WELCOME TO THE C.I.A. ACADEMY
[Creative Institute of Artisans]

After reading this handbook and filling out the online passport application (access through creativecrusade.com), you will be entered into the GAME (Graphics And Media Experiment). You are being given the opportunity to be a part of a revolutionary classroom that requires active participation in the program. You will be given access to industry standard design tools, a state-of-the-art training program, and an online portfolio that will allow the world to see your work. Because students in this program have special privileges, it also has high expectations. This document will introduce you to the program and the responsibilities you take on as part of it.

PROGRAM OVERVIEW

The CIA program is a hands-on, computer-based studio-type art and design course. In a nutshell, students will be participating in an online program that will introduce the coursework and required projects and concepts. These will be presented as if part of a game—developing and progressing their “character” by learning the concepts needed for class.

We use Industry standard equipment and software that many people do not have access to. As a result, attendance and in-class participation is critical. Regular attendance is critical. You must make up absences before school, at lunch, or during designated Open Studio times (off periods, study halls or after school). Excused absences are not an exception. Tardies will cost you an extra 20 minutes of makeup. Unexcused absences will result in teacher conferences and mandatory before school studio time equal to double the amount of time missed. Should you require additional time or personalized instruction, you may come to the Mac Lab outside of class (and earn extra credit for the effort). I typically open the lab by 7:00 each morning. Because I require little or no homework, I absolutely insist that you be in your seat when the bell rings and that you remain on-task until you are dismissed (after the bell). I do not offer restroom passes. If you want a pass it will cost you an extra 10 minutes of lab time. As a reward for those who take care of business on their own time, I grant 60 minutes of extra credit each 6-week grading period if no passes are needed (up to 3 hours of extra credit over the course of the semester). Should you feel these guidelines are unreasonable, speak to your counselor and enroll in a different course.

EXPECTATIONS

I expect you to succeed and have fun in on our Creative Crusade. This is a project-oriented and tutorial-based class. I will do a minimal amount of direct lecturing and the expectation is for students to read the daily updates and follow instructions. Video tutorials and other resources are provided to offer help and ensure your success while empowering you to work at your own pace.
OBJECTIVES OF THE PROGRAM

Upon successful completion of this course, students will be able to:

• Understand, demonstrate, and utilize the problem solving process. Locate, evaluate, process, and use information and data from the internet in a responsible and ethical manner.
• Demonstrate an understanding of the Elements and Principles of Design.
• Use standard software and tools of the design industry- Adobe Creative Suite, Computers, Cameras, Scanners, etc.
• Develop and maintain a Personal Website Blog portfolio of their work.
• Conduct your work and interactions in a responsible, ethical, and professional manner.

STUDENT/AGENT RESPONSIBILITIES

AGENT stands for “A Graphics Expert iN Training”, as every student will be working towards. As previously stated, this program has high standards and special privileges, and therefore, high expectations. Students will not have access to many of the tools necessary to complete classwork at home, and therefore will have very little (if any) required homework. There is, however, a lot of material to cover. Therefore, we expect the following from recruits:

<table>
<thead>
<tr>
<th>BEHAVE</th>
<th>ATTEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>YOUR CHARACTER- AGENTs are expected to conduct themselves with integrity. Lying, stealing, disrespect, and cheating will NOT be tolerated in the GAME website or in real life. Simply put, respect the class atmosphere, other people, and their belongings! Represent us well to all guests in the lab.</td>
<td>YOUR ATTENDANCE- You must login to the network and the Creative Crusade website and report your attendance daily at the beginning of class. Failure to do so will result in you being reported as tardy or absent. AGENTs must be present in mind as well as body.</td>
</tr>
<tr>
<td>YOUR PROFESSIONAL BEHAVIOR- AGENTs are training to be independent, professional, and mature individuals. Your language and dress need to conform to the environment you’re in. If you want to be treated like an adult, dress and speak like an adult. These rules apply online as well as in class.</td>
<td>YOUR TIME- GAMRs are responsible to be in class, on time. We work bell to bell. If the tardy bell rings and you are not already at your computer logged in or working, you are tardy. If you are not working any time after the bell until dismissal, you are off task.</td>
</tr>
<tr>
<td>INTERNET POLICY- AGENTs will have a public Blog. The BLOG must be for design work ONLY and must be school appropriate. Violations of school policies on the blogs will be dealt with as if they happened on school grounds.</td>
<td>YOUR LEARNING- AGENTs choose their own path and progress. It is your responsibility to be sure that you are proceeding at a challenging pace. You should also be employing the skills for learning that you will receive in orientation. No electronic devices (phones, ipods, etc) or social/entertainment media are allowed to be used during class without permission. This especially includes streaming music and videos.</td>
</tr>
<tr>
<td>RESPECT</td>
<td>TRY</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>OTHER PEOPLE- you must respect other people, their opinions,</td>
<td>YOUR GRADE- AGENTS are responsible to complete and document their</td>
</tr>
<tr>
<td>their belongings, and their personal space with TOTAL respect.</td>
<td>work. If work is not documented and uploaded to the blog, it will</td>
</tr>
<tr>
<td>Don't touch anything that doesn't belong to you without permission.</td>
<td>not be graded.</td>
</tr>
<tr>
<td>When you have permission, be careful and gentle.</td>
<td></td>
</tr>
<tr>
<td>EQUIPMENT- AGENTS are responsible for their equipment and work areas.</td>
<td>YOUR WORK- AGENTS are responsible for their work. Simply</td>
</tr>
<tr>
<td>This is shared equipment. Do not move the equipment, install software,</td>
<td>copying or editing someone else's work does not make it yours.</td>
</tr>
<tr>
<td>or change any system permissions without permission. Report damaged or</td>
<td>Learning from Tutorials is OK, calling it your own work if simply</td>
</tr>
<tr>
<td>malfunctioning equipment immediately. Failure to report a problem may</td>
<td>recreated is not. It is recommended that you save often to your</td>
</tr>
<tr>
<td>result in your being charged for damage. No Food, Drink, or snacks are</td>
<td>network folder and backup your data regularly.</td>
</tr>
<tr>
<td>allowed at your computers. Water and mints are OK, but water must be</td>
<td>YOUR ARTISTIC GROWTH- AGENTS will stretch themselves. Focus on your</td>
</tr>
<tr>
<td>in a container with a cap, and must be capped when you are not drinking</td>
<td>growth as a person and as an artist. Take advantage of this program.</td>
</tr>
<tr>
<td>it.</td>
<td>Work hard. Don't be lazy. Don't give up on yourself. Nobody ever fails</td>
</tr>
<tr>
<td></td>
<td>this class, they just quit.</td>
</tr>
</tbody>
</table>

