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| **Instructor** | Jennifer Jewell | **Room Number** | F116 |
| **Phone** | 469-302-6844 | **Conference Time** | 8:45a - 9:37a |
| **E-mail** | jjewell@mckinneyisd.net | **Tutoring Hours** | Monday 3:45p - 4:15p  Wednesday 8:15p - 8:40p  Thursday 3:45p - 4:15p |
| **Class Website** | [http://dmscte.weebly.com](http://www.dowellmiddleschool.net/career--technology.html) | | |
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**COURSE DESCRIPTION**:

This project-based class introduces students to sixteen career clusters ranging from Architecture and Business to Aviation and STEM. Students will design and create authentic products while investigating skill & education requirements, compensation, and projected growth for particular career fields. As students work on projects, they will develop transferable job skills in digital media, communication, problem solving, team-work, and project management.

**FEE REQUIRED:**

This course has a **$20.00 fee**. The fee is for consumables that may include, a water bottle rocket kit, mousetrap car, tower building supplies (balsa wood strips), and other miscellaneous supplies, e.g., wood glue, hot glue, etc. **Lab fee is due by Friday, September 15, 2017 – checks payable to Dowell Middle School CTE.**

###### GRADES:

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| Formative30% | Formative grades are given to assess student learning throughout the grading period. This category will include daily work, quizzes, and individual assignments. |
| Summative70% | Summative grades are cumulative and designed to assess mastery throughout the grading period. This will include exams and projects. |

**ATTENDANCE/TARDIES:**

For the success of the student, daily attendance is imperative. Students are also expected to be in their seats and logged in to their computer before the tardy bell rings. Consequences for being tardy are outlined in the student handbook.

**LATE WORK:**

All work is expected to be turned in on time. Late work is discouraged; however, a student may turn in his/her work after the due date for a reduced grade. Mandatory detentions will be assigned if the work is not completed and turned in on time.

**ABSENCES:**

Upon a student’s return from an absence, the student will need to make arrangements for alternative due dates if applicable. Student are allotted ONE School Day for every day of excused absence. It is the student’s responsibility to complete and turn in all the necessary work in a timely fashion and attend tutorials if needed. If a quiz or test is missed, it is also the student’s responsibility to schedule a time during tutorials to make up that summative assignment. All assignment information will be posted on the course management system. Students will need to attend tutorials promptly in order to keep pace with projects.

**TUTORING/OPEN LAB TIME:**

Monday afternoons 3:45-4:15, Wednesday mornings 8:15-8:40, and Thursday afternoons 3:45-4:15 are reserved for tutorials. Students may attend whenever they feel it is necessary; however, this time is set aside to assist those students who need additional help on something specific or need to make up tests and quizzes. Upon coming to tutorials, students must be prepared with questions over something he/she is not understanding or the name of the assignment that needs to be made up.Students may use the lab time to complete ANY school work or work on personal projects as long as they are respectful of equipment and other students.

**SAFETY:**

The student will be able to compare and contrast what is safe versus unsafe, demonstrate safe and appropriate use of various tools, equipment, and materials and pass a 25 question test about safety with 100% accuracy. Students will not participate in projects if they do not pass the Safety Test or do not demonstrate safe tool and materials practices. Equipment and tools may not be taken from the classroom without written consent and parent approval.

**DISCIPLINE/CONSEQUENCES:**

If a student disregards the expectation for classroom behavior and the learning environment is disrupted, a verbal warning will be issued. Continued disruptions will result in a conference between student and teacher, parent contact, detention, and an office referral. Computer games are not allowed.

**ACCEPTABLE USE POLICY (AUP):**

The Texas Essential Knowledge and Skills for this course focus extensively on the use of computers and the Internet in the classroom. Students will be required to use various forms of information exchange including email, electronic bulletin boards, and instant messaging. For that reason, students and parents will be required to read, agree to, sign, and return the MISD Student Technology Acceptable Use Policy.

Every student has access to a computer in the CTE classroom, which is a blessing and a curse. It is a difficult task to keep students from playing games, watching videos, surfing their personal interests, etc. Simply, some students do not complete their assignments in a timely matter because they choose to “play” instead of work. It is a distraction and impedes learning for all.

Your intervention to solve this prevailing problem so our students can concentrate on learning is appreciated.

**20% PROJECT:**

Students are encouraged to develop 21st Century Skills by developing a project that inspires them. Students may work on their approved project when classroom assignments are complete; as well as, outside the course scheduled time and at home. <http://dmscte.weebly.com/genius-hour.html>

**COMPUTER LAB RULES**

1. NO food or drink allowed
2. Stay on sites and programs allowed by teacher
3. NO gameplay
4. Log in and out with your username and password only
5. Do NOT share your username and password
6. NEVER delete, add, or modify anything from the computer without permission
7. Inform teacher immediately when computer is not working properly
8. Do NOT change any computer settings
9. Always put materials up correctly and leave the lab clean
10. Always be respectful of teacher and other students