

# TECHNOLOGY EDUCATION 2009-10

# WORKLOG #1 NOTES:

Class: 6th[\_] 7th[\_] 8th[\_] NAME: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 "A" Day[\_] "B" Day[\_] PERIOD: 1.1[\_] 1.2[\_] 2.1[\_] 2.2[\_] 3.1[\_] 3.2[\_] TSA-Technology Student Association[\_]  
 Channel 2 News[\_]  
 Page 1 of 1

**READ & FOLLOW ALL  
Announcements EACH DAY!**

**(READ & INITIAL EACH SECTION... Use a PENCIL!)**

**LAB SAFETY & PROCEDURES: (NOTEBOOK FOLDER..INFO SIDE)**

Read thru and **INITIAL EACH SECTION!** By initialing, you are stating that you understand the information you have read. Ask questions if you need more information or don't understand what you have read. YOU are responsible for each and every section! **DUE for 1st[\_] 2nd[\_] 3rd[\_] 4th[\_] 5th[\_] 6th[\_] 6-Weeks MIDTERM REPORT! ALL SAFETY RULES are to be followed at all times.**

**COURSE POLICIES:** These will be posted in a plastic notebook on **YOUR LAB TABLE** with your class' calendar & other related information. ALL students are to read & understand **ALL COURSE POLICIES**, and are to sign the **"FOR THE RECORD"** page of the Course Policies Manual. ALL information is vital information for students to work together safely. **DUE for 1st[\_] 2nd[\_] 3rd[\_] 4th[\_] 5th[\_] 6th[\_] 6-Weeks MIDTERM REPORT!**

**STUDENT NOTEBOOK/FOLDER LAYOUT:**

**OUTSIDE FRONT COVER:**

JOHN DOE..... Your Name  
 TECH SYS..... TECH ED Course  
 PERIOD 2..... Class Period  
 8th..... Grade Level  
 2009-10..... Sch. Year  
 45Min..... Class Length  
 TABLE #1..... Table Assigned

**OUTSIDE BACK COVER:**

TECHNOLOGY EDUCATION  
 "Learning to Live in a  
 Technical World!"  
 ...  
 ...  
 TSA- TECHNOLOGY  
 STUDENT ASSOCIATION

**RESTROOM, LIBRARY, ETC., SIGN-OUT:**

**NOTE: Due to the 45 min. class lengths, only emergency issues will be addressed during each class period. PLAN AHEAD!**

IF ALLOWED, **ONLY ONE** person is allowed out at a time! YOU must have permission **FIRST**, then **SIGN-OUT** & you **MUST** take your **AGENDA** or a **HALLPASS** with you... You then have (2)two minutes to get there & make it back... **No AGENDA could means no Restroom visits.** Violation of the above will result in loss of privileges!!!

**INSIDE FRONT:**

**INFORMATIONAL:**

Table of Contents:  
 Lab Safety & Procedures  
 Sample Progress Report  
 Course Objectives  
 Student Info Sheets/TSA

**INFO-** For Information Only

**INSIDE BACK:**

**GRADED:**

Table of Contents:  
 Worklogs (1-9) & Notes  
 X-Words/Worksheets  
 Project Plans  
 Tests/Quizzes  
 Reports

**GRADED-** For any papers that are graded or are to be graded.

**GUM, CANDY, DRINKS, WATER FOUNTAIN, PC MULTIMEDIA USE, RADIO, CD's, DVD's, IPODS, ETC.:**

These are privileges that you **MIGHT** start with, however, if respect for these is not demonstrated to the highest degree, these privileges will be taken away. **THINK AHEAD! Get Permission FIRST!!!**

**LAB LIGHTS:**

One Half of the Lab Lights **SHOULD** remain on all day. If you wish to turn the lights off, please get permission first!

