

Georgia Gwinnett College
School of Science and Technology
ITEC 2110 Digital Media - Section 28
Spring 2016 Course Syllabus

Course Information:

Class Time: Tuesday and Thursday 12:00pm-1:45 pm
Class Location: B1750

Instructor Information:

Instructor Name: Someone Someone
Office Location: RL3000 -0000
Cell phone: 1234567890
E-mail: xyz@ggc.edu

Course prerequisites:

The prerequisites of this course are ITEC 1001 (Introduction to Computing). These prerequisite courses are important to assure that you have a basic understanding of computers. If you have not successfully completed the prerequisite courses (minimum grade of C) you should contact your instructor.

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

1. This course is supported in part by **Affordable Learning Georgia** with a **Textbook Transformation Grant** to develop no-cost-to-student textbook material
2. All the course material used in this course has already been developed or adapted by the grant investigators
3. The course material has been made available in D2L and wiki.ggc.edu with no cost to every student

Grades:

Grading Policy

Your performance in this course will be measured by participation (10%), in-class activities (20%), labs (20%), project assignments (25%), tests (15%) and a comprehensive final exam (10%). The final overall grade will be derived from your performance on those graded events as follows:

A=90-100%

B=80-89.9%

C=70-79.9%

D=60-69.9%

F=59.9% and below

Graded Events	Percentage
Participation <ol style="list-style-type: none">1) Attendance will be taken in every class2) Pop-up quizzes3) Discussions4) Helping others	10%
In-class activities <ol style="list-style-type: none">1) Hands-on activities2) Review questions for each chapter	20%
Labs <ol style="list-style-type: none">1) Each chapter may have one, two or three labs, totally there are up to 10 lab activities2) Lab activities have to be finished in class to receive full credit	20%
Five Projects <ol style="list-style-type: none">1) Bitmapped Image Project2) Vector Graphics Project3) Audio Project4) Moving Image Project (group)5) 3D Animation Project or Game project	25% 5% 5% 5% 5%
Three tests <ol style="list-style-type: none">1) First test on Chapters 1 and 22) Second test on Chapters 3, 4 and 53) Third test on Chapters 6, 7 and 8	15% 5% 5% 5%

Final Exam 1) Comprehensive 2) The final exam will be given sometime during the last week of the semester. The date and time of the final exam is set by the registrar and will be posted at midterms. The exam schedule 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.	10%
Total	100%

Important GGC Dates for Spring 2016

Classes Begin	January 11
Drop/Add Ends	January 17
Dr. Martin Luther King Jr. Day holiday	January 18
Mid-Term Grades Due	February 29
Last Day to Drop with a Grade of “W” at 5:00pm	March 3
Spring Break	March 7 - 13
Last Day of Classes before Final Exams	May 3
Final Examination Day and Time	11am -1:30pm, May 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 for math/science/IT/Business 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/schools/school-of-transitional-studies/academic-enhancement-center/index.html>.

Hybrid Course

Hybrid courses reduce face-to-face (F2F) instructional time by incorporating rich online learning experiences. This class will meet face-to-face for less time a week on campus than a non-hybrid section. In return, students will be required to complete significant assignments outside of regular class time that frequently require using a computer with Internet access. Students can also expect to spend some of this time meeting with the instructor or with other students on team projects.

Although it is nice to have this flexibility, many students find hybrid courses extremely demanding. Hybrid courses often require more reading, writing, and preparation time than traditional classes. Students must accept greater responsibility for learning on their own outside of the classroom. For help in deciding whether a hybrid class is a good fit for you, consider:
http://www4.uwm.edu/ltc/hybrid/student_resources/for_me.cfm.

Students that would prefer 100% face-to-face schedule should switch to another section. Any schedule changes should be done during the regular drop-add period.

INSTRUCTOR/COURSE POLICIES

- Late assignment penalty: 10% per day.
- You are expected to attend class and participate in all classroom and laboratory activities. You will not get a good grade in the course without an excellent attendance. If you miss a class, you are responsible for all lecture notes, slides, assignments, and other.
- Assignments will be posted to the *Desire2Learn* site.
- This course syllabus provides a general plan for the course. The professor 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
- Turn off all cell phones, beepers, pagers, buzzers, and other noisy electronic devices during class time
- If you need help outside of class, please contact me via text or e-mail and I will be happy to make an appointment to meet you to answer your questions.

