

## Mrs. Kram's Technology Class Requirements 2008-09

### **What to bring to class:**

- Pocket Folder
- Loose Leaf Paper ~ 10 sheets
- Pen or Pencil
- USB Flash Drive

### **Other items needed on occasion:**

- Headphones or ear buds (may be kept in lab)
- Digital Camera with USB Cable
- Video Camera with USB Cable (7<sup>th</sup> & 8<sup>th</sup> grade only)

### **Rules:**

- Only the software(s) we are using for the lesson should be running.
- Internet is not open unless instructed by your teacher.
- Only websites pertaining directly to project at hand should be used. Most websites that are unacceptable are blocked. If a student comes across a website they feel is inappropriate the student must immediately let the teacher know.
- No playing games whether they are from the internet or the desktop computer. Students caught playing games will receive an immediate detention.
- Display settings or icon placement is not to be changed.

### **Done with work:**

- Students will receive an enrichment worksheet filled with at least 9 different activities they can complete if they finish with their regular class work first.
- Students must obtain permission from the teacher BEFORE they can begin working on the enrichment activities.
- Students may also work on homework for Technology class first and then homework for other classes.
- Students may practice typing using Type to Learn or other typing programs as assigned by your teacher.

### **Homework:**

- Weekly: Students need to practice typing 3 – 5 times per week for at least 5 – 10 minutes each time. Typing practice can include: typing up an assignment for another teacher, playing a typing game, or typing the alphabet. Students should NOT be looking at their hands when typing and should be using proper typing skills. Parents will need to sign off on the student's typing log to confirm the student has met these requirements. Logs will be checked once a week at the beginning of class.
- Quarterly: Technology Articles – Newspapers, magazines, and the internet are full of articles about technology. Students will be required to read an article about technology and then write a brief summary. Due dates will be posted. Per quarter students will read:
  - 4<sup>th</sup> and 5<sup>th</sup> grade - one (1) article
  - 6<sup>th</sup> grade – two (2) articles
  - 7<sup>th</sup> – 8<sup>th</sup> grade – three (3) articles
- As needed: Projects in combination with another subject (i.e. Social Studies) may require students to spend research time outside of technology class. Technology class time is primarily spent on creating the finished product. An outline of due dates and expectations for each class will be handed to the student at the beginning of every project.

## Grading

### Typing – 25%

- On the first day of Technology Class students will take three (3) typing tests to determine their typing speed. An adjusted words per minute (awpm) will be calculated based on speed and accuracy. This awpm will determine the student's level of improvement at the end of the quarter.
- Students will take one (1) typing test per class period
- During the last class period of the quarter students will once again take three (3) typing tests to determine their current speed. At this point both speed and accuracy will determine the student's final grade.
- Grading will be as based on the student's accuracy level and the number of words per minute (wpm) a student increases their speed. The following chart will be used:

Accuracy			
	95	90 – 94%	89% & below
Grade	WPM Increase		
A+	6 or more	-	-
A	5	6	-
A-	4	5	6
B+	3	4	5
B	2	3	4
B-	1	2	3
C+	0	1	2
C	-1	0	1
C-	-2	-1	0
D	-3	-2	-1
U	-4 or more	-3 or more	-2 or more

### Typing Homework – 15%

- Checked weekly. Minimum of three practice dates per week.

### Articles – 20%

- Due on assigned date. Half (1/2) a letter grade lost for every day late.

### Projects – 40%

- Completed over the course of a quarter. Parts of the project may be graded separately as well as the project as a whole.