



EXCEL: VIDEO GAME DESIGN SYLLABUS

Spring 2013 Semester

Course Description:

Love playing video games? Do you have an idea for the next great game? In this Excel Video Game design you'll learn the basics of computer programming while exploring the tools and technology used to create computer games. No programming knowledge is required for the course; you will learn as you go. *As an Excel class, this will just be an introduction and will only cover a small portion of the full Video Game Design class offered at Gorzycki MS. If you are interested in learning more about the topic, please see your instructor.*

Required Materials:

- Pencils
- Flash drive (1 gig min) – *Optional. This is to bring work home. Can be shared with other classes*

Weekly Itinerary:

- Mon Gorzycki MS school-wide character education lessons
- Tues - Wed Video Game design exploration
- Thurs Weekly Gradespeed checks/academic advising; Study Hall
- Fri Drop Everything And Read (D.E.A.R)

Special Notes for Excel:

- **Progress reports will be sent home every Thursday. If you are failing a class, the progress report must be returned signed by Monday or you will get a 0 (zero) in that week's participation grade.**
- Students should bring homework or something to read to class EVERY day in case they complete their Excel assignments early. Once students have completed their Excel assignments, they are allowed to work on other homework or read. Students should use any "extra" class time wisely to complete other homework from other classes. Computers may only be used after the Excel assignment and all homework has been completed.
- Students will be allowed to read on their Nooks, Kindles, or iPads as long as they are not using them to browse the internet or to watch videos.



LAB RULES AND PROCEDURES

The primary goal in our hands-on learning labs is to create the best possible atmosphere for learning. Although the facilities and the equipment are excellent, the most important part of this class is the student. The student's attitude and behavior will help determine the effectiveness of this program. The student is responsible for his/her actions and reactions to the instructor and other students. In order to make this an enjoyable learning experience for all students, the following rules and procedures have been implemented our labs.

Policies and Procedures:

1. **Grading Policy:** Your class grade will come from several different areas and will also be weighted, which means some areas are more important than others. The areas are as follows:
 - Projects, Presentations, and Quizzes - 80% of your overall grade
 - Participation - 20% of your overall grade (includes behavior and class participation)
2. **Tutoring:** Students having difficulty with the course are strongly encouraged to seek my help outside of class as soon as possible. Office hours are generally 8:00am to 4:00pm, but a time must be prearranged. For morning tutoring, a pass must be issued ahead of time that will allow them to leave the common area in the morning.
3. **Tardy Policy:** A tardy occurs when a student is not in the room when the bell rings. When tardy students enter the classroom, they will sign in before going to their seats.

1st Tardy	Warning
2nd Tardy	Parent notification
3rd Tardy	Student-Teacher conference at the beginning of lunch
4th Tardy	Referral
4. **Make up work:** Absent work is work that is assigned when a student is absent. It is not previously assigned work that was due while the student was absent. It is the student's responsibility to obtain all information, content, and assignments missed during an absence. These should be collected on the first day a student returns to class. Students have three consecutive school days to turn in absent work without penalty. If a student misses a test or quiz, they must make arrangements to make it up within those three days.
5. **Late work:** The late-work policy may be suspended with advance notice by the teacher for specified assignments.

1st day late	Maximum grade of 70
2nd day late	Maximum grade of 50
3rd day late	Maximum grade of 50



After 3 days late, students receive zero points, but the assignment may still be turned in to determine mastery of the content.

It is the student's responsibility to be aware of due dates and to turn their assignments accordingly. The teacher is not required to remind students of late or missing work.

6. **Bathroom/Hall Passes:** One student is allowed to use the bathroom at a time and your agenda is used as your pass (please have your instructor sign it before you leave). The time between classes is the time to get your material and use the restroom, so the hall pass should be used only on rare occasions. *This is a privilege that can be taken away if abused.*

7. **Clean up:** Students are responsible for cleaning up their work area. The teacher will call "Clean-Up" about seven minutes prior to the end of class each day. The students will:
- Return all equipment and tools to the proper location or to the instructor
 - Clean the tables of all paper, materials, and debris
 - Store projects in assigned location
 - Place any other trash in the appropriate receptacle
- Any student not cleaning up after themselves slows down the students that follow them at their workstation. They will receive a special clean up activity the following day.

8. **Computer Usage:** The computer equipment is there for your learning and will be taken care of. There are several rules that you must follow when using the equipment
- Food, gum, and drink must be kept away from the Computer Lab work areas
 - Do not touch another students computer or equipment without permission
 - Equipment is to remain in the lab or classroom unless you have the approval of the teacher to borrow them.
 - If headphones are used, they are to be wrapped up each day and set next to the computer station. If speakers are used, the volume must be kept at a level that does not disrupt others
 - Students must log-in using their own username and password
 - Internet use is limited to research and other work relating to class. Games, e-mail, chat rooms, non-educational video, and forums are not considered appropriate use unless specifically approved by the instructor.

Use of your computer workstation is a privilege. If you abuse that privilege, you will to stop work for the day and return during lunch to finish your assignment. Repeated abuse of the privilege will result in the computer-based assignment becoming a written assignment.



RULE VIOLATIONS

There are some instances for which removal from class and an immediate referral are non-negotiable. If this occurs, the teacher will work with administration at an appropriate time to resolve the situation. These situations may include but are not limited to: physical aggression, major insubordination, profanity directed at the teacher, and engaging in unsafe behavior.

Minor insubordination and other infractions will be handled using the following steps:

1. Warning
2. Private conversation about behavior
3. Parent contact
4. Parent conference with student behavior contract
5. Office referral

If this procedure fails to resolve the issue, a problem solving conference with the team, student, parent, administration and/or counselor may be held. At this time, additional consequences may be assigned.



STUDENT

I understand and will abide by these classroom rules, policies, and procedures. I understand that violating any part of this agreement will result in disciplinary action and a possible removal from class.

Name: _____ Signature: _____

Date: _____

PARENT/GUARDIAN

I have read and discussed this document with my student and he/she understands and agrees to abide by the aforementioned classroom rules, policies, and procedures. I understand that violating any part of this agreement will result in disciplinary action and a possible removal from class.

NOTE: Parents and Guardians can monitor student grades at <http://gradespeed.austinisd.org/pc/>.
Grades will be posted at least once a week. Please call or email if you have any questions.

PLEASE NOTE THE REQUIRED MATERIALS ON THE FIRST PAGE

Name: _____ Signature: _____

Date: _____

Day Phone #: _____ Evening Phone #: _____

Email Address: _____