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 and grades via Desire2Learn. Students should check the *Desire2Learn* site regularly, as course changes will always be announced and recorded on the course the *Desire2Learn* site. Note that both for the lecture and lab components of the course are posted on the same site.

Communication

- I prefer to have face-to-face conversations with you, whenever possible. You are welcome to come by my office to get your questions answered. However, we may need to establish a time to meet via email or by phone.
- When we cannot talk face-to-face, I prefer email for most situations. During the week you can expect me to respond to an email or text within three hours between 8:00 am and 9:00 pm. Communications received after 9:00 pm will be returned by the next day. An exception will be made the evening before an exam when I will check my email at 11:00 pm and respond to questions. On the week-end or when I am away from campus (i.e., at a conference), my response is irregular. In general, I will respond to voicemail by email.
- When corresponding by email, I will communicate with you using only your GGC email or through the *Desire2Learn* site. You should check your GGC email every day. Emails sent to me from other domains (yahoo.com, gmail.com, hotmail.com, etc.) will not receive replies due to restrictions imposed by 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 and at public libraries.

- I expect students to access course or individual communications on a regular basis- which means at least every 1-2 days.

Technology Changes

This covenant provides a general guideline for the course. Periodic and/or necessary changes to the covenant, including technology use and communication channels, may be required in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

Keys to Success in This Course

In order to help you succeed in this course and do your best, I will:

1. ensure that the syllabus and tentative class schedule is uploaded into D2L by first day of semester
2. give guidance on what is expected of you to succeed on quizzes, exams, and assignments
3. put grades in D2L on a timely basis, typically within two weeks
4. be on time for class
5. give you my email and cell phone number and respond to your email and phone calls in a timely manner according to technology covenant
6. meet with you outside of class if you need additional help.

In order for you to succeed in this course and do your best, you should commit yourself to:

1. attend class regularly and in time
2. be prepared for each class
3. complete assignments in a timely fashion
4. study regularly outside class

GGC 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.

Safety and Security

View the [GGC Safety and Emergency Communications web page](#) for information important to you. To avoid confusion and rumor intelligence ensure you

- (1) sign up for [RAVE](#) alert notification and
- (2) download the *In Case of Crisis* app for [iPhone](#) or [Android](#).

View the 15 minute [Active Shooter Video](#). You are the additional eyes and ears for first responders. Follow the adage, "If you see something, say something" to a GGC employee. Your community needs your increased vigilance and awareness.

SCHOOL OF SCIENCE AND TECHNOLOGY POLICIES

Class attendance and Financial Aid

Please be aware that faculty check attendance in each of your courses and are required to report to the Registrar students who never attend or cease attending a course. Students who are reported as never attended or have ceased attending a course, Financial Aid will be notified and is required to adjust your financial aid award accordingly. If you have any questions about how not attending a course for which you are registered will affect your financial aid eligibility, please contact the Financial Aid Office.

Make-up Exam Policy

You are expected to attend every class. Failure to attend class will affect your grade.

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 me on the same DAY as the exam. Notification by email, text or phone message is acceptable. Any 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. Work missed due to unexcused absences will be given a grade of zero.

Lab Practical Exams CANNOT be rescheduled!

If you feel that you are unable to complete your courses due to illness or family emergency, contact the Registrar's Office to attempt to withdraw from your courses without penalty.

Final Exam

The final exam will be given sometime during finals week as specified by the registrar. The date and time of the final exam is set by the registrar and will be posted. The exam schedule 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 instructors reserve 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.

