

**2023**

**2024**

**commercial**  
**art**

designer  
illustrator  
artist  
photographer's  
silk  
assistant  
print  
signmaker  
desktop  
web  
advertising  
shop  
publishing  
screen  
industrial  
page  
graphic  
printer  
typographer  
animator

**ANY  
SCREEN  
IS A  
CANVAS!**



# [www.mbit.org](http://www.mbit.org)

**Please use our website as your resource to know what is happening at our school and in the program.**

**The Commercial Art GOOGLE CLASSROOM posts plans.**

**The Commercial Art page posts grading rubrics.**

**The MBIT school website includes a parent portal for checking grades and resource pages full of information.**

**Your sending schools parent portal will only post MBIT grades at the end of a marking period.**

# COURSE OVERVIEW

- Morning class is Monday-Friday 7:40 - 10:20 am.
- Afternoon class is Monday-Friday 11:30 – 2:15 pm.
- This program is meant to prepare the **serious** art student with the **work ethic, skill set & knowledge** for entry level employment in the profession of commercial art or a post secondary art school.

# Organizational Chart

## MBIT Classroom Studio

### **CORPORATION**

**Board of Directors**  
**Editors, Publishers**



### **ART DIRECTOR**

Responsible for \$\$, equipment, inventory.  
Generates work for artists.  
Works with clients to meet their needs.



### **ASST. ART DIRECTOR**

Works between Art Director & Artists.  
Troubleshoots problems & keeps the  
work flow moving.



### **STUDIO ARTISTS**

Works in jobs the Directors give them.  
Working conditions provided by the corporation.

### **ADMINISTRATION**

**MBIT School Board,**  
**Director, Principals**



### **ART TEACHER**

Responsible for tracking grades, equipment & Inventory.  
Generates Assignments for students to practice.



### **INSTRUCTIONAL ASSISTANT**

Works between the art teacher and the students.  
Helps students complete assignments,  
organize & academics.



### **STUDENT ARTIST**

**YOU & YOUR PEERS**  
Practice Work Ethics, Skills, & Knowledge in class.  
Complete the physical and academic work assigned.

# Student Performance Assessment (A.K.A. Grades)

**A**ttendance/Employability Work Ethic/ Employability  
**25%**

**S**kills Projects/ Portfolio/Sketchbook  
**40%**

**K**nowledge Tests/Quizzes/Worksheets/Homework  
**35%**



# Classroom Studio Rules

1. **PROMPT** Attend class, be on time, don't end your day early.
  2. **PREPARED** Secure personal items, in uniform, and be ready to work.
  3. **PARTICIPATING** Be a part of all learning activities. Do what you are supposed to be doing.
  4. **PROFESSIONAL** Complete assignments. Strive for classroom and industry standards. Follow MBIT Code of Conduct. Treat each other as professionals.
- *When these rules are followed, EVERYONE is successful and this is a productive, fun, and educational environment everyday!*

# Attendance/Employability

## Expectation

students will have a **90%** attendance/excused absence rate.

- **Attendance is critical. If you are not in class your daily grade is automatically a 0.**
- If you submit an excuse within 3 school days the 0 will convert to an “Excused Absence”.
- **After 3 days unexcused absences remain at 0.**
- Students who are absent are still expected to make up work missed or complete an alternative assignment.

# Attendance Notes

- Middle Bucks accepts written notes from a doctor or parent.
- Parents may email an excuse electronically at [absent@mbit.org](mailto:absent@mbit.org) please cc me: [brosenau@mbit.org](mailto:brosenau@mbit.org)
- Parents can phone into an automated number 215-343-2480 ext. 107



# Skill Projects

## Expectation

students will do “Class assignments first.”

# Knowledge

## Expectation

Every student will earn  
“at least one certification a year.”



- ACT 158, Juniors **MUST** earn a certification and complete a portfolio by the end of the year.

# Certifications & Testing

- **Adobe Certification Exams** Adobe offers a nationally recognized professional level certification in **Photoshop, Illustrator, InDesign, After Effects.**



# New Student Obligations

Over the summer, you will receive in the mail a packet of information along with instructions on how to fill out forms electronically online.

Please complete before the 1<sup>st</sup> week of school.

- ✓ **Health history form**
- ✓ **Computer user agreement**
- ✓ **Photo/video consent form**
- ✓ **Student activity fees \$25**
- ✓ **Portfolio \$20**

During the first days of schools we review our Code of Conduct booklet. Parents and Students are also expected to review it and sign the **CODE OF CONDUCT CONSENT FORM.**

# Student Tool & Equipment Requirements

**Details will be in a letter sent to you this summer.**

- 1) One portfolio (to be purchased through MBIT).**
- 2) One uniform (to be purchased through the MBIT student store website [www.mbitschoolstore.com](http://www.mbitschoolstore.com)). Orders taken August 1st - Sept. 30.**

**TUESDAY SEPT. 5th**

**FIRST STUDENT DAY!**

**Thank you and have  
a great summer.**