Course description: Advanced study of digital media applications applied to print and web media. Major emphasis will be on page layout, image capture and conversion, basic color theory, web page development, differences in computer operating systems and file formats. This course will include individual student and team projects applied to color output devices, and applications to print and web media.


Prerequisites: INT 1363.

**Course Objectives (what the student will know and be able to do upon completion of the course):**

- Given a basic overview of graphic design theory and digital media technology, the student will research and develop projects discussing current issues in multimedia graphics and web applications.
- After participating in lab demonstrations and completing required reading assignments, the student will utilize proper input/output devices, file types and locations, resolution and color type, and utilizing lab techniques and procedures, during the completion of all graphic design projects.
- Utilizing lab text and examples provided by the instructor, students will demonstrate and understanding of the basic tools for web design and animation (Dreamweaver, Flash) to create and design various multimedia graphics and web applications.
- After studying assigned reading and participating in demonstrations of website design techniques and strategies, the student will utilize the tools of web design (Dreamweaver) to research, develop and administer a multipage website (including animations, sound and video) for both a personal and/or organizational website.
- After completing required readings and participating in classroom demonstrations, the student will demonstrate an understanding of the relationship between the different fields of graphics by completing a project combining both web design and multimedia graphics.

**Materials Required for Class**

- One USB Flash Drive- Minimum 8 GB
- Class notebook and binder for class lectures, demonstrations, and handouts

**Course Requirements**

- Class attendance and participation are required for both lecture and lab
- Students are required to study the textbook, read assigned chapters, complete handouts and tutorials, participate in class discussions and demonstrations, and participate in groups when assigned.
- All assignments are due on the designated day and time. Late assignments will not be accepted unless the student has a documented medical absence and/or an approved official University activity.
- Assignments may not be turned in to the department secretary or placed in the instructor’s mailbox.
- No assignments will be accepted during Finals Week.

**General Guidelines and Classroom Expectations**

Professional behavior is required in class. This includes but is not limited to:

- Acting in a professional manner. Non-professional behavior would include talking to classmates while the instructor or a student is presenting information, eating in class, overt inattentiveness (sleeping,
Instructor reserves the right to change the syllabus at anytime

- Attend every class and actively participate. Many of the topics in this class build on one another. If you miss one class session, you may very well be behind and lost in the next class session you attend. In addition, if you are an active participant while in class, you will get more out of the course. Active participation includes asking relevant questions, following along with the instructor, and assisting others in class.

- Be prepared for class. Lectures and demonstrations are to supplement the reading and assignments provided by the instructor, and not to repeat the information. It is important to ask for clarification; however it is equally important for the student to complete as much of an assignment on his or her own. It is also the student’s responsibility to obtain any information missed because of an absence from classmates and to schedule any permitted makeup work. It is NOT the responsibility of the instructor to “catch you up” when you do not attend class. The instructor will not provide missed handouts or repeat lectures/demonstration information.

- All assignments are to be typed. No hand written assignments will be accepted. Typed assignments should follow basic APA format guidelines; use 12-point type, Courier or Times Roman font, single or double-spaced. Students are responsible for printing all of their own assignments.

- Assignments are due on the day and at the time designated by the instructor. The instructor will provide the student with a tentative schedule for the class, which will have the due dates for all assignments.

- Keep the lab and your work area clean. This includes not eating or drinking in the lab, picking up after yourself, properly cleaning any equipment that you use, and properly storing all materials and equipment used.

- Effort is required. This includes trying to complete every assignment. Although courses involving technology can sometimes be frustrating, it is important to do your best to complete the assignment.

- Save your work. Back up your work. It is the student’s responsibility to save their work on their own storage device. Any work left on the computers in the lab is subject to removal at any time. In addition to saving your own work, it is equally important to make sure that you back up all of your work. A corrupted or lost flash drive will not be an acceptable excuse for missing an assignment.

- Anticipate technology will fail you when you need it the most. Do NOT leave things until the last minute. Down systems and crashed computers will not be accepted as an excuse.

Late Assignments, Quizzes and Exams

- Written assignments will be due at the designated time. These assignments will not be accepted late unless the student has a documented medical absence and/or an approved official University activity.

- Due to the nature of lab assignments, late lab assignments will not be accepted and will receive a grade of “F” or “0” points for that assignment.

- Make up of any missed exam/quiz must be arranged with the instructor BEFORE the exam or quiz. Students missing an exam/quiz without contacting the instructor will receive a grade of “F” or “0” points for that exam/quiz.