Tentative Schedule

Tentative Schedule, Spring 2016							
Week	Date	Lecture	In-class Activity	Quiz	Test	Lab	Project
1	1/11-1/17	Syllabus, Wiki, introduction http://algitec2110.altervista.com/ALG ITEC2110_Syllabus.pdf http://wiki.ggc.edu/wiki/ITEC1001: How to edit a wiki page http://algitec2110.altervista.org/ALG-Introduction.ppt					
2	1/18-1/24	Chapter 1, Lab 1 http://algitec2110.altervista.org/ALG-Background-1.ppt http://wiki.ggc.edu/wiki/User:Slai:UnderstandingWiki					
3	1/25-1/31	Chapter 1, Lab 2 http://algitec2110.altervista.org/ALG-Background-2.ppt http://wiki.ggc.edu/wiki/User:Slai:BasicGimpLogo					
4	2/1-2/7	Chapter 1, Quiz 1, Project 1 http://algitec2110.altervista.org/ALG-Background-3.ppt http://algitec2110.altervista.org/ChapterReviews_Exams_Final-in-D2L-format.zip http://wiki.ggc.edu/wiki/User:Slai:Project:one					
5	2/8-2/14	Chapter 2, Lab 3 http://algitec2110.altervista.org/ALG-Background-1.ppt http://algitec2110.altervista.org/ALG-Background-2.ppt http://wiki.ggc.edu/wiki/User:Slai:3DtextLogo					
6	2/15-2/21	Chapter 2					
7	2/22-2/28	Chapter 2, Quiz 2, Test 1, Lab 4, Project 2 http://algitec2110.altervista.org/ALG-Background-3.ppt http://algitec2110.altervista.org/ChapterReviews_Exams_Final-in-D2L-format.zip http://wiki.ggc.edu/wiki/User:Slai:stopsign-inkscape http://wiki.ggc.edu/wiki/User:Slai:Project:two:new					
8	2/29-3/6	Chapter 3, Lab 5 http://algitec2110.altervista.org/ALG-Fundamentals-of-Digital-Imaging-1.ppt http://algitec2110.altervista.org/ALG-Fundamentals-of-Digital-Imaging-2.ppt http://wiki.ggc.edu/wiki/User:Slai:image-retouching					
9	3/7-	Spring Break					

	3/13	
10	3/14-3/20	Chapter 3, Project 3 http://algitec2110.altervista.org/ALG-Fundamentals-of-Digital-Imaging-3.ppt http://wiki.ggc.edu/wiki/User:Slai:Project:GameDesign
11	3/21-3/27	Chapter 3, Quiz 3, Lab 6 http://algitec2110.altervista.org/ALG-Fundamentals-of-Digital-Imaging-4.ppt http://wiki.ggc.edu/wiki/User:Kchen:project1backuplink
12	3/28-4/3	Chapter 4 http://algitec2110.altervista.org/ALG-Digital-Image-Processing-1.ppt http://algitec2110.altervista.org/ALG-Digital-Image-Processing-2.ppt http://algitec2110.altervista.org/ALG-Digital-Image-Processing-3.ppt http://algitec2110.altervista.org/ALG-Digital-Image-Processing-4.ppt
13	4/4-4/10	Chapter 4, Quiz 4, Test 2, Lab 7, Project 4 http://algitec2110.altervista.org/ALG-Digital-Image-Processing-5.ppt http://algitec2110.altervista.org/ALG-Digital-Image-Processing-6.ppt http://algitec2110.altervista.org/ChapterReviews_Exams_Final-in-D2L-format.zip http://wiki.ggc.edu/wiki/User:Slai:WarpCornerVectorGraphics http://wiki.ggc.edu/wiki/User:Slai:Project:three
14	4/11-4/17	Chapter 5, Quiz 5, Lab 8 http://algitec2110.altervista.org/ALG-Sound.ppt http://algitec2110.altervista.org/ChapterReviews_Exams_Final-in-D2L-format.zip http://wiki.ggc.edu/wiki/User:Slai:audio-retouching
15	4/18-4/24	Chapter 6, Quiz 6, Lab 9, Project 5 http://algitec2110.altervista.org/ALG-Ch06Video.ppt http://algitec2110.altervista.org/ChapterReviews_Exams_Final-in-D2L-format.zip http://algitec2110.altervista.org/ALG-VideoEditingLab.docx http://wiki.ggc.edu/wiki/User:Slai:Project:four:mac
16	4/25-5/1	Chapter 7, Test 3 http://algitec2110.altervista.org/ALG-ch8Animation.ppt http://algitec2110.altervista.org/ALG-Frame-by-frame-animation-with-Animate-CC.pdf
17	5/2-5/8	Review and Final Exam http://algitec2110.altervista.org/ChapterReviews_Exams_Final-in-D2L-format.zip