

AICE Digital Photography Assignment Turn In Policy

All assignment (unless otherwise noted) must be turned in under for following guidelines. Failure on the part of the student to follow these guideline will result in their work not being accepted and thus they will receive a grade of zero for the assignment.

1. All work will be turned in on the date due at the end of the class period. Late work will not be accepted for credit. If the student is absent on the day the assignment is due they must turn it in on the first day they return to class after the due date. Students will be notified of due dates at least 3 calendar days before the assignment is due.
2. All work turned in will be ORIGINAL student work. Students may not download any part of the work from the internet, nor use the work of any other student or photographer without express written permission from the classroom instructor.
3. Students will place all submitted work in an 8.5 by 11 inch manila envelope. The envelope will be placed in the appropriate turn in bin assigned to their class. The envelope must have the student's name (first and last) and their class period written on the front of the envelope
4. Paper work, unfolded, written in blue or black ink or typed will be placed in the envelope. Each worksheet will be completed and will contain the name of the assignment as well as the student's name.
5. All submitted photos or computer graphic assignments must be saved in jpg format. No other format will be accepted for credit. Official Cambridge assignment projects will be formatted as directed by Cambridge.
6. Photos will be placed on a flash drive dedicated to AICE Digital Photography and not shared with work from another class.
7. Work will be placed in a folder on the flash drive labeled with the name of the assignment (such as: Photoshoot #5, Haunted House, Sport Poster)
8. The flash drive will NOT contain the work or assignments or any other student.
9. The envelopment may not contain more than one flash drive.

Note: The class room and the computers are available for student use at 7 a.m. each school day and are also available after school each day until at least 4 p.m. The instructor reserves the right to change this schedule however students will be notified of such changes in advance. The instructor will be available to answer questions or assist student during the time the classroom is open. Students must clean up their workspace and turn off the computers before leaving.

I understand the above classroom rules and regulations and will abide by them. I understand the consequences if I fail to follow these rules.

Signed: _____

Print Student Name: _____