August, 2016

Dear Parents/Guardians & Design Students:

Welcome to the 2016-2017 school year. The following information will assist in a productive and successful year.

**COURSE OUTLINE**
The Design course will use TechnoKids, a *Project Based Learning* instructional approach. With project based learning, students complete technology projects that focus on problem solving tasks. Students learn technology skills gradually as they complete theme-related activities using Microsoft applications with the use of Internet. Intercultural awareness is woven into the curriculum as students learn and discuss the practical and creative thinking skills needed to solve problems with the use of technology.

Students are encouraged to explore the role of technology in both historical and contemporary contexts. All of these aspects are stressed as part of the International Baccalaureate Middle Years Programme (IBMYP) philosophy and are integral to the classroom.

The International Baccalaureate Middle Years Programme (IBMYP) assesses students based on the assessment criteria in Design:

- Inquiry & Analysing
- Developing Ideas
- Creating the Solution
- Evaluating

This process allows the designer to go from identifying a design opportunity to the testing and evaluation of a solution. This process leads to the creation of solutions that solve a problem.

Throughout the school year, students will be assessed according to the above criteria either in part or in whole, depending on the assignment. Students will receive rubrics explaining the grading scale prior to completing the assignment.

**DESIGN FOLDER**
Each student will have their own “Design Folder” which is a component of IBMYP Design. This folder will contain your child’s progress through the different stages of the design cycle process. They will experiment with ideas, research topics, compile sources, brainstorm issues, sketch possible solutions, revise, and evaluate their work. The design folder is a compilation of evidence that accompanies the final product for a unit of work. The Design Folder is kept in the classroom for teacher/student review.

**Grade 8 Projects**

TechnoEntrepreneur: Students assume role as an entrepreneur incorporating Excel and professional letter writing within their project using Office, Excel and the Internet.

TechnoPoet: Students assume role as a creator of poetry.
Grade 9 Projects

TechnoSpecialist: Students gain knowledge of the computer system and implement PowerPoint and the Internet as a means of presentation.

TechnoBiography: Students design a “web-ography” which is an online biography with the use of Publisher and the Internet.

Grade 10 Projects

TechnoHTML: Students gain an appreciation of how web pages are designed using HTML coding, Notepad, and the Internet.

TechnoPlanner: Students become acquainted with Microsoft Access to incorporate the use of databases in their project.

Each student in the 10th grade will complete a personal project as part of their IBMYP program. Components of this project will be collected and incorporated in the course grade. Each student will be required to present their project (business attire), keep a journal, and meet with their teacher mentor. The personal project will be discussed at the beginning of the year.

NECESSARY MATERIALS – ALL TECHNOLOGY STUDENTS:

- Flash Drive – **EXEMPLARY NECESSARY** to save daily assignments
- Pencil/pen – to complete class assignments

GRADING SCALE

All work is graded on a percentage basis, but is weighted according to the type of assignment.

**Grades 8, 9, and 10**

- Theoretical (Tests/Quizzes): 35%
- Practical: (Classwork & Project) 35%
- Homework (see below): 10%
- Participation (see below): 20%

**Homework**: Homework is to be submitted next day. Student will receive ½ credit if not received **NEXT DAY IN CLASS**.

**Participation**: Students are given 5 pts per day. Approximately 225 pts per report period. Daily Attendance (deduction of daily points (5 pts) for unexcused absence), Tardiness (deduction of 2 pts for unexcused tardy), students are deducted 2 pts for not having Flash Drive, Design Folder, Assignments, Pen/Pencil, and disruptive behavior.

- 90-100% = A  
- 80-89% = B  
- 70-79% = C  
- 60-69% = D  
- Below 60% = E

**MAKE-UP WORK**

*Homework and class work is not accepted late, unless* a child is **legally absent** from school on the day it was assigned. If the student is absent one day, he or she has one day to complete the missing work; if absent two days, two days for make-up, etc. **Unexcused absence** – Student will received ½ credit for any class work/homework that is submitted.
Absences due to school activities - Students missing class due to school activities are expected to get all assignments for the day before leaving for the activity and to turn them in ON THE DUE DATE. For quizzes/tests that are missed, students will need to speak with the teacher to make arrangements.

EXTRA CREDIT
NO EXTRA CREDIT. Students are expected to complete given assignments.

CLASSROOM EXPECTATIONS
It should be self-evident that learning takes place best in an orderly classroom. Follow these procedures daily:

✓ Be on time. Late students will be expected to present a signed agenda book.
✓ Raise hand to be acknowledged
✓ Be prepared: design folder, flash drive, assignments
✓ Stay in assigned seat.
✓ No eating/drinking in class
✓ No electronic devices: phones, music devices/headsets/earplugs, etc.
✓ Leave room clean and orderly with chairs pushed under workstation.
✓ Students are dismissed by the teacher, not the bell.

CONTACTING MS. CICONE
You may call the school office at (412) 622-5980 to leave a message and I will return your call. My e-mail address is dcicone1@pghboe.net.

Sincerely,

Ms. Dawn Cicone

Approved: Ms. Aisha Robinson, Director