



# Deer Valley Unified School District

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Ms. Shawna Bernard  
Media Productions

Voice Mail #623.376.3101  
Room #C101

<https://www.dvUSD.org/Domain/2870>

## Course Description:

Students will be introduced to broadcast news, film, social media and television arenas. This hands-on course will work in a digital media computer lab to capture, create and edit video. Students use script writing, lighting techniques and sound editing to create and produce a variety of projects. This course aligns with CIS120DK & CIS140 at the community college and may be available for dual enrollment credit. Media Productions is aligned with district and state standards and supports the school wide efforts in increasing student achievement.

## Course Objectives:

**By the time the student completes this course of study, the student will know or be able to:**

- 1.0 Analyze The Communication Media Technologies Industry, Its Business Practices, And Its Role In The Economy
- 2.0 Analyze Ethical And Legal Issues Related To The Communication Media Technologies Industry
- 5.0 Apply Cinematography Techniques
- 6.0 Determine The Roles And Responsibilities For Cast And Crew
- 7.0 Analyze Equipment, Tools, And Technologies
- 8.0 Perform Pre-production Tasks
- 9.0 Perform Production Tasks
- 10.0 Perform Post-production Tasks
- 11.0 Deliver, Market, And Distribute Video

Arizona College and Career Ready Standards:

- CCSS.ELA-Literacy.RST.9-10.3 Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks, attending to special cases or exceptions defined in the text
- CCSS.ELA-Literacy.RST.9-10.6 Analyze the author's purpose in providing an explanation, describing a procedure, or discussing an experiment in a text, defining the question the author seeks to address
- CCSS.ELA-Literacy.RST.9-10.7 Translate quantitative or technical information expressed in words in a text into visual form (e.g., a table or chart) and translate information expressed visually or mathematically (e.g., in an equation) into words

**Classroom Expectations:** In addition to strictly following all MRHS handbook rules, I expect the following to occur in my classroom:

1. **RESPECT YOUR TEACHER:** Come to class prepared and ready to work. Be in your seat when the bell rings. Comply with teacher requests to redirect behavior or attention. Complete all assignments and bring suggested materials. It is requested that students do NOT wear earbuds in class unless they are being used in conjunction
2. **RESPECT YOURSELF & OTHERS:** Always be polite and considerate of yourself and other people's feelings, rights, and opinions.
3. **PARTICIPATION AND FOCUS:** Always come to class prepared and do your best. Media class time is reserved for Media Productions coursework. Students are not to use class time to work on homework for other classes unless they are done with their media projects.
4. **BE WILLING TO COLLABORATE:** Be prepared to have classroom discussions with other peers and to collaborate on projects. All students involved in a group project are expected to be 100% involved with the progress.
5. **RESPECT YOUR SURROUNDINGS:** Adhere to MRHS Discipline Policies and Procedures, Classroom and Computer Lab Expectations and DVUSD Internet Agreement. Vandalism, Damage, Inappropriate use of technology, destructive use of media equipment and labs as well as downloading or use of VPN's are strictly prohibited and will result in a referral.

In addition to these expectations, All students will adhere to the DVUSD "Student Norms in a Virtual Learning Environment" rules and regulations and to the "DVUSD Students Rights and Responsibilities Handbook" as well as expectations found throughout this syllabus.

**Progressive discipline will be followed:** student, parent, and referral unless in concerns of safety. All policies/consequences listed in the "Student Rights and Responsibilities Handbook" located on the Mountain Ridge website at [mrhs.dvusd.org](http://mrhs.dvusd.org) will be followed.

**Attendance:** Attendance will be taken at the start of each Zoom. Students who arrive late and or leave early (without parent/guardian permission) will be marked late/tardy. Parents please follow MRHS attendance procedures for calling in absences.

**CLASSROOM ROUTINE:** Be prompt, prepared, respectful, and committed to the class, the instructor and to one another. In the event that any of us are not prompt, prepared, respectful and committed, we must take responsibility and make amends while accepting the consequences of our actions.

