



# Liberty Middle School

281 Dock Murphy Drive, Madison, Alabama 35758

## Digital Communications

Mrs. Kassidy Hutchison

<b>Teacher Contact Information</b>	<b>Email:</b> kthutchison@madisoncity.k12.al.us <b>Phone:</b> 256-430-0001
<b>Textbook Information</b>	No textbook is utilized for Digital Communications.
<b>Course Description</b>	Digcom is a unique elective that allows students to show their creativity and grow their media talent while also featuring exciting events in Liberty's school culture. Being selected as a member of the news team is a privilege, and each student plays an integral role in the program. Every student is part of the Digcom puzzle and must work independently and cooperatively to create media that will meet the high standards we have set for each LMS News Media production. As a news team, we are producing media that reflects on us as individuals, on our school, and on our school system. Because we want LMS News Media to be a positive reflection of us all, each new team member will take pride in the work he or she does while also upholding the quality expectations we will set as a team.
<b>Course Objectives</b>	Students will be able to apply effective and collaborative team communication and management skills to complete the video process from pre-production script development through the production capture of quality video image and audio. Students will understand skills and concepts related to broadcast journalism. Students will display the ability to plan a video shot and edit the clips according to the needs of the broadcast/special project.
<b>Course Outline</b>	Throughout the year, students will alternate between creating broadcasts and special projects. All broadcasts and special projects will be weighted as test grades.
<b>Classroom Expectations</b>	<ol style="list-style-type: none"> <li>1. Be seated and ready for class when the bell rings. Students tardy to class will receive a detention per LMS policy.</li> <li>2. Come prepared for class. Bring all necessary supplies, including homework.</li> <li>3. Bring your school-issued Chromebook (fully charged) and the charger daily. Keep all personal electronic devices (cell phones, headphones, tablets, etc.) stored in the backpack on silent during class.</li> <li>4. Respect your teacher, your classmates, and yourself.</li> <li>5. Listen and follow directions.</li> <li>6. If it's not yours, don't touch it. Keep your hands and feet to yourself. If you break something of mine, be prepared to replace it. This also applies to school technology.</li> <li>7. Follow all school rules.</li> <li>8. The teacher dismisses the class, not the bell.</li> </ol>
<b>Progressive Discipline (LMS Policy)</b>	<p><b>Step 1:</b> Verbal warning</p> <p><b>Step 2:</b> Student/teacher conference</p> <p><b>Step 3:</b> Parent contact/conference</p> <p><b>Step 4:</b> Detention and a parent contact</p> <p><b>Step 5:</b> Office referral</p>

<b>Grading Policy</b> <i>(MCS Policy)</i>	<b>60%</b> = Assessments (Broadcasts, Special Projects, Tests, Essays) <b>40%</b> = Daily Grades (Quizzes, Homework, Classwork, and Participation)  Writing may be assessed using Turnitin.
<b>Late Work Policy</b>	10% will be deducted off the assignment per week late. After three weeks, the maximum grade a student can receive on a late assignment is 65%.  It is incredibly important that all broadcasts and special projects are completed on time. We are a team in this class, and we will not be able to send out our broadcast/special project if even one student does not complete their work on time. Student responsibility is of the utmost importance in DigiCom.
<b>Make-up Work/Test Policy</b>	Students with excused absences will be allowed to make-up all work within three days of returning to school. It is the student's responsibility to ask for make-up work. Students can get with a classmate or ask the teacher for help. After the three day window for make-up work, the late work policy will become applicable. Work that is not made up will become a zero (including quizzes/tests).
<b>Materials &amp; Supplies</b>	<a href="#"><u>2022-2023 LMS Supply List</u></a>
<b>Homework</b>	Homework will not be assigned in addition to classwork. If a student does not complete their assigned classwork within the class block, it will need to be finished at home. Students may be required to come before or after school to film a broadcast or special project.
<b>Before/After School Filming</b>	Students will likely be required to film before or after school occasionally during the school year. This will be communicated with parents in advance to allow for time to arrange transportation. DigiCom is a team, and it is important all students are willing to help out when necessary. (Extra curricular activities and sports will be taken into consideration to avoid schedule conflicts.)

***This syllabus is subject to change at teacher discretion with or without notice.***

# DigiCom

Mrs. Hutchison 2022-2023

[kthutchison@madisoncity.k12.al.us](mailto:kthutchison@madisoncity.k12.al.us)

Please use the QR code to sign up for my weekly distribution list emails! →



**Welcome to DigiCom! We are going to have a great year together.**

Please make sure you and a parent/guardian carefully read over the syllabus and expectations for this class. Additionally, make sure your parent/guardian completes the **Distribution List Sign Up** which can be accessed through the QR code above or my teacher webpage on the LMS website. Once you have finished, have your parent/guardian complete this page so you can return it to class by Monday, 8/8. Thank you!

<b>Student Last Name</b> (Please print)	
<b>Student First Name</b> (Please print)	

<b>Parent/Guardian Name</b> (Please print)	
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## *Syllabus Acknowledgement*

**Please sign below to acknowledge the following:**

I have read and understand Mrs. Hutchison's classroom policies, procedures, expectations, and syllabus.

As a **student**, I agree to abide by the classroom guidelines.

As a **parent**, I am aware of the policies/procedures and have discussed them with my child.

As a <b>student</b> , I have read and understand Mrs. Hutchison's classroom policies, procedures, expectations, and syllabus.	(Student Sign Here)
As a <b>parent</b> , I have read and understand Mrs. Hutchison's classroom policies, procedures, expectations, and syllabus.	(Parent/Guardian Sign Here)