

Industry Expectations

- 1) Ability to productively utilize industry standard hardware and software
- 2) Good interpersonal skills, and an ability to work in team situations
- 3) Ability to communicate concepts both verbally and visually
- 4) Artistic ability in the following areas: drawing, designing, use of color and working with type
- 5) A highly-developed level of creativity
- 6) Open to professional, and nonprofessional, criticism and design revision(s)
- 7) Able to work on, and manage, many accounts within similar time frames
- 8) Ability to consistently meet production deadlines and to handle high levels of stress

Class Expectations

- 1) Read instructions, listen to, and follow directions
- 2) Accept responsibility for assignments, both in completion and meeting deadlines
- 3) Prepare for, and pass, weekly tests (with a 75% or higher)
- 4) Stay on task, develop and maintain focus
- 5) Demonstrate a willingness to try new ideas, and ways of doing things
- 6) Be a positive member of the classroom
- 7) Be respectful and cooperative when working with others
- 8) Participate in formal and informal class discussions
- 9) Make formal class presentations
- 10) Take part in class critiques by actively giving, and receiving, peer criticism

Formula for a Productive Class Environment

(Compiled by PTEC Students)

- 1) Respect classmates
 - a) Avoid coarse language
 - b) Avoid interrupting working students
 - c) Always request permission before using another student's tools or supplies
 - d) No blurting out or disruptive behavior
 - e) Cell phones are turned off and not used during class time
- 2) Respect class materials, equipment and supplies
 - a) Use special care with all books, and computer-related materials
 - b) Always return all tools and supplies to their proper location
 - c) Inform the Instructor of faulty equipment or supplies
 - d) Each Friday all personal areas are cleaned as per instructions. Each student also receives a rotating, specific (common area) class cleaning assignment. Examples include white boards, library areas, common work areas, et cetera.

... And Unspoken Class Rules

- 1) Do not exceed break or lunchtime (late return constitutes as tardy)
- 2) Do not disrupt class and/or audience while Instructor is giving a presentation, lecture or lesson. If absolutely necessary, any unrelated conversations should be minimal and only at whisper levels.
- 3) Unless called upon, raise hand to speak during discussion (no blurting)
- 4) Do not store books, tools, etc. in personal work areas
- 5) Return all books and tools to their proper location, daily
- 6) No food or beverages permitted in computer labs or classrooms
- 7) Printers, Copiers and Scanners are exclusively for classroom/project use (personal use is not permitted)
- 8) Personal electronic devices, phones, music players of any type must be turned-off before and during classroom sessions
- 9) Shut down computer/monitor/scanner completely (daily before leaving)
- 10) Failure to abide to any of the above will result in:
 - a. Verbal Warning (first occurrence)
 - b. Visit Administration for next step/action(s) (second occurrence)

Cleaning Information – Personal and Common Areas

Studio/Computer Lab/Lecture Room

- Return all books, materials and supplies (to proper storage areas)
- Shut down computer completely (before cleaning)
- Computer Monitor (glass portion): Wipe with approved cloth (only)
- Dust and damp-wipe keyboard and all other (non-monitor) computer surfaces
- Wipe down table/desktop, table/desk legs and chair legs
- Clean desk daily (if smeared with pencil, ink, DNA, etc.)
- Dry any wet/damp surfaces
- Check floor for (and remove) debris, etc.
- Sweep as necessary