

# Jefferson Middle School

27900 Rockwood  
St. Clair Shores, MI 48081  
(586)445-4130

## Technology Lab Syllabus

September - June, 2011-12

Dear Parents, Guardians and Students,

Welcome to our Technology Lab class where students will learn some real-life applications of technology. Students will independently work on several of the following technology modules on their assigned computer.

- Introduction to Technology
- Computer Aided Design (CAD)
- Computer Graphic Design
- Ecology
- Problem Solving
- Animation
- Internet Research
- Webquests

The uniqueness of the program presents new challenges to the student as well as the teacher. In this class, students must become *more reliant on themselves* by problem solving possible solutions rather than relying on the teacher to give them the answer. As a teacher, in this class my job is more of a facilitator than a teacher of individual topics. Therefore, intense individual attention for an extended period of time is not possible—it's a really busy classroom! But, I will be constantly monitoring everyone by walking around the room so everyone has an opportunity to ask questions or seek help from me. I am also available through my email at [mwoods@scslakeview-k12.com](mailto:mwoods@scslakeview-k12.com). Finally, my website, "[welcometothewoods.weebly.com](http://welcometothewoods.weebly.com)" provides information about each course I teach at Jefferson Middle School.

The primary objective of this class is to expose students to the wide variety of productivity tools and techniques that make up today's technology. Since the experience is "hands-on", there are many consumable materials used in the lab and very expensive equipment. Inappropriate behavior will not be tolerated in the lab and will result in disciplinary action.

There has been some concern regarding the difficulty of this class. There is no doubt that this class is challenging, but **all** students are able to be successful in this class with hard work and cooperation. My observations have led me to several conclusions:

- Students will be asked to **apply** the things taught in class, not just to memorize facts and give them back on the test.

- Students must be **responsible** for their work, projects, activity logs, etc.
- Students must **stay on task** and get the work done.
- Students **MUST** be able and willing to **follow the directions** given to them by the computer software—this means they must listen and read every screen carefully, as the computer may direct them to do various tasks or to follow other instructions in their *Module Guide*.
- Each student **MUST log on** to the Tech lab software **each day**. If a student is absent, they will not be logged on for that day, and when they return, they will pick up where they finished the day before.
- Each student **MUST take the post test** given by the computer at the end of each module, as the post-test is worth 50% of the module grade! **Tip:** The questions on the post-test are exactly the same as the questions seen on the pre-test. Students may take notes on pre-test questions they are not sure about to look for the answers as they work on the module so they are sure to do better on the post-test.

Students must also be able and willing to follow our classroom expectations.

## Tech Lab Classroom Expectations

### Safety

- Remain seated; when you get up push in your chair.
- Walk carefully.
- Give people their personal space.
- Keep your hands and feet to yourself.
- Pay attention to your own equipment and leave other people's equipment alone.
- Follow your computer user agreement.
- Use classroom tools with care and caution; as if they are your own.
- Eating, drinking and gum is not allowed in this class.

### Tolerance

- Be patient with others and their abilities.
- Accept who you are sitting by.
- Ignore people who are bothering you or tell the teacher if the person next to you will not leave you alone.
- Wait your turn.

### Achievement

- Get to class on time.
- Work to the best of your ability.
- Stay on task and complete your work on time.
- Correctly put equipment away when you are done with it.

### Respect

- Listen well to everyone who is speaking to you.
- Speak in a quiet, positive voice when talking.

#### Responsibility

- Bring three sharpened pencils to class
- Correctly, log off your computer and push in your chair before you leave.
- Do your work and wait to play around after school.
- Keep track of your possessions and your work.

Students will receive a verbal warning if they forget any of our Starr classroom expectations. If the behavior doesn't change, a "Change of Behavior Form" will be completed. The "Change of Behavior Form" must be signed by a parent or guardian and returned to me at the beginning of the next class. If the behavior doesn't change I will personally call home. The third infraction will result in another phone call home plus a before or after school detention and a referral to Mr. Townsend, our Vice Principal.

Included with this letter is a "Tech Lab Contract" that needs to be read and **signed by a parent or guardian and returned to class by this Monday, September 12<sup>th</sup>**. *No student will be allowed to work in the lab until a signed contract is on file.*

I feel that with hard work and responsibility, each and every student can be successful in this class. I will continue to help guide your child through this class and share with them the various ways that will help them to be successful! If you have any questions, please feel free to contact me [mwoods@scslakeview-k12.com](mailto:mwoods@scslakeview-k12.com).

Yours truly,  
Mrs. Woods  
Technology Lab Teacher

Following are the standards and benchmarks we will be covering in our Technology Lab class.

6-8.RI.1. use a variety of digital resources to locate information

6-8.RI.2. evaluate information from online information resources for accuracy and bias

6-8.RI.3. understand that using information from a single Internet source might result in the reporting of erroneous facts and that multiple sources should always be researched

6-8.CT.2. evaluate available digital resources and select the most appropriate application to accomplish a specific task

6-8.DC.2. discuss issues related to acceptable and responsible use of technology (e.g., privacy, security, copyright, plagiarism, viruses, file-sharing)

6-8.DC.3. discuss the consequences related to unethical use of information and communication technologies

6-8.DC.4. discuss possible societal impact of technology in the future and reflect on the importance of technology in the past

6-8.CI.1. apply common software features (e.g., spellchecker, thesaurus, formulas, charts, graphics, sounds) to enhance communication with an audience and to support creativity

6-8.CI.2. create an original project using a variety of media to present content information to an audience

6-8.CI.3. illustrate a content-related concept using a model, simulation, or concept-mapping software

6-8.TC.2. use a variety of technology tools to maximize the accuracy of technology-produced materials

6-8.TC.6. use accurate technology terminology

6-8.TC.7. use technology to identify and explore various occupations or careers, especially those related to science, technology, engineering, and mathematics

6-8.TC.8. discuss possible uses of technology to support personal pursuits and lifelong learning

R.CM.06.01 connect personal knowledge, experiences, and understanding of the world to themes and perspectives in text through oral and written responses.

R.MT.06.01 self-monitor comprehension when reading or listening to text by automatically applying and discussing the strategies used by mature readers to increase comprehension including: predicting, constructing mental images, visually representing ideas in text, questioning, rereading or listening again if uncertain about meaning, inferring, summarizing, and engaging in interpretive discussions.

R.MT.06.02 plan, monitor, regulate, and evaluate skills, strategies, and processes for their own reading comprehension by applying appropriate metacognitive skills such as SQP3R and pattern guides.

W.GR.06.01 in the context of writing, correctly use style conventions.

W.SP.06.01 in the context of writing, correctly spell frequently encountered and frequently misspelled words.