**Classroom Expectations:** In addition to strictly following all MRHS handbook rules, I expect the following to occur in my classroom:

1. **Be There** – It is important that you are in class regularly and on time. Not only should you physically be in class but also mentally. Students should take advantage of time with the instructor to pay attention and ask questions as needed.

**What to do immediately upon entering this classroom:**

1. Take your seat.
2. Turn all electronic devices off and place in backpack\* until the instructor says otherwise.
3. Log into your computer and Canvas for the current lesson.

**2. Choose your attitude –** You have no control over the things that other people do. You only have control over your reactions. Make a conscious effort to have a positive attitude. It is not always easy but if you are aware that only you can control your mood every day can be a great day.

**3. No food or drinks in the classroom –** We might be using substances that may contaminate what you put in your mouth. This is for your own health and safety. 4. Listen and participate- A lot of the learning for this class takes place when I am talking with you or you are collaborating in your groups! So, please be sure to truly and actively listen and when appropriate, participate.

**5. Don't procrastinate-** Study what was done in class for 20 minutes (minimum) PER DAY and start any homework as soon as you can after school before you are tired, etc. If you do these things, learning will come more easily for this challenging class you have chosen to undertake!

6. Masks on! Until told otherwise by your teacher, have your masks worn (properly) for the entire duration of the class period each day. When able, maintain a 6 foot distance between you and other people!

**What to do prior to exiting this classroom:**

1. Put all props, costumes, equipment, cords, sd cards where it is supposed to be stored. Plug in cameras for charging.
2. Save your work and log off of your computer. Please make sure you are logged off before exiting. You could lose work that cannot be retrieved if you do not log off.

**Report Cards:** In an effort to conserve resources and harness the capacity of our electronic grade reporting program (PowerSchool) district schools will no longer print hard copies of report cards unless requested by individual parents. To request a hard copy of your student's report card, please contact the front office at 623-376-3000. To receive your PowerSchool login, please stop into the office with a valid photo ID.

**Grading:** 80% - Assignments, Projects, Tests, Quizzes, Daily Work and 20% Portfolio, Final Exam.

**Power School Online Access:** Grades and attendance may be accessed 24 hours a day online with your Power School access code. Access codes are available in the Counseling Office or Front Desk Monday – Friday 7:00 AM– 3:30 PM. You may check student progress regularly on the PowerSchool site using the same login for one or more students. For Mountain Ridge parents/guardians without home computer access, a computer with guest log-in capability is available in the Counseling Conference Room.

**Canvas Parent Account:** Click [here](#) to see a document that allows a parent to create an account in Canvas to observe their student.

**Academic Assistance/Office Hours:** Students will have the ability to obtain academic assistance during the class meeting. If further assistance is needed students can request to meet virtually before or after school. Please contact me through Canvas Inbox to request an office hour meeting.

**Assignments** All assignments can be turned in for full credit up to 2 weeks after the announced due date. After that, all missing assignments will receive a 0. Assignments can be turned in up until one week prior to the last day of the semester. However, the point of assignments/homework/labs and projects are to expose students to content and help them obtain mastery of that content through timely practice so that they are successful on high stakes final exams. Not completing assignments as assigned and submitting them late, hurts the student's abilities to achieve mastery as they may go into assessments without feedback and practice. Having late work also causes students to have to play "catch up" which causes additional stress on the student.

**Assessments:** Assessments (with the exception of some final exams) are given twice per assessment. (A total of 2 tries per assessment). A different assessment that covers the same standards will be provided for the retake in lieu of the initial assessment. In order to be able to partake in a re-take of an assessment, a student cannot have missing assignments.

**Earbuds/Headphones:** Students should come into class without their earbuds/headphones in their ears. It is requested that students do NOT wear earbuds in class unless they are being used in conjunction with work on a project. Use of these during instruction and or collaboration is prohibited.

