

9212 – Project Management 40S

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Learning, respect, responsibility, and safety are the guiding principles at the SVRSS. If any of these four values are compromised the issue will be addressed. In room 117, students are expected to put forth an honest **effort, attend** class on time, arrive **with materials** daily and display a **respective, cooperative, responsible attitude and behaviour** towards other class members, EA's, substitute teachers and the instructor.

Class Routines:

Please be on time to class and you should have pens, notebooks, and workstations logged in and ready when class starts. During lectures and demonstrations, you are expected to sit at the conference table (space permitting) and pay attention. When asking to leave the room for any reason, any electronic device must be left in the room in a safe location. You are to remain seated until the end of class and NOT congregate at the doors or the hallway until you are dismissed. The bell does not dismiss you, as instructions and/or lab clean up needs to be completed before leaving.

A discussion will be had as to which foods and/or beverages will be allowed at the tables in room 117.

Digital Citizenship:

Use of personal devices is **not allowed during class time; this includes smart watches and smart glasses**. Devices or distractions will be out of sight and silent while class is in session. Once attendance is taken and class begins, any distractions need to be removed by placing them in a binder or pocket. If distractions are consistent, you will be asked to place your device at the teacher's desk. To be clear, when you are distracted or are distracting others, you will be asked to hand the device in.

*"All members of the Swan Valley School Division community are expected to use digital technology in a safe, respectful, responsible, and ethical manner. SVSD devices are to be used in the classroom for learning. Students are encouraged to use personal devices **as supported by the classroom teacher for positive education benefits** and guided classroom instruction."*

Evaluation:

Project Management	25%
Employability Skills	25%
Classwork	20%
Rich Performance Tasks	30%

SUMMATIVE ASSESSMENTS count towards your final grade. All assignments (formative and summative) will be listed on PowerSchool as they are assigned so that you can self-monitor what assignments have yet to be completed. Everyone has the option to redo any assignment at any time during the semester. Summative assignments will be flagged as "Missing" and given a "0" if they are not submitted by their respective due dates. In addition, any assignment submitted after their respective due dates will be given the "Late" flag. The "Late" flag will serve as an indicator of your time management skills, do your best to manage your time wisely.

FORMATIVE ASSESSMENTS do not count toward your final grade. However, they serve as stepping stones towards the summative assignments, and you are still expected to do them. These assessments include exercises and in-class feedback on your work throughout the semester. It is important that you complete any formative exercises assigned to you so that you can complete the summative assignments and projects effectively.

Reasonable timelines will be set for all work. All efforts to complete assignments must be made. Students who know that they will not complete the work in the timeline set must communicate that with the teacher and determine how/when the work will get completed. It will be at the discretion of the teacher to accept late work.

The Provincial Assessment Policy K to Grade 12 (2011) states “...students are ultimately responsible for the timely completion of their assignments and for knowing that there are consequences for failure to adhere to the parameters.”

Assessment and Evaluation:

PowerSchool’s app can be a valuable tool as you track your assignments and progress in class. Please be sure to use the app to track your progress and marks. PowerSchool allows for a late symbol, a missing symbol and a checkmark to show completion in place of formal marking.

Included in your report card is a record of the following learning behaviors: Personal management skills, active participation and social responsibility. These essential skills are important factors that contribute to success in the classroom and to the workplace. They are not used in determining grades; however, these behaviors are often indicators of personal motivation and engagement.

Attendance:

You are expected to be present in Room 117 for the full duration of class time during your respective block on all school days. Attendance will be called five minutes after the bell, or immediately after the second bell if you are in block one or block four. If you are not present when attendance is called, you will be marked truant. If you arrive any time after attendance is called, you will be marked late. There are no exceptions as per school guidelines. If you know ahead of time that you will be away, please discuss and ask for any assignments that will be missed before leaving. This will help you to stay with the rest of the class and not fall behind.

Missed Class & Time Management Expectations:

We, at the SVRSS encourage participation in extracurricular activities and school events. Please realize that missed classes will impact your learning, therefore, you must be able to commit to completing notes and strive to comprehend the missed content. You will need to commit to finding that time outside of class to catch up on any missed content. You are required to find balance between all activities and school. Reminders for upcoming project deadlines will be given on a regular basis, but you are responsible for managing your time wisely with the in-house studio time provided. Plan your schedule accordingly so you can complete larger projects in a timely manner.

Student Commitments:

You are expected to complete all assigned summative projects in this course, aiming to achieve at least a 70% average. A minimum of 50% must be achieved to get the high school credit. Some projects may require collaboration; it is important that you follow through on commitments to each project. **This may include working outside of regular school hours.**

Required Tools & Materials:

You will be provided with hardware, equipment, and software as needed for the course work. However, you are still required to provide your own writing materials for effective note taking.

Course Format:

The supporting course content will be provided to you through Microsoft Teams. It is where you will access all the modules and course materials, and where you will submit your finished assignments.

Course Description:

In this course, students will collaborate with others as they apply the knowledge and skills learned in previous courses to create, manage, and present an authentic motion picture arts project.

Course Units:

- Online Safety Procedures
- Corresponding With Cast & Crew
- Productivity Solutions & Production Roles
- Production Cycle