Information Technology/ Personal Development 8
2012 Course Outline
Mr. Vanderark and Mr. Headley

ITPD 8 is a course that teaches students to use different computer technologies to retrieve, critique and manipulate information. It also introduces students to the Health and Career Education Curriculum presented in Grade 8. Using information technology tools, students will research, study and create Information Technology documents connected to what they will be learning in Health and Career Education.

Course Topics Include:

Internet Media Literacy
Internet Safety/ Personal Confidence
Time Management/ Goal Setting
Substance Misuse Prevention
STI's, HIV and Aids
Healthy Relationships
Career Exploration
Tobacco Facts
Healthy Eating/Lifestyle

Technology Tools

Multimedia Tools
Digital Paint and Drawing Tools
Presentation Software (Powerpoint/Prezi)
Website Creation
Google Docs, Gmail
Microsoft Office Suite
Online Collaboration Tools
Sky Drives/ Dropbox
Google Sketch-Up

Materials Needed: Though it is a technology class, students will be required to come fully prepared with the following items every class:

- 3 ring binder
- Lined Paper
- Pencil Crayons/Highlighters

Pencils/Pens/Erasers
USB Memory Device

Classroom Expectations

It is expected that everyone comes to class with an open mind and a positive attitude towards learning. In addition, students need to be prepared with proper materials, attend class promptly, and show nothing less than their best work. The expectations fall in the following three (3) categories:

Attendance	Work Habits
· Attend class on time (it is **NOT** okay to be late) · Take responsibility for finding out what was missed	· Carefully read handouts and follow instructions · Pay attention in class · Ask questions when confused · Develop ability to problem solve · Carefully edit and revise all writing · Go to the bathroom between classes · Bring supplies every class · Use you class time wisely · Respect your peers · Respect your teachers · Respect the lab and all within it · Respect yourself
Assignments	
· Submit assignments on time · attend tutorials for extra help · Put your best effort into **all** assignments and activities	

Due Dates, Attendance and Assessment

All assignments have due dates. If you cannot turn in assignment on time, it is your responsibility to discuss this with your instructor prior to the due date. Late assignments may require you to phone a parent during class time. Incomplete assignment will be given a "ZERO" until it is completed and handed in.

If you know you are going to be sick or absent from class, please tell me a few days prior to the absence (travelling, field trips, etc). Call the office if you are sick and please provide me a note upon returning to class. All missed assignments must be completed on the day you return including tests and or quizzes. If you are absent without a valid reason, I will be immediately contacting your parents about your absence.

Your ITPD 8 grade will be assessed on the following:

Portfolio Interview and Assignments (80%)
In-Class Reflection/ Journaling (10%)
Quizzes/ Tests (10%)

There is **NO Final Examination** in this class, but you will be asked to share your learning growth with your instructor in a midterm and end-term interview format.

Criteria for assignments will be developed with your input and all work will be assessed using the following scale:

5 - A   Excellent achievement
- met all the criteria, demonstrates a full understanding of the tasks, finished product presented in a neat, precise manner - excellent quality

4 - B   Very good achievement
- almost all of the criteria met, demonstrates a good understanding of the tasks, activities presented in a neat, clear manner - very good quality

3.5 - C+   Good achievement
- most of the criteria met, demonstrates a fair understanding of the tasks, activities presented in an acceptable manner - good quality

3 - C   Satisfactory achievement
- only a few of the criteria met, demonstrates a partial understanding of the concepts, activities presented demonstrate a lack of organization - satisfactory quality

2 - I   Incomplete achievement
- not yet met the criteria, demonstrates lack of understanding of activities, little or no effort to present activities - unacceptable quality

To be successful in this class you must attend class as much as possible. If you miss class for any reason, or need help with any assignments please ask your fellow classmate, check the class website, or contact your instructor by email.