- The instructor reserves the right to change any assignment due dates or exam dates due to equipment/technology issues, lack of consumables, or unforeseeable issues related to an assignment or quiz.

Class Attendance

- If you are not going to be able to attend class, you must inform the instructor before the class you will be missing (Include your name and the class for ALL e-mails). The instructor can be reached through either email or through voicemail.

- Excused absences must be properly verified as per Eastern Illinois University Policy. Students who wish to turn in assignments due to an absence, will need to provide the instructor with written verification that the absence is excused.
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- Students will begin with 50 pts. credited toward their attendance. Each unexcused absence will result in a 10 pt. deduction from their attendance score.
- It is the responsibility of the student to keep track of their attendance.

**Electronic Devices and Lab Computer Usage**

- As a courtesy to the instructor and other students, please turn off cellular phones prior to entering the classroom. Cellular phones must remain off for the entire allotted class time.
- Students who require use or access to electronic communication devices (cellular phones) must notify the instructor prior to class. Students who have notified the instructor will excuse themselves from the classroom to take/reply to phone calls or electronic messages.
- Electronic entertainment devices (IPod’s, MP3 players) are prohibited during class lectures and demonstrations. Electronic entertainment devices are allowed during lab time provided that the volume and content is not distracting to the student or classmates.
- Lab computers are in place for students to complete assigned tutorials and learn designated software programs. Students are prohibited from changing computer system preferences, accessing social networking sites (Facebook, Twitter, MySpace) installing or deleting software, and accessing unauthorized content during lab times.
- Any misuse of lab equipment or use of electronic devices during unscheduled times maybe subject to various penalties at the discretion of the instructor.

**Plagiarism and Academic Dishonesty**

Academic honesty requires that students do not cheat, use someone else’s work in the place of their own (Plagiarism), or knowingly assisting another to do so. Academic dishonesty is an offense against Eastern Illinois University. A student who has committed an act of dishonesty has failed to meet a basic requirement of satisfactory academic performance. This, academic dishonesty is *not* only a basis for disciplinary action, but is also relevant to the evaluation of the student's level of performance.

**Disabilities Statement**

If you have a documented disability and wish to discuss academic accommodations, please contact the instructor as soon as possible. Also, please notify and contact the Office of Disability Services at 581-6583 for further information or via the web site [http://www.eiu.edu/~disablty/](http://www.eiu.edu/~disablty/).

**Academic Success Center**

Those students who need assistance on study skills, inventory of their learning style, time management, study habits, problem solving strategies, word problems, essay and multiple choice test strategies, new approaches to learning, and how to prepare for final exams, call 581-6696. They even have a small computer lab to assist in some software applications and assistance from tutors. Location: Ninth Street Hall or visit [http://www.eiu.edu/~success/](http://www.eiu.edu/~success/).

**Course Evaluation**

**Group Blog**

You will have the opportunity at the completion of individual chapters and lectures to post information that you have learned in a collaborative space. Other individuals will be able to add to or subtract from this space. It is in your best interest to read through this information and contribute as much as possible. The information that you contribute will be allowed as a resource during quizzes and examinations.
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**Group Quizzes**
Every couple of weeks or so you will be assessed on the content that you have covered in textbook tutorials, class lectures, and discussions. As a group, you will be allowed to answer these questions using your collaborative knowledge and your blog as a resource.

**Exams**
A midterm and final exam will be assessed individually for students. Students may use resources in the group blog to during these exams.

**Tech Clips**
See handout for criteria.

**Group Projects**
See handout for criteria.

**Software Tutorials**
As a means of familiarizing you with the operations and functions of the software packages necessary to complete tasks, you will be required to complete self instructed chapters out of a textbook. You may not be able to complete all of the work during lab time. This may require you to use open lab hours and labs outside of Klehm Hall.

1. Group Blog Contributions 11 blogs x 5 pts. each = 55 pts.
2. Group Quizzes 5 quizzes x 10 pts. each = 50 pts.
3. Individual Exams 2 exams x 50 pts. each = 100 pts.
5. Group Projects 100 pts.
6. Software Tutorials (Subject to change based on content) ~130 pts.
7. Attendance 50 pts.

Total Possible Points = 500 pts.

Total Points are subject to change. Grades will be assigned as follows:

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

It is the responsibility of the student to keep track of grades. The instructor will not discuss grades via email or phone. The instructor will only calculate grades at the conclusion of the semester. Percentages and grades are NOT negotiable.