**Baseline Middle School Computer Class Syllabus**

**Instructor Information**

**Name:** Mrs. T.J. Koehler  
**Title:** Technology/Computer Teacher  
**Classroom:** 101  
**Phone:** (269) 637-0530 ext. 2539  
**E-mail:** tkoehler@shps.org  
**Time and Method of Contact:** I check e-mail regularly and it is the best way to reach me. If you need extra help or extra time, please talk with me to arrange a day/time after school to meet.

**Course Information**

**Rules & Procedures:** Students will follow the rules and procedures in the Baseline Middle School handbook.  
Classroom procedures are as follows:  
- Be on time for class.  
- Respect teachers & staff as well as all of BMS equipment, students, and their work.  
- No gum, candy, or cell phones are allowed.  
- If a visitor enters or if the teacher receives a call from the office, you should remain on task and quiet.  
- We do not cheat, copy other peoples work, or copy materials from the Internet unless you cite the sources. Otherwise, it is called plagiarism.  
- Please adhere to the South Haven Acceptable Use Policy.  
- Streaming music and viewing music videos are NOT allowed without teacher permission.  
- Changing the computer settings is NOT allowed without teacher permission.  
- Printing is only allowed with teacher permission.

**Course Description:** Middle School Technology class is designed to assist students in becoming better Digital Citizens. Each grade level will have custom projects/assignments designed for that grade’s developmental & proficiency levels.

Every class will devote 10-15 minutes to develop and assess proper keyboarding habits. Good habits, straight posture, fingers on home keys, all fingers in use, eyes on the screen, and the use of keyboard covers lead to speed and accuracy.

Topics covered by all grades will include online safety, digital etiquette, cyber bullying, appropriate use, protecting your online reputation, social networking, plagiarism, copyright and fair use, how to conduct effective searches, how to evaluate sites for accuracy and bias, as well as computer and Internet History. Students will use communication and collaboration tools in class such as blogs, wikis, Edmodo, Google Apps for Schools and discussion boards. They will create products using common productivity tools, Google Apps for Schools, Microsoft Office 2010 software and other web-based applications.

**Attendance Policy:** Students are expected to show up for class on time every day. If you are tardy it is your responsibility to check in with me and present a tardy slip. If you are absent, you are expected to discuss with me how your grading will be modified.
Course Objectives:
Integrated with these concepts are the Michigan Educational Technology Standards.
✓ Students will practice, track, & improve progress in keyboarding skills.
✓ Students will explain rules of online safety and netiquette, cyber bullying, plagiarism, copyright and fair use.
✓ Students will discuss social networking tools, including ways they can be used to enhance learning, productivity, and relationships, as well as ways they can be misused and the consequences of misuse.
✓ Students will manage and protect their digital reputation.
✓ Students will employ search terms to narrow down appropriate sites in research as well as evaluate those sites as a resource.
✓ Students will be able to properly cite sources in research and to create a bibliography.
✓ Students will collaborate and communicate using blogs, podcasts, video conferencing, Edmodo, Google Apps for Schools and online discussions.
✓ Students will create original projects using common productivity software, Microsoft Office 2010, Google Apps for Schools, web-based tools, and concept mapping software.

Course Requirements

Assignment Submission: When you are at school you are to save your work into your Google Apps drive set up on the school network. You will be shown how to save to this drive. From then on it is your responsibility to save to your drive or lose your work and face the consequences of turning in nothing. This class is primarily paperless and all assignments will be turned in online.

Grading: You should be able to track your progress and know your grade at all times. Your student's grades can be viewed online on Pinnacle via the parent portal. (Contact the office if you do not have a login/password for access.) ALL ASSIGNMENTS MAY BE REDONE FOR A BETTER GRADE.

Evaluation will be based on the following:

Daily Assignments/Participation 30%
Keyboarding 15%
Projects 55%

Keyboarding is graded every Friday based on observation of your weekly keyboarding habits & data from Typing Ace. Keyboard grading is based on: 65% on task, 10% good posture, straight back, wrists up, with right angle at elbows. 15% all ten fingers in use, fingers return to the home keys. 10% eyes on the screen more than on the keyboard

Monitored Online Communication: All communication must be positive and constructive. We are a community of learners and in this classroom you should act responsible. Keep in mind I will see all class communications. Be professional. If you wouldn't say it in front of a teacher, do not say it in writing. Do not use texting abbreviations in class discussions, blog posts, or assignments.

GRADING SCALE:

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<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
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<tr>
<td>93% - 96%</td>
<td>A</td>
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<tr>
<td>90% - 92%</td>
<td>A-</td>
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<tr>
<td>87% - 89%</td>
<td>B+</td>
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<td>80% - 82%</td>
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