

Web Fundamentals Syllabus/Policies



Course: IMD 1211/ CNT 2220 - 4 credit hours (Quarterly)

Teacher: Evelyn Dufner, MA

COURSE DETAILS

INSTRUCTOR E-MAIL: edufner@iadt.edu

WEB: <http://www.iadtweb.com>

DATE:

COURSE LENGTH: 11 Weeks

COURSE SCHEDULE: One 5-hour session per week

PREREQUISITES: None

CO-REQUISITES: None

TEXTBOOKS & MATERIALS		REQUIRED	OPTIONAL	
TEXTBOOKS:	<ul style="list-style-type: none"> Cisco Networking Academy Program: Fundamentals of Web Design Companion Guide (ISBN 1-58713-066-1) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> The Elements of the User Experience (New Riders ISBN: 0-7357-1202-6) 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> Don't Make Me Think! A Common Sense Approach to Web Usability (New Riders ISBN: 0-7897-2310-7) 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
		QUANTITY	REQUIRED	OPTIONAL
RESOURCES & SUPPLIES:	<ul style="list-style-type: none"> Email Address 	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> 3.5 Floppy Disk 	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Either--			
	<ul style="list-style-type: none"> Blank CD-R Disk 	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Pen/Flash Drive 64mg+ 	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> CD/Floppy Holder Case 	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> Different Color Highlighters 	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Notebook/Sketchbook 	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Folder 	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Teacher reserves the right to make changes to the syllabus and policies at any time.

(Rev 3 ~ 04/12/2004)

COURSE FUNDAMENTALS															
COURSE DESCRIPTION:	This course introduces students to the technology and terminology of web design and the Internet. The student should explore www, mail, FTP, search, security, e-commerce, objects (multimedia on the web, DNS, color palettes, file size, file formats and low resolution 2D images) are explored for implementation into a web design.														
PERFORMANCE OBJECTIVES:	<p>Upon completion of this course, students will have an understanding of:</p> <ul style="list-style-type: none"> ✓ Demonstrate a basic understanding of web design principles ✓ Design a basic web page using minimal hand coding ✓ Show competency in using a variety of text and graphic formats ✓ Understand color specifications, file size and format characteristics, and aesthetical principles of web design 														
INSTRUCTIONAL METHODS:	Interactive lecture, computer lab, assignments and projects designed to expand upon lecture and to give practical experience on computers, quizzes, presentations and critiques, library research & resources.														
GRADING:	<p>Student performance will be evaluated based upon the following criteria:</p> <p>General Guidelines:</p> <ul style="list-style-type: none"> • 6-Master level work: <i>All</i> project specifications have been met & <i>demonstrates/meets professional standards of quality</i> • 5-Expert level work: <i>Most</i> or all of the project specifications have been met with nearly all professional qualities demonstrated. • 4-Trainee level work: <i>Some</i> of the project specifications have been met and <i>some</i> professional qualities are demonstrated. • 3-Novice level work: <i>Limited</i> project specifications have been met and a <i>few</i> professional qualities are demonstrated. • 2-Learner level work: <i>Little to None</i> of the project specifications have been met and <i>little to none</i> of the professional qualities are demonstrated. • 1-Completer level work: <i>Attempted</i> the project and none of the specifications have been met and <i>none</i> of the professional qualities are demonstrated. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Grade Components</th> <th style="width: 40%;">Grade Scale</th> </tr> </thead> <tbody> <tr> <td>Class Participation..... 15%</td> <td>100-92(6) ----- Mastery (A)</td> </tr> <tr> <td>Quizzes & Homework 20%</td> <td>91-80(5)----- Expert (B)</td> </tr> <tr> <td>Major Projects 40%</td> <td>79-70(4)----- Trainee (C)</td> </tr> <tr> <td><u>Mid Term & Final Exam.....25%</u></td> <td>69-60(3)----- Novice (D)</td> </tr> <tr> <td>Total..... 100%</td> <td>59-50(2)----- Learner (F)</td> </tr> <tr> <td></td> <td>49-0(1)----- Completer</td> </tr> </tbody> </table>	Grade Components	Grade Scale	Class Participation..... 15%	100-92(6) ----- Mastery (A)	Quizzes & Homework 20%	91-80(5)----- Expert (B)	Major Projects 40%	79-70(4)----- Trainee (C)	<u>Mid Term & Final Exam.....25%</u>	69-60(3)----- Novice (D)	Total..... 100%	59-50(2)----- Learner (F)		49-0(1)----- Completer
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ATTENDANCE	<p>Attendance is taken at every class session and becomes a part of the student's permanent record. The effect of absences on grades varies from instructor to instructor and is explained at the beginning of each course.</p> <p>Students who will be absent for a valid reason should notify the instructor in advance. If a class project is due during that period of absence, the student should</p>														

	clear the absence with the instructor in advance and make the necessary arrangements to submit work missed. Excessive consecutive or cumulative absence may result in automatic withdrawal from the course(s) in which the absence occurs. Students who do not attend the first class session may be withdrawn from the course.
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MAKE-UP WORK	Make-up work is at the discretion of the instructor. It is your responsibility to arrange make-up assignments with your instructor.
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TOPICAL OUTLINE

