

Tech-High Game & Simulation Policies and Procedures

For the below the “manager” is your instructor and students are “employees”. All policies not only follow district policies but prepare students for the world of work in a more realistic way by giving students more responsibility.

Food:

You can have food and drink in class just as if we worked in an office. Drinks should have a lid/cap, any food that could potentially spill/has crumbs should be eaten in the “break room” which is the table separate from the computers. Any trash, mess, or spills must be taken care of by the student. You are treated like an adult in this room, which means you take responsibility for everything you do. Gum is allowed but throw it in the trash when you are done- if it gets on the desk, seat, floor you must clean it up immediately and take responsibility for your own actions.

Bathroom Pass:

The bathroom pass is the game controller. You do not need to ask to use the restroom, if the pass is there take it and go. Just like in industry, you would not ask your manager to use the restroom; you go and come back once you are done. Just like in industry, if your manager notices you are leaving for longer than usual times or multiple times in a row there will be a discussion about the issue- use your judgement and be responsible for yourself and your time.

Phone Rules:

Phones are allowed as a source of music while using headphones and must be face-down. Phones will not be face-up, accessed, texting, etc. during class, just like you were at an office. I will respect your right to have your phone out but just as a manager would tell you to put it away if you were on it rather than working, I will do the same. If phone usage is abused I will remove the right to have them on for music, just as a manager would not allow an employee to have their phone on their desk if they could not separate their phone usage during work-time. If you need to send a quick text excuse yourself with the pass. If you need to make a quick call home- use your “phone home” badge or talk to the teacher about it. The exception to allowing phones is on Mondays when I introduce you do new information, group workdays or when industry professionals are speaking- during those times no phones are to be on and out in any way. *Phones are allowed to be used in more capacities on “Productive Media Fridays”.

Equipment:

You are responsible for the desk, chair, and electronic equipment at your workstation. Respect it and treat it like your own, just as if you were on the job.

Bullying:

Support one another in class and online. Bullying is too common these days and this class acts as a close-knit community and almost family environment. If someone is dealing with bullying at school or online out of school- take the initiative to talk to him or her, give support, report it. Someone bullying you? Talk to guidance or me, report it through the district website, and/or ask a classmate for help- do not stay silent. This class is ran like a workplace so there is no tolerance for bullying. In industry, bullying or harassment (online or at work) means immediate termination of employment. Bullying is the one thing besides fighting that I will not tolerate without any exceptions. I am here to ensure everyone has a good experience in my class and at this school. Along that same note- celebrate weirdness. There is no such thing as normal and in the IT and gaming industry this cannot be more accurate. Differences are a good thing in the industry and often lead to many team members working closely together because they bring several unique perspectives to the project.

Disciplinary Action:

This class is ran like a business; therefore, consequences follow the same routine as industry.

- First Instance: Just like at a company you will first get a verbal warning (this will often be a casual discussion, I will not talk down to you because you are my equal but I will let you know what the expectations are just like a manager in industry would).
- Second Instance: written warning. This will vary from a word document clarifying expectations or a referral if more severe. Written warning could also include parent contact, if necessary which would be the equivalent of me contacting your department head in a company.
- Third Instance: This consequence depends on the issue and discussions we have had in the past. For Tech High you would be put on probation and must meet all expectations to remain in the game and simulation program (in industry this is often called “probationary” employment). This consequence could lead to removal from the program if probationary expectations are not met, this is when a company would generally “fire” or terminate employment (see “[Tech-High Probation Information](#)”).

Tech High Quality of Work Expectations

Expectations:

Begin to work towards thinking for yourself, critical thinking, and problem solving. Instead of instantly going to your teacher or parent you will first exhaust other resources starting with Google and forums for that particular software/industry then classmates. Always try to think of your teacher as a manager in industry- they are there to facilitate and clarify project expectations but they are not there to do your job. The more you do research and solve problems on your own the more likely you are to remember it. If the instructor walks you through each task you will follow along and never remember what was actually done.

Finishing Early:

If you finish early, it is not time to play a game or watch YouTube. The first recommendation is always typing- your goal should be 45 words per minute and there are several free sites you can use. If you already type quickly you can work on a tutorial of your choice, side quest, read a book, or play in one of our software programs. **This policy goes back to the real world of work. If your manager sees you on YouTube videos or games they will assign you more work, not allow you to do nothing because you finish up a project early. They will also most likely give you a warning which could lead to being fired. Suggestion- I encourage all of you to consider reading a book when you finish early- it can be anything you are interested in and reading is a skill that cannot be underestimated. It is necessary in every industry and reading for fun is a great way to improve comprehension.

*This program is an application program, lotto system with a waiting list- there should be no one here that does not want to put in the extra effort, go the extra mile, and continue to improve projects or learn something new when they finish early. If you do not feel this way, this may not be the right program for you. Think about your future goals and begin to work towards them today! Finishing early is the perfect time to research current industry standards and work towards being proficient in them.

Discussions:

We will have teacher-led discussions so I can get feedback on projects and ask for ideas. We will also have student led discussions. These will be ran similar to business meetings and everyone should get involved.

Constructive Criticism:

Constructive criticism comes after major projects. Students will pair up and offer constructive criticism and advice. It should involve suggestions for improvement, not just criticism. The process begins by reviewing project requirements, playing the other student's game/viewing their project, and taking notes as needed. When giving feedback- be specific, accurate, offer suggestions, and how they can get started on those suggestions. A good example of constructive criticism is: "Your overall design needs some work; I noticed your player does not have animation and your background seems cluttered. A good way to reduce clutter is to use a tile set instead of a photo background and animation can be achieved by use a sprite sheet. There is a good tutorial on mrskirk.com about how to animate using a sprite sheet".

Group Work:

We will split into roles based on interests (programmers, artists/designers, project managers, etc.). Project Managers will interview perspective employees and choose one member from each role. Employees have to meet their role requirements. If they do not, they will be fired from the group. Being fired means that individual student must start the project over and complete it, on their own. A student can be fired by receiving a verbal then written warning. Written warnings will explain what they need to do to remain a part of the group and the date they must do it by. Once a member is fired Dr. Kirk will be provided the documentation so she can split that student off from the overall grade. Students will also complete an assessment of their group members work and efforts at the end of each project.