# Georgia Gwinnett College
## School of Science and Technology
### ITEC2110 Digital Media – Fall 2011 – Sections 09 & 26

## Course Information:

Class Time:
      Section 09:    W  6:30 pm -  9:15 pm
      Section 26:    TTh 8:00 am - 9:45 am
Class Location:
      Section 09:    Building A 1450
      Section 26:    Building B 1750

## Contact Information:

Instructor Name:    Daniel Fuller
Cell phone:    770-608-4593
E-mail:    dfuller1@ggc.edu

## Course Prerequisites:

ITEC1001 Intro. To Computing

## Course Outcome Goals:

- Understand various forms of digital media in the Internet environment.
- Build digital media documents as a communication tool in the Internet environment.
- Publish digital media documents in the Internet.
- Apply multimedia in digital media publication.
- Evaluate digital media.
- Understand legal issues on digital media.

## Integrated Educational Experience Goals:

The IEE goals are a set of learning outcomes achieved in all GGC graduates. These outcomes are achieved as a result of learning experiences across the academic and student affairs programs. This course directly contributes to the goals **bolded** below.

- **Clearly communicate ideas in written and oral form.**
- **Demonstrate creativity and critical thinking in inter- and multidisciplinary contexts.**
- **Demonstrate effective use of information technology.**
- Demonstrate an ability to collaborate in diverse and global contexts.
- Demonstrate an understanding of human and institutional decision making from multiple perspectives.

- **Demonstrate an understanding of moral and ethical principles.**
- **Demonstrate and apply leadership principles.**
- Demonstrate quantitative reasoning.

## Required Text and Supplies:
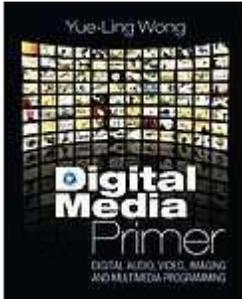


Digital Multimedia Primer
Yue-Ling Wong
Pearson/Prentice Hall
ISBN: 0132239442

## Grading Policy:

A=90-100%
B=80-89%
C=70-79%
D=60-69%
F=59% and below

## Graded Events :

Four projects (10% each = 40%)
Three in-class tests (10% each = 30%)
Final exam (20%)
Daily questions/attendance (10%)

## Academic Enhancement Center

The Academic Enhancement Center provides free drop-in tutoring for GGC students. Tutoring is available in many subjects including reading college texts, writing assignments, grammar focus, research and citation, college algebra, calculus, chemistry, and physics, and IT. The Academic Enhancement Center is located on the 2nd floor of the library. The hours of operation of the AEC can be found at:

http://www.ggc.edu/academics/student-success-programs/academic-enhancement-center.

The Speaking Center provides help with presentations and public speaking. It is located in B-2400.

## College Policies:

### Attendance Policy:

The classroom experience is a vital component of the college learning experience. Interaction with instructors and with other students is a necessary component of the learning process.  Students are expected to attend regularly and promptly all class meetings and academic appointments.  Students who are absent from classes bear the responsibility of notifying their instructors and keeping up with class assignments in conjunction with instructor provisions in the course syllabus.  An individual instructor bears the decision as to whether a student's absence is excused or unexcused and whether work will be permitted to be made up; the decision of the instructor in this case is final. Students who are absent because of participation in college-approved activities (such as field trips and extracurricular events) will be permitted to make up the work missed during their college-approved absences.

### Health and Safety Policy:

Certain laboratories include use of strong acids, solvents and preservatives. Any pregnant women, hypersensitive individuals, or immunocompromised people should report their condition to the instructor and to their physician, preferably before contact with the materials (see lab exercises). Additional instructions for lab will be presented during the first lab. Students are required to follow all instructions. Students failing to conform to lab rules and safety precautions will be first warned by removal from the lab. On second offense students will be removed from both lecture and lab.

### Americans with Disabilities Act Statement:

If you are a student who is disabled as defined under the Americans with Disabilities Act and require assistance or support services, please seek assistance through the Center for Disability Services.  A CDS Counselor will coordinate those services.

### Equal Opportunity Statement:

Georgia Gwinnett College is an Equal Opportunity College open to any qualified individual without regard to race, religion, sex, age, color, national or ethnic origin, or disability. Pursuant to all applicable federal anti-discrimination laws and regulations, Georgia Gwinnett College does not discriminate against any of the protected categories of individuals in the administration of its policies, programs or activities. This non-discriminatory policy includes admission policies, scholarship and loan programs, employment practices, and athletics and other school-administered programs.

### Affirmative Action Statement:

Georgia Gwinnett College adheres to affirmative action policies designed to promote diversity and equal opportunity for all faculty and students.

## Academic Respect:

The college exists to foster educational excellence. To this end, a classroom atmosphere that supports learning must be maintained. Students are expected to be active, attentive participants in the class. Students are also expected to abide by class policies and procedures and to treat faculty and other students in a professional, respectful manner. Students are expected to be familiar with the student conduct code published in the Student Handbook.

## Academic Integrity:

Student Honor Statement: We will not lie, steal, or cheat, nor tolerate the actions of those who do.

Georgia Gwinnett College students are expected to adhere to the highest standards of academic integrity and are expected to encourage others to do the same. Further, students are expected to take responsible action when there is reason to suspect dishonesty on the part of others.

