

Graphic Communications Shop Grading Agreement Contract 2019/2020

This is a teacher and student agreement contract for the calculation of the student's grade for the Graphic Communications shop program.

The Graphic Communications shop grade is calculated by the following:

- 50% Technical Grade
 - Workmanship, Time Management, Quality, Participation, Effort
 - 50% Employability Grade
 - Safety, Initiative, Preparation, Attitude, Respect
- =100% (when all of the above is tallied)

Employability Grade: Students are expected to follow safety rules (proper uniform), wear safety glasses, safety boots, maintain clean work area and clean all equipment, and return all tools to their proper place upon completing a task. Students are expected to stay on task, maintain their best effort, work independently, complete make-up work, come back for extra help when needed and use downtime effectively by working on file archiving, resume and work samples between jobs. Students are expected to turn in daily time sheets, be on time to class, in assigned area, ready for work, and participate in Q&A sessions regarding technical vocabulary and class critiques. *These skills are graded everyday.*

Technical Grade: Students are expected to keep all items organized and secure, use the correct software for the correct purpose, use their own notes, and use the proper industry recognized procedures/standards to complete the various tasks. Students are expected to complete the various tasks to industry standards within an acceptable timeframe. Students are expected to have a notebook or access to their notes in shop everyday and refer to their notes before seeking an instructor for help. Students are expected to demonstrate a positive attitude by following the school and shop rules, use appropriate language, interact appropriately with others and maintain self-control. *These skills are graded everyday.*

Student Signature:

Date:

Parent/Guardian Signature:

Date:
