) copying word-for-word from a printed source without giving proper attribution;
- 3) purchasing an essay or project from the Internet or the back of a magazine;
- 4) submitting as your own a paper or project that someone else wrote or created.

The penalties for plagiarism in this class depend upon the severity of the case. If the plagiarism is found to be unintentional because of careless classwork, the student will be asked to do the project over. If a student submits a paper or project that contains intentionally plagiarized material, the project will receive a zero. The student will not be granted an opportunity to do the work over. Principal Josh Hall will be notified of the incident as plagiarism and it may result in failure of the course.

Do not use video that is not yours unless you have permission to do so. Copyright laws contain serious consequences, so please ask before you use a picture from the internet (Google Images, etc.) or music from the web.

Policies and procedures outlined in this document are subject to change.

Please return to Mrs. Mehlert by _____.

I have read and understand the guidelines and procedures for the Capstone/Youth Internship class and have shared them with my parents.

Student's name: _____

Student's signature: _____

Parent's signature: _____

Each student must have a flash drive to save their work, a set of headphones, and a two inch three ring binder or folder for any handouts during class..

Thank you! I look forward to working with you and your student this year.