**Daily Device Use (iPads and cell phones):** Students should come to school with their iPads charged and ready to use in each class every day. Within each classroom teachers will identify for students the expected use during their class period. Students who have devices out when not allowed by the teacher, or during testing, may lose credit on their test or quiz. See the Student Rights and Responsibilities consequence chart in the handbook located on the Mountain Ridge website at [mrhs.dvusd.org](http://mrhs.dvusd.org) for more specific descriptions of infractions and consequences. If you are having iPad or technology issues, please send me a Canvas Inbox message as soon as possible.

***Students are not allowed to have their cell phones out for any other use that is not related to Media Productions course work.*** Cell phones should not be seen or out during instruction. All cell phones are not necessary during the course and at times it can be used as a camera or audio recording device for a video production. The teacher will state when this is permissible.

## **School Appropriate Content**

All content in course assignments and productions needs to be school appropriate. Footage or music provided should not be manipulated or changed so that it hints at or becomes inappropriate for school coursework. Students not following the DVUSD Discipline Policies and Technology Guidelines will be provided consequences in alignment with the school handbook.

### ***Devices may not be used to record or take photos of other people without their consent.***

Consequences for classroom disruptions and misuse of devices will follow a progressive discipline model, beginning with a phone call home and progressing to office referrals for repeated or more serious offenses. Students who have devices out when not allowed by the teacher, or during testing, may lose credit on their test or quiz. See the Student Rights and Responsibilities consequence chart in the handbook located in MRHS app for more specific descriptions of infractions and consequences.

**Email Notifications/Course Communication:** From time to time emails are sent out to parents/students regarding important information. To ensure you receive communication, please verify your email is current Power Schools. Students are expected to communicate with the teacher via Canvas messages or school email. Parents are welcome to use [Shawna.bernard@dvusd.org](mailto:Shawna.bernard@dvusd.org) to communicate with the teacher about the course. Often personal email addresses from students and parents get sent to our spam folder. Please follow up again if you don't receive a response as it may have gone to that folder. It is requested that students use their Learner DVUSD email address for their communication if not using Canvas for their communication.

**Recommended Supplies for this Course:** Google drive created with DVUSD academic email, Flash drive (8 GB or higher), Earbuds for use with the computers (not with their phones).

**Media Equipment Guidelines:** Students have access to some very expensive equipment and facilities in the Media lab/studio. There is a checkout process for all equipment. Students are to report any damage to equipment immediately for the safety of all users. Students who purposely mismanage, mistreat or misuse equipment will be responsible for replacing/repairing the item. Please note, if a student sees another student mistreating, damaging or using equipment incorrectly and does not report it, they too will be responsible for damage. Media cannot function without equipment and part of the curriculum in lab basics is how to handle and use equipment. There is no excuse for mismanaging or damaging equipment. That being said, equipment does break without being improperly. In this case, students need to report this immediately for it to be rectified. You will not be able to use equipment until this syllabus is signed by the parent and the student.

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***VIDEO PROCEDURES AND CLEARANCE FORM Grades 8-12:*** Videos, films and other taped materials rated PG/PG 13 (parental guidance) and non-rated may be viewed at school, but they must be:

- An integral part of the curriculum.
- Approved by administration prior to viewing.
- Approved by parent/guardian
- Each student must have a signed "Student Video Parent/Guardian Form" on file noting permission for each PG or PG13 video.

A website which contains curriculum resources and assignments for the students called, *Sneak on the Lot*, utilizes videos of clips embedded in the curriculum to reinforce content for students. In addition, students may also be provided with links from online resources such as Youtube that may be nonrated and apply to the academic content of the Film and TV CTE Program. Consent is located below on the signature portion of this syllabus.

***I have read and understand all of the guidelines set forth in the syllabus for Media Productions, Intermediate Media Productions, Advanced Media Productions.***

**PARENTS AND STUDENTS: PLEASE SIGN AND UPLOAD TO CANVAS.**

**Student Printed Name** \_\_\_\_\_ **Period** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Printed Name** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_