TOPIC	DESCRIPTION OF CONTENT	APPROXIMATE PERCENTAGE OF CLASS TIME FOR EACH TOPIC
Web Design and the Internet	Technology and terminology of web design and the internet. FTP, WWW., e-commerce, file size, file formats, color palette, low-resolution,	60%
Basic of web design	Software and hardware used, basic layouts, how to work with clients, thumbnails, roughs, and comps.	40%
TOTAL		100%

	*Changes to the syllabus can be made by the instructor. The student will be notified and is responsible for all material.
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ADDENDUM - COURSE POLICIES

ATTENDANCE:

- Students should do their best to attend all classes. **Instructors post attendance by the number of class hours attended**, not class meeting attended in whole.
- Instructors have their own policies concerning the effect of absences on grades. **Attendance is taken at every class session (several times) and a class sign-in sheet may be part of attendance accountability.** Participation points will be counted for each class as follows:
 - Physical/ Verbal Participation 1pts (11pts for term)
 - Failure to attend a class will result in an automatic reduction of participation score by one full grade
 - Failure to attend two classes will result in an automatic F for participation
- Failure to attend more than 50% of the scheduled hours in a course may result in a final grade of F, regardless of individual test or project grades received in the course. Thus, **grades may be lowered based on the total hours absent.**
- If an absence is unavoidable, the instructor should be notified (edufner@iadt.edu) prior to the date of the absence or as soon as is reasonably possible. **It is the instructor's decision whether or not to excuse the absence and/or allow for makeup work. It is the student's responsibility to obtain missed information and make arrangements to turn in assignments that are due.**
- If an instructor is late for class, the students should wait a minimum of thirty minutes before leaving. If the instructor has not arrived after ten minutes into the class, students should go to the reception desk and inform the receptionist. In most cases, students will be instructed to wait for the instructor or substitute. If the instructor or a substitute arrives before the thirty-minute window has passed, they will take attendance as usual, marking absent students who left prematurely. It is not International Academy of Design & Technology policy to cancel classes.
- Students who wish to miss class time to work on Academy events and projects must have their instructor's permission prior to their absence.

CLASS TIMES:

BEGINNING & ENDING CLASS: Out of respect for the student's time, I will begin class and end class promptly. I will warn students five minutes before the end of class to save their work and log out of the network. Students who wish to continue working on projects MUST:

- Log out of the computer they are currently working on
- Find a lab with an available computer station
- Ask the instructor's permission to use a terminal in a class in which the student is not enrolled- showing respect for teachers who are lecturing & students learning.
- Abide by the instructors personal class policies

TARDINESS: When tardiness cannot be avoided, latecomers should enter quietly and find the first available seat in consideration of those who were on time. I will not back up or slow down once my lecture has started. Thus, it is the student's responsibility to find out what has been missed, **during the break.** (i.e. – do not ask neighbors for handouts or missed information until lecture has ended.)

BREAKS: These will be determined by the individual class and may change in form based on the needs of instructor and students. You may expect 10 minutes of break time for each 50-minute segment of class.

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MISSED WORK:	<p>In a professional work environment deadlines are imperative. <i>As much as possible the classroom should mimic the workplace; therefore, due dates are considered deadlines.</i> Ignoring deadlines in the workplace may result in losing a client and/or your job.</p> <p>Regarding MISSED WORK, it is important to keep the following points in mind:</p> <ol style="list-style-type: none">1. Homework and in-class work MAY NOT BE MADE UP regardless of reason of absence. Instructor may survey students progress during lab as part of daily homework assignments- outlining the progress indicators expected.2. Homework MAY BE HANDED in EARLY if arrangements are made prior to the class missed.3. Regardless of reason of absence, <u>projects</u> handed in late will receive a 10-point deduction per class missed. Due to the amount of work the instructor must grade, the instructor reserves the right to refuse any late assignment.4. Projects will not be accepted after two (2) classes from the due date if approved by instructor.5. If the Midterm is missed and the absence is excused (hospitalization or other severe tragedy) it will be made up at the instructor's convenience outside of the regularly scheduled class hours. If the absence is unexcused, the mid-term may not be made up.6. The Final Exam may not be made up regardless of reason of absence. Instructor reserves the right to lock the door at the start of the exam. Students may re-enter at the start of a break or at the end of the exam.
OTHER:	<p>Cell Phones: During instructional time, students will have cell phones turned off or on vibrate; they will not be permitted to be used at any time except break. Students who utilize a phone in any manner during exams will receive a 0% on the exam due to the potential for text messaging and answer sharing. Instructor reserves the right to temporarily hold cell phones until end of class.</p> <p>Lecture: During instructional time, students should be listening to the teacher, following along in exercises, engaging in discussion, and/or taking notes. It is recommended that students use highlighters to highlight content discussed in class in their text book.</p> <p>Music: During open lab time, students may listen to music provided they wear headphones and do not cause distraction to their peers. Faculty members reserve the right to regulate or revoke this privilege.</p> <p>Pornography or other objectionable material: Viewing or showing pornography or other objectionable material during labs or in class will result in a mandatory meeting with staff. A second offense will result in a reduction of one letter grade.</p> <p>Internet use: Access to the internet is provided as a research tool. The student is expected to use it accordingly. Downloading software, including but not limited to, AOL Messenger, Yahoo Messenger, gaming zones, and Morpheus or participating in file swapping services, not directly endorsed by International Academy of Design & Technology, is NOT permitted. Should a student abuse privileges the teacher reserves the right to disconnect, monitor, or further restrict internet use. Continued abuse will result in a mandatory meeting with staff.</p> <p>Food & Drink: Both food and drink are prohibited in all IADT labs. Students should eat outside or in the student lounge when on break. Food or drink brought into the</p>

