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| **VALENCIA COLLEGE COURSE SYLLABUS** | **Spring 2023** |
| **DIG2000 INTRODUCTION TO DIGITAL MEDIA AND DESIGN** | |

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| **Class Information** | **Text Book** |
| **CLASS MEETING DAYS:** Wednesdays  **CLASS MEETING TIMES:** Online (28080 & 26957)  10-11:15 am (26956)  12-1:15 pm (26959)  **CLASS MEETING LOCATION:** Downtown Campus CMB306 & Canvas  **PREREQUISITES:** None.  **TEXTBOOK:** Digital Media Primer, Third Ed. Yue-Ling Wong | Digital Media Primer |
| **Instructor Information** | **Instructor Image** |
| **INTSTRUCTOR:** Dr. Anne M. Ross (Annie)  **EMAIL:**  [aross43@valenciacollege.edu](mailto:aross43@valenciacollege.edu)  **PHONE:** 407-582-3505  **WELCOME:**  ***“****It’s a great pleasure to meet you all and I sincerely look forward to working with you this semester! Please find the Welcome Message Video in Modules of the Canvas course.”-- Dr. Ross* | **Figure 2:**  Picture of  Dr. Anne M. Ross “The roots of education are bitter, but the fruit is sweet.” - Aristotle |
| **Office Location** | **Office Hours** |
| DPAC, East 340 E | Online | Mon. 9 am – 11 am (Online)  Tues. 1 pm – 3 pm (Online)  Wed. 9 am – 11 am (Online)  Thurs. 10 am– 12 pm (Online)  Friday 9 am – 11 am (Online)  Zoom by appointment  *\*My hours are flexible, I will work with you to schedule a convenient meeting time for us both.* |

**COURSE DESCRIPTION:**

An introduction to computers and application programs currently used in the industry for visual communication projects. Students will apply principles of design and typography to plan, produce and present individual and group projects typical of those used in the graphics and digital media industry.

**COURSE OBJECTIVES:**

Major topics of this class include:

* Utilize a personal computer and software current in the graphics or digital media industry
* Apply principles of design and typography to projects appropriate for client solutions
* Plan, produce and present projects as group and individually

**ACADEMIC DISHONESTY:**

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

All your projects and assignments must consist of original work developed specifically for this class. All work you submit is expected to be the result of your individual thoughts, research, and self-expression.  Whenever you use ideas, wording, or media from another source, the source shall be appropriately acknowledged.

# Penalties for academic dishonesty may include, without limitation, one or more of the following: loss of credit for an assignment, examination, or project; withdrawal from course; a reduction in the course grade; or a grade of "F" in the course.

**ELECTRONIC DEVICES:**

If use a cell or other electronic device, please do so in a way that does not disturb class.

**COMPETENCIES:**

This class assumes you are familiar with basic word processing and how to use email.

**COMPUTER POLICY:**

Computers fail…plan for it. No computer or printer error will excuse late or missed assignments. Hit save. Backup files. Establish dominance!

**ATTENDANCE:**

Frequent participation in an online course is vital to success. You need to check messages on a daily basis and complete discussions, quizzes, and projects in a weekly timeframe.

**MAKE-UP POLICY:**

As a matter of practice, assignments should be turned in by the deadline, as that is what is expected in industry. But, since this is a learning environment, with excused absences, you may submit late, if prior arrangements have been made with the instructor. Late work is subject to a 10% per day late penalty, calculated by Canvas.

**NO-SHOW PROCEDURE:**

Any student who does not attend class by the No Show/Drop/Refund deadline for this course’s part of term will be withdrawn by the instructor as a no-show. This will count as an attempt in the class, and students will be liable for tuition. If your plans have changed and you will not be attending this class, please withdraw yourself through your Atlas account during the drop period for this part of term.

See College calendar for important dates and final exam schedule at [http://valenciacollege.edu/calendar](http://valenciacollege.edu/calendar%20) .

**SUPPLIES/MATERIALS:**

You should carry a USB drive with you as a back-up, but a google drive is a great idea so you will always have access to your files.

**QUIZZES:**

Quizzes are delivered on Canvas, and typically become available at the beginning of the week. You typically have a time span on one week to complete a quiz. Quizzes cover general knowledge and terminology.

**PROJECTS:**

Projects assess hands on activities usually completed on the computer. Expect to spend some time working on projects.

**FINAL EXAM:**

The final project is cumulative and demonstrates the students’ mastery of the course material.

**GRADING:**

Course grades are made up of several types of assessments. Projects are large scale assignments and worth the majority of points in the course. Quizzes will also be used to assess your content knowledge. The final project is cumulative and reflects your mastery of the course content. The grades are weighted as follows:

Activities 25%

Quizzes 25%

Projects 25%

Final Exam 25%

90 – 100% A

80 – 89% B

70 – 79% C

60 – 69% D

59% and below F

**0 and 1 GRADES:**

If you receive a 0 grade in the Canvas gradebook, it means you did not submit. If you receive a 1, it means you submitted something, but the submission was incorrect or didn’t work. Please check the gradebook comments for that assignment should you receive a 1. If in doubt, please contact me for clarification.

**EXPECTED STUDENT CONDUCT:**

Valencia Community College is dedicated to the advancement of knowledge and learning, and to the development of responsible personal and social conduct. By enrolling at Valencia, a student assumes the responsibility for knowing and abiding by the rules of appropriate behavior as articulated in the Student Code of Conduct. The primary responsibility for managing the classroom environment rests with the faculty. Faculty may direct students who engage in inappropriate behavior that results in disruption of a class to leave the class. Such students may be subject to other disciplinary action, which may include a warning, withdrawal from class, probation, suspension, or expulsion from the college. Please read the Student Code of Conduct in the current Valencia Student Handbook.

**STUDENTS WITH DISABILITIES:**

Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

**DIVERSITY:**

Valencia College is an equal opportunity institution. We provide equal opportunity for employment and educational services to all individuals as it relates to admission to the College or to programs, any aid, benefit, or service to students or wages and other terms, conditions or privileges of employment, without regard to race, ethnicity, color, national origin, age, religion, disability, marital status, sex/gender, sexual orientation, genetic information, gender identity, pregnancy, and any other factor prohibited under applicable federal, state, and local civil rights laws, rules and regulations.

**LEARNING SUPPORT STATEMENT**

Learning Support Services provides students with academic support through distance tutoring, face to face tutoring at the campuses, writing consultations, library services, and resources. Tutoring is offered in most academic disciplines including math, science, foreign languages, English for academic purposes (EAP), computer programming and writing assistance for any course.  Assistance with library research can be accessed online through Atlas or the tutoring LibGuide.  For more information on how to access tutoring and library research assistance, please visit the college-wide Learning Support Services LibGuide at: [www.valenciacollege.edu/tutoring](http://www.valenciacollege.edu/tutoring).

**Please note:** Brainfuse is our new 24/7 online tutoring and learning hub, which is available to all of Valencia’s students.  This service is best used as a back-up to Valencia’s Distance Tutoring service, not as a replacement.  Brainfuse is accessible through Canvas or by visiting [www.valenciacollege.edu/tutoring](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.valenciacollege.edu%2Ftutoring&data=04%7C01%7Caross43%40valenciacollege.edu%7C43491ead671b446ccb0808d95ffabe08%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637646352797212172%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=AtoKb1er7RylLlfFsFGYqk%2BO0kