



**Forsythe Middle School Art**

**Dear Forsythe Family,**

Your student is currently enrolled in Graphic Design. The goal of this nine week course, is to provide him/her with an introduction to the field of graphic design itself and, an opportunity to develop portfolio pieces. Lessons will cover basic skills, practices and vocabulary used by designers as well as the processes and considerations they employ to communicate effectively. As with any form of visual art, assignments will be built around and critiqued on the the elements and principles of design.

Students do not need special skills or equipment to be successful in this class. However, a positive attitude, a strong work ethic and a willingness to be open to new ideas will allow him/her to make the most of this experience.

Specific assignments will give students an opportunity to use their own digital devices in class. To enable your child to participate with their phone, camera or tablet when the time comes, review the attached Ann Arbor Public School’s policy on “bring your own device” (BYOD). If you agree, please sign it and have your child return it to me. Shared devices will be made available for those who choose not to use their own.

A student’s growth will be assessed on their participation in class critiques, quizzes, self-evaluations and assignment specific rubrics.

Your student’s first assignment is to review this document with you and return it to me by \_\_\_\_\_. You will be able to view this and future assignments in Power School to help you and your child know what they’ve accomplished and whether any items are pending.

My goal is to provide students with the opportunity to engage in meaningful lessons and grow beyond their current abilities. Please feel free to contact me with questions or concerns.

Sincerely,  
*Susan Bartman*  
Art Teacher  
734/994-1985, ext. 32426  
[bartman@aaps.k12.mi.us](mailto:bartman@aaps.k12.mi.us)

(Detach here; keep top portion for reference)

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Please Print: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Student: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_

Parent E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Advisory Teacher: \_\_\_\_\_ Circle one: Q1 Q2 Q3 Q4

## Behavior Expectations for the Computer Lab

Below is the information you need to work constructively, and with purpose while participating in this class. It is an outline of what I expect from you regarding your conduct. Your signature at the bottom tells me that you've read this sheet and understand it fully. Be sure to ask questions if you don't.

1. Arrive on time. Take care of your personal needs before or after class, this includes drinks of water, bathroom visits, locker issues etc.
2. Participate constructively. Always bring your planner and a pencil or pen to class, and be ready to engage, listen and participate.
3. Respect the environment. Do not bring food or beverages into the lab. Clean-up your trash and recycling by placing it in the proper containers. We share this space with other teachers and students so let's leave it how we want to find it.
4. Never change any of the presets on the school owned devices. Intentionally doing things that create unnecessary work for our tech staff could mean consequences for you.
5. Look for the daily color signal on the front board to know if it will be a tech or, a no-tech device day:  
**Green** is YES; **Red** is No; **Yellow** is *as time allows*.
6. Turn off or sleep the computers once your work is saved and design programs are shut down. Push in the chair and remember to take your personal stuff with you.
7. Be courteous to, and respectful of each other; everyone has something to contribute to the larger group. Remain open to new ideas.

Meeting these basic expectations will make the computer laboratory a great place to be and work. **Thank you~**

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date

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student's signature

