

COURSE INSTRUCTOR: Mr. Jeffrey Silberman

About the Instructor: A caring educator who enjoys helping others utilize 21'st Century Technology

EDUCATION

University Of SanDiego, SanDiego California
Instructional Technology, April 2010
Concentration Educational Technology

The College of New Jersey, Ewing, New Jersey
Masters Degree, Educational Leadership, April 2008
Concentration: Educational Instruction

William Paterson University, Wayne, New Jersey
Teacher Certification, July 2003
Concentration: Education

William Paterson University, Wayne, New Jersey
Bachelor of Arts, Business Administration, May 1991
Concentration: Business Management

New Jersey State Educational Certification/Endorsements
K-12 Certification
Technology Endorsement
Office Administration Endorsements
Data Entry & Keyboarding Endorsements
Finance/Economics/Law Endorsements
ISTE Member

Technology Course Syllabus

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Course description: Users will learn to operate, navigate, and access information technology.

This course is designed to span 30 weeks of instructional projects.

Students will explore technology through the completion of learning units to include (but not be limited to) the following areas:

Computer Applications
Academic/Business/Creative Software Suites

Qwerty Keyboarding
Aspects of digital design and development
Graphic and electronic information systems
Electronic data and Communication devices
Multimedia Hardware & Software

The curriculum is driven by and aligned with the [State Technology standards](#) and Local Standards and Benchmarks.

Evaluation:

Grades will be assigned for participation (attendance, collaborative participation, and classroom behavior), quarterly project based learning assignments, individual keyboarding proficiency, and assorted weekly digital communication learning assignments. Assignments will vary in point value according to the length and required information. Grammar and Spelling will be factors in grading as well as punctuality and completeness.

Assignments:

Assignments are introduced in class and posted online for student access outside of the classroom in the event a class is missed.

Grading:

To get an A in the class you must do and submit all the projects as they are assigned and according to the specifications and be motivated to do the projects with a special flair and creativity not necessarily assigned. You must be able to adapt to working alone and when working collaboratively. Extra work as appropriate and being particularly focused, showing that you have mastered the material will contribute to your grade as will having an excellent attitude and consistent participation.

To get a B in the class you must do and hand in all of the projects as they are assigned and according to the specifications. You must work well in-group situations and be more than willing to contribute and follow instructions. Having an adequate understanding of the material covered is essential. A good attitude is also essential.

To get a C in the class you must do and submit most of the work assigned as nearly according to specifications as possible. You need to work adequately in a group setting when appropriate. You must ask for help when you need it and do the best you can and have a good attitude the majority of the time. A few assignments might be missing or of so-so quality.

To get a D in the class you would have missing assignments and/or a poor understanding of the directions for the assignment or lack motivation to work to your potential or produce good quality work. You have trouble following instructions or contributing your portion when in a group setting. Occasional attitude problems might also plague you.

To get an F in the class you simply don't follow instructions or perhaps maybe you do but just never get the work completed. You simply don't care whether you learn it or not and the attitude

reflects on your lack of cooperation and focus in class.

Classroom Rules

Respect Self

Respect Others

Respect for Property

Respect Environment

Accept Responsibility

BE RESPONSIBLE, TEACHABLE, RESPECTFUL AND HONORABLE!

Acceptable Use:

All students are expected to have a current "acceptable use" contract signed and on file before using Internet related services.

Seating:

All students are expected to be seated at the beginning of class and at all other times when they don't have specific assignments that require moving about the room. Chairs and equipment are not to be moved about the room. Students are expected to sit correctly in their chairs.

Instructional Time: During times of instruction, students are to direct their complete attention to the person doing the instructing. Computers are not to be used during these times unless such use is part of the instructions. Students should raise their hands and be acknowledged by the instructor before asking a question or talking.

Leaving the classroom: Students must have permission to leave the classroom. Students may bring bottled water as long as they are consumed away from the computer and stored under the table: No food or other items are to be brought into or consumed in the classroom or near the computers.

Cleanup and organization: Each student is expected to keep his/her seating or working area cleaned and organized. All books and materials must be put away in designated places at the end of each class period. Chairs should be left in the appropriate location and all software should be "quit" and computers returned to "login" configuration.

Accidents, sickness or Malfunction: Instructor should be told immediately about any sickness accident or computer hardware malfunction during class. The instructor should also be notified immediately about any hardware failure or any other problems with computers or other technology in the classroom

Use of equipment and Materials: Students are not to connect or disconnect any equipment without specific teacher permission and supervision. Students are not to use any materials or equipment for which they have not received specific teacher instruction or approval for use in the classroom. Students are expected to use equipment and materials in a manner which is consistent with instruction.

Plagiarism: Plagiarism is illegal and will not be tolerated. Appropriate action will be taken if inappropriate use of written material has occurred.