Academic dishonesty carries severe penalties ranging from a grade of "0" on the affected assignment to dismissal from Georgia Gwinnett College. Each faculty member at Georgia Gwinnett College bears the responsibility for assigning penalties for cases of academic dishonesty. Students may appeal a penalty as outlined in the Student Handbook.

## School of Science and Technology Policies:

### Make-up Exam Policy:

Special arrangements **to take a regular exam early must be made in advance in writing**. Early exams are available only at the instructor's discretion and only under extreme circumstances.

IF an emergency arises and you miss an exam, you MUST notify your instructor on the **same DAY** as the exam. Notification by email, text or phone message is acceptable. At the instructor's discretion, make-up work may have a different format or different content from the regular assignment. **Make-up work should be completed within two days** of the original due date.

### Final Exam:

The final exam will be given sometime during December 7-13. The date and time of the final exam is set by the registrar and cannot be changed at the convenience of the student.

You should not plan to be absent anytime during that week. A make-up final exam will only be given in cases of a **verifiable excused absence**.

## Course Changes:

This course syllabus provides a general plan for this course. The instructor reserves the right to make changes to the syllabus, including changes to assignments, projects, examinations, etc., in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

# Technology Covenant:

Technology will be used to deliver content, provide resources, assess learning, and facilitate interaction, both within the classroom and in the larger learning community.

## Course Materials and Grading

You can expect to access the course materials via the course wiki and grades via Blackboard. Students should check the wiki regularly, as course changes will always be announced and recorded on the wiki site.

## Communication

- I want to have face-to-face conversations with you, when possible. However, we may need to establish a time and place via email or by phone.
- I prefer **email** for most situations. Monday through Friday you can expect me to respond within 24 hours. During holidays and on the weekends my response will be more irregular. Do not call me during the weekend unless it is an emergency.
- When corresponding by email, I will communicate with you using **only your GGC email**. You should check your GGC email **every day**. Emails from other domains (yahoo.com, gmail.com, hotmail.com, etc.) will not receive replies due to the Family Educational Rights and Privacy Act (FERPA).

## Expectations of Students

- All students at GGC need to have access to a computer. If you do not have one, computer labs are available on campus.
- I expect students to access course or individual communications within 1-2 days excluding weekends.

## Official Correspondence

- When you email me you should consider the email as official correspondence. As such, the email should not appear as a text message but should have proper grammar and punctuation. An example is below.

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Professor Fuller,

I will not attend class tomorrow morning because I am incredibly sick. Would you please send me a copy of the quiz for me to use as a study tool?

George P. Burdell

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- Improperly constructed email will be followed with the following response. "At GGC, email is considered official and professional correspondence. I will be glad to help you when you resend the email with proper grammar and punctuation."

## Technology Changes

This covenant provides a general guideline for the course. I reserve the right to make periodic and/or necessary changes to the covenant, including: technology use and communication channels, in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

# Instructor/Course Policies:

## Course wiki site:

The wiki will be the main source of information for this course. All project descriptions will be posted to the wiki before the project is assigned. Also, students are expected to upload their completed projects to their personal wiki page. Be aware that your work will be publicly visible, so make it something to be proud of. If you have any reservations about others seeing your work, contact your professor about an alternative method of submitting your projects.

The course wiki can be found at the following urls depending on your section:

Section 09:
http://wiki.ggc.usg.edu/wiki/ITEC2110:Fall2011:Section09

Section 26:
http://wiki.ggc.usg.edu/wiki/ITEC2110:Fall2011:Section26

## Daily Questions/Attendance

For daily question credit, email your answer to the daily question within the first 10 minutes of class to:

DFullerDailyQuestion@gmail.com

with the **SUBJECT LINE** of "2110-09" or "2110-26" (depending on your section) on the day of the class. If your answer is not sent before 10 minutes after the start of class (6:40 pm for Section 09 or 8:10 am for section 26), you will receive a 0 on the daily question and the attendance for the day.

## Other Policies:

- **Make-up** tests must be completed **within two days** of the original date.
- All project instructions will be posted on wiki before the project is assigned. Please read them carefully and follow them. If you have any confusion about the instructions, please contact your professor.
- Late project submissions will receive a 10% grade deduction for each day late for up to five days. After five days, all projects recieve a 0.
- All projects must be posted to the course wiki by 11:59 pm of the due date otherwise they will be considered "late."
- The professor reserves the right to ask any disruptive student to leave the room. Disruptive students receive one warning. After this, they will be asked to leave for the remainder of the lesson and receive a 0 for attendance for the day. The professor reserves the right to determine what qualifies as "disruptive behavior."
- To maintain a classroom atmosphere that supports learning, you should silence your cell phone, turn off your music and refrain from text messaging or emailing or visiting unrelated websites during class.

## Tips to help you be successful in this course:

- Make sure you have convenient Internet access and feel comfortable with technology. If you don't have fast Internet at home, make sure you could come to GGC campus and complete the work. No excuses about Internet availability.
- On average, you need to spend approximately 7- 12 hours/week outside the classroom.
- Good communication is critical: please feel free to use all kinds of technology or old fashioned way to reach your professor (email, phone call, etc.). Keep in mind, your professor is always willing to help. Email usually will be responded within 24 hours. I cannot answer my phone during classes or meetings and will not answer it on weekends.
- Plan ahead! Do not wait till the last minute.
- Do NOT miss classes.