Other Basic Policies include: No food or drink at computers, No MP3 of phone use allowed, absolutely No downloading or altering of computer settings,

Depending on any infraction of these policies, consequences range from extra lab time (detention) to loss of privileges in the lab or removal from the program. You have a choice- Obey the rules or you will encounter the consequences.

**ACADEMIC DISHONESTY**

Absolutely no form of academic dishonesty (cheating) will be tolerated for this class or any other. This includes cheating in the GAME. Turning in another person's work (another student or work downloaded from the internet) is cheating. The use of copyrighted material in final projects without the expressed written consent of the copyright holder is absolutely prohibited. Do your own work with your own tools. Consequences range from REboot camp (see below) to referrals to the administration.

**WORK AND GRADING POLICY**

Since virtually all of our work will be completed in class it is critical that you attend regularly and participate fully during the entirety of the class. Up to one-half of your overall grade will be determined by attendance and participation. You cannot participate if you are absent (in body OR mind)!

Because of the revolutionary nature of the program, Infinite Campus is not ideal for management of our grade reporting. However, in lieu of traditional dependence upon Infinite Campus, reporting your work every single quest (assignments and projects) you will be working on is required to be posted to your blog. Parents can visit your blog to see exactly what is posted and how much work you have been doing. If there is a disagreement with me on your assessment, your blog will be used as the standard for your grade. Work not properly posted on the blog is considered NOT turned in. If it's not on the blog, it's not in the gradebook.

I will also accept most any project at any time up to the the week before finals. Since this is a self-paced
environment due dates are not the singular measurement of finishing. Beware however that some quests will have expiration dates as we often encounter opportunities to work for actual clients that do have preset deadlines.

**ASSESSMENTS**

**GRADING RUBRIC**

If you abide by classroom rules, policies, and expectations, here is how it works:

A(10) = You gave it your all. You consistently tried to meet and exceed requirements
B(9) = Great but… You could have tried harder but you met the requirements
C(7) = No second effort. You didn’t try very hard
D(5) = Are you kidding me? You are wasting your time
F(0) = Who are you? You stopped coming to class

It really is that simple. Play by the rules, try your best, and you will an A. More detailed information may be found on our website.

The grades will be entered weekly on your blog and you will give yourself a grade for the week. Most students simply use this rubric on all their missions and average the week. Since students will be allowed to choose their own lessons and work at their own pace, this will not be standardized.

I encourage students to show their blog to their parents and guardians (and friends!) for encouragement and congratulations on missions completed in class.

**WHO IS THE JUDGE?**

In addition to weekly “blog grades,” formal one-on-one reviews take place twice a semester. Discussions include progress, goals, effort, ideas, failures, etc. Remember to include your failures as learning experiences that count toward your grade! Each student informs me of the grade he/she has earned. Though I sometimes disagree, I’ve found that after discussion, virtually every student and I can agree together on a fair and appropriate grade.

**GAME POLICIES**

GAMR’s will be expected to adhere to the GAME and the spirit of the GAME while in the program. Anyone who chooses to violate the rules in the GAME online, on the student blog sites, or live in real life in class will have consequences. These consequences can be as minor as a verbal correction and one demerit, to a referral to the Administration.

Demerits- GAMRs can receive demerits which are documented interventions along with appropriate interventions. Three demerits will result in REboot camp.

REboot Camp- Upon receiving a third demerit, a GAMR will receive a REboot. This is a complete resetting of the GAMR’s account, blog, and progress in the GAME. Students will also be referred to Administration. After 3 REboots, students will be removed from the program.
SPECIAL NOTES TO PARENTS

There are a few areas on the permission form that you’ll need to sign and indicate your preference. They refer to the information in this section. If you lose this document or would like to see it again, you can access this document here: http://creativecrusade.com/CIA_Handbook.pdf

PERMISSION FORM ITEMS

Parent and Student Equipment Agreement
During the course of this class you may be asked to do various projects outside the normal class period. To do this you may need the use of school equipment, which is offered free of charge. This equipment may include but is not limited to still cameras, flash equipment, stands and other equipment that might be needed. Below is a listing of some of the equipment and price of that equipment that MAY be issued to you or your student. The prices of the equipment can vary from $500 - $3000. Prices are approximate and will be calculated on a replacement level.

Nikon D3000 - $500  Tamron 18-70mm f2.8 lens - $400
Fuji 9000 - $400  Nikkor 70-200mm f2.8 lens - $1500
Flashes – $150-400  Tripods - $10-50
Flood Lights - $10-50  Reflectors - $5-40

The permission form (passport application) is located online and should be completed after reviewing this entire document. Students should access the passport application through the creativecrusade.com website as seen in class. All permissions and acknowledgments will be accepted once that form is competed and submitted.