To view the National Educational Technology Standards for Students (NETS) visit:

<http://www.iste.org/standards/nets-for-students.aspx>

To view the National Educational Technology Standards for Teachers (NETS-T) visit:

<http://www.iste.org/standards/nets-for-teachers.aspx>

Ridgefield School District Regulation

2624 - GRADING SYSTEM

Section: Program

Date Created: May 2006

Date Edited: July 2015

- A. Purpose of **Grading**
 - 1. The purpose of **grading** is to assist pupils in the process of learning; all **grading** systems will be subject to continual review and revision to that end.
 - 2. Grades acknowledge a pupil's demonstrated proficiency in the New Jersey Core Curriculum Content Standards and locally established learning goals and objectives:
 - a. Active participation in and attention to daily lessons,
 - b. Frequent contribution to discussions,
 - c. Prompt, thorough, accurate, and neat preparation of assignments,
 - d. Thorough preparation and performance on tests and assessments,

- e. Display of an eagerness to learn and an inquisitive approach to lessons,
- f. Attention to the need for proper materials,
- g. Cooperation with the teacher's efforts, and
- h. Willingness to work to the best of his/her ability and to do more than the minimum expected.

B. Preparation for Grading

1. Each pupil must be informed through the distribution of a course syllabus in the high school of the behavior and achievements expected of him/her at the outset of each course of study or unit of study.
2. Each pupil must be kept informed of his/her progress during the course of a marking period. Pupils who so request are entitled to see the grades resulting from their performance during the marking period. Pupils are encouraged to track their own grades, but will receive an official printed report of their grades at the end of the marking period. Grades are available electronically throughout the marking period with a Genesis login.
3. Each method of **grading** shall be appropriate to the course of study and the maturity and abilities of the pupils.
4. Pupils should be encouraged to evaluate their own achievements.
5. The process of review and revision will involve teaching staff members, parent(s) or legal guardian(s), and, as appropriate, pupils. Request for a grade review must be made within ten days after the close of a marking period.
6. Marking period grades must be comprised of multiple forms of assessment. In addition, the weighting and distribution of assignments and assessments should be fair and equitable across the span of a given marking period. Likewise, the weighting of any one assignment or assessment may not exceed 20% of any one **grading** category within the distribution of a teacher's **grading** system (e.g., assessments, classwork, homework, etc.)
7. **Grading** categories and weights will be standardized by level and subject area.

C. Grading Periods

1. Grades will be awarded at the end of four marking periods in each school year.
2. Pupils will be given a final grade in each subject at the end of the school year.
3. Grades will be recorded on report cards for parent(s) or legal guardian(s) notification in accordance with Policy No. 5420 and Regulation No. 5420.

D. Basis for **Grading**

The teacher responsible for assigning a grade should take into consideration the pupil's:

1. Completion of written assignments prepared in the classroom or elsewhere;
2. Oral contributions in class, including discussion responses, observations, panel participation, presentations, initiation of topics;
3. Performance on oral and written tests and quizzes;
4. Research into standard references and other background materials;
5. Oral and written reports on materials read by the pupil;
6. Laboratory work;
7. Term papers;
8. Special oral or written reports;
9. Other evidences of the pupil's constructive efforts and achievements in learning; and
10. For the final grade, in the high school only, the pupil's attendance record, in accordance with Policy Nos. 5200, 5410, and 5460.

E. Meaning of Grades

1. The following grades will be given in each academic subject at the end of each marking period:
 - a. A grade of A indicates superior performance. It may be given to a pupil whose achievement is significantly above grade level; whose work achieves a quality and quantity that consistently excels; and who demonstrates a high degree of initiative, application, and purpose.
 - b. A grade of B indicates above average performance. It should be given to a pupil whose achievement is above grade level; whose work frequently excels; and who generally demonstrates strength in the subject.
 - c. A grade of C indicates average performance. It should be given to a pupil whose achievement in most areas of the subject are average; whose work is acceptable; and who demonstrates a satisfactory degree of proficiency.
 - d. A grade of D indicates below average performance. It should be given to a pupil whose achievement in the subject is barely passing; whose work is the minimum acceptable for credit; and who demonstrates only weak proficiencies in the

subject.

- e. A grade of F, in the high school, indicates failing performance and that no credit can be given for the subject. It should be given to a pupil who has not met the minimum requirements of the course; who has demonstrated an inability or unwillingness to master the basic elements of the course; or who has failed to meet the minimum attendance standards necessary to pass a course of study.
- f. As per district policy, a grade of 64 or below is failing. As a result, failing grades must be entered between the ranges of 50 – 64, with 50 being the lowest possible failing grade. Any grade of 64 or below is a variation of an “F”, which indicates that the student has not met basic standards for learning. This allows the student to recover from a poor quarterly benchmark and gives him/her the appropriate motivation to complete the course successfully.
- g. Letter grades may be modified by plus or minus signs.

2. The following **grading** scales and indicators shall be used:

Grades K-4 E = Excellent
 S = Satisfactory
 I = Improving
 N = Needs Improvement
 U = Unsatisfactory
 NA = Not Applicable

Grades 5-8 A = Outstanding Achievement (90-100)
 B = Above Average Achievement (80-89)
 C = Average Achievement (70-79)
 D = Below Average Achievement (65-59)
 F = Failure (Below 65)