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	labs will be confiscated and thrown out.
MURPHY'S LAW:	Backup your work on TWO DIFFERENT FLOPPIES. Corrupt or incompatible files, missing fonts, and /or printer delays are normal problems that should be planned for and will not result in a deadline extension. Teacher reserves the right to request a second copy of all projects after deadlines. BACK UP all work and projects.
PLAGIARISM:	Plagiarism (cheating) is the use of someone else's work or ideas, and submitting it as your own (this includes using other people's answers on tests). Plagiarism is a criminal offense. Cheating in class or out of class, copying test or graphics and claiming them as original work, paraphrasing without giving credit to the author, or helping someone to do any of the aforementioned will result in a - 100% on the assignment for ALL involved parties. Plagiarism policies apply to all class related activities INCLUDING homework, quizzes, in-class assignments, tests, and/or projects.
GRADE COMPONENTS	
HOMEWORK: (10%)	<ul style="list-style-type: none"> • Each lesson should be read thoroughly and notes taken as necessary. • Each lesson asks for the student to print a hardcopy and save the file to the instructors HAND-IN folder. Please do both. • Always save to your network hard drive (H:\). Keep a backup copy of your homework on a 3.5" floppy disk, pen drive (preferred) or CD. • When turning in homework- provide the instructor with the HARD COPY and an ELECTRONIC COPY. • Homework is due when called for and it may not be turned in late, though It may be turned in early if an absence is foreseen. • To reward promptness, no homework that is turned in on time will receive lower than 60% or a 2 on the rubric.
QUIZZES & IN-CLASS ASSIGNMENTS: (10%)	<ul style="list-style-type: none"> • Quizzes will be unannounced. • In-Class assignments are short assignments designed to be worked on in class to reinforce the homework and lecture concepts • Each test will be made up of short answer, true/false, multiple choice answer questions, as well as short essay questions and/or application questions, which will require you to create an appropriate example. • They will cover the vocabulary & main concepts presented in class and discussed in the textbook • As reward, no homework that is turned in on time will receive lower than 3
TESTS: (25%)	<ul style="list-style-type: none"> • There are both a Midterm and a Final Exam • Each test is cumulative in nature, covering all the information presented in class and in the textbook • Each test will be made up of short answer, true/false, multiple choice answer questions, as well as short essay questions and/or application questions, which will require you to create an appropriate example.
PROJECTS: (40%)	<p><u>GRADING CRITERIA OVERVIEW:</u></p> <ul style="list-style-type: none"> • Completeness & Content: Did you do what the project asked for? • Ideas & Concepts: Do you know how to use the program accurately? • Form & Style: Is the project effective?

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<p>PROJECTS: (40%) CONTINUED</p>	<p><u>DEDUCTIONS & ADDITION OF POINTS</u></p> <ul style="list-style-type: none">• Deductions: Points will be deducted for late projects (-10 points), unprofessional projects (-10 points), and projects of the wrong length (up to -50 points)• Additions: I reserve the right to award extra credit to those who go above and beyond the scope of the project in innovative and well planned ways. These extra points (up to 10) are earned by surprising me with an original, creative, effective project. <p><u>PROJECT LAB REVIEW</u></p> <p>Each project due date will be preceded with a Project Lab Review class or partial class. I will be available to review complete or nearly complete projects at this time, provide support and feedback.</p> <p><u>HANDING IN PROJECTS ELECTRONICALLY (REQUIRED):</u></p> <ul style="list-style-type: none">• You need to create an electronic file folder for each project with the name format: Project#lastname (i.e. P1Dufner). The file folder should include all the files used to create the project- or may be titled as named.• Projects should be saved (by dragging and dropping) into the instructors network hard drive in the "Hand in" folder (EDufner/Hand_In)• Keep a back up copy of each project on an external storage device. Be prepared to resubmit any project on media. <p><u>HANDING IN PROJECTS AS A HARDCOPY (REQUIRED):</u></p> <ul style="list-style-type: none">• In a folder• With a title page [First page should have<ul style="list-style-type: none">○ Full name○ Project #○ Project Title○ Class & Date/Time <p>This Project outline is BASIC, each assignment will be outlined with expectations and more detailed instructions. All projects are handed out either as a packet at the start of the term to be brought to each class, or individually when starting each project.</p>
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