**COMPANIES: "Treat one another fairly, with respect!"**

**"Working together means winning together!" "Always Work Safe!"**

**STUDENT NOTEBOOK/FOLDER PAGES:** Any and ALL pages that are printed on either FRONT and/or BACK, are to have **AT LEAST** your **NAME, CLASS,** and **PERIOD** clearly written on them. If a paper is in your **NOTEBOOK**, it has to have the above information on each printed side for credit to be given during a **NOTEBOOK** check. **DATE** should be included as Assignments are completed! **SPOT CHECKS WILL BE DONE** throughout the 9-Weeks and **WILL** count as a **GRADE!**

**NOTEBOOK CHECK: (For COMPANY MONTHLY GRADING PURPOSES- Carried out throughout the Entire School Year)**

TO BE EVALUATED BY COMPANY...(Initials):

	9/	10/	11/	12/	1/	2/	3/	4/	5/	----	DATE (Month/Day) OF NOTEBOOK CHECK (To Be Completed By Each Company)	
NAME & INFO on EACH Page (Front & Back)...	5	5	5	5	5	5	5	5	5			
LAB SAFETY & PROCEDURES Read & Init (ALL).	5	5	5	5	5	5	5	5	5			
COURSE POLICIES Read & SIGNED (ALL).....	5	5	5	5	5	5	5	5	5			
CURRENT WORK Up-to-date using a PENCIL....	5	5	5	5	5	5	5	5	5			
WORKLOG & NOTES Accurately Marked.....	5	5	5	5	5	5	5	5	5			
NOTEBOOK Neat & in Correct Order..... (INFO/GRADED, Used a Pencil, Company Work, All work organized & neat, Complete... )	5	5	5	5	5	5	5	5	5			
	/20	/20	/20	/20	/20	/20	/20	/20	/20	/20	----	NOTEBOOK SCORE

**NOTEBOOK CHECKS  
are due by the last  
day of each month!**

**X-WORDS/HANDOUTS:** All X-WORDS/HANDOUTS provided with EACH WORKLOG are to be completed by the LAST ENTRY DATE OF EACH WORKLOG. Figure that many assignments will be due each week. **ALWAYS USE PENCIL! NEATNESS COUNTS! BUDGET YOUR TIME WISELY!**

**WORKLOGS:** Be sure to fill in each log entry completely **IN PENCIL** daily for credit! **BE SPECIFIC ABOUT WHAT YOU ARE DOING EACH DAY!**

**SIMULATIONS:** Be sure to **ONLY USE APPROVED** Simulations as project work **AFTER ALL OTHER REQUIRED WORK** has been completed!

**TECHNOLOGY INTRANET & WEBSITE:** Be sure to check these sites often for important daily operational notes and class/lab information.

**POINTS/GRADES:** (A)93-100% (B)86-92% (C)78-85% (D)70-77% (F)0-69% **EXTRA CREDIT IS AVAILABLE UPON REQUEST.. YOU MUST ASK FOR IT!** Test-100, Group Project-50, Independent Class work Assignment-20, Homework-5, Notebook/Worklog-20, Class Participation-10, Quiz-25. Grade Calculation- Total Points Earned / Total Points Possible = %. Assignments & Grades may be combined into others as necessary.

**TABLE INVENTORY:** Your Table Inventory should be taken daily... each table starts out with the following supplies:  
 1-Table Policy Manual w/Course Information, 1-Round Pencil Organizer(\$5), 5-Pencils (1 for each person plus one(\$.25),  
 4-Textbooks "Technology Education- Learning by Design"(\$50/each),1-Table Storage Box w/Calculator, Markers, tape, glue, and many other useful items. **IF ANY ITEMS ARE MISSING OR BROKEN, REPORT THAT FACT TO YOUR TEACHER IMMEDIATELY!**  
**Your Table is responsible for these items each class period!** Please be sure to take this responsibility seriously! Remember, if you cannot be trusted with these, then you will not be trusted with any other tools and/or equipment.

My/Our Table is: 0[\_] 1[\_] 2[\_] 3[\_] 4[\_] My/Our Textbook #'s are: \_\_\_\_ thru \_\_\_\_ . OUR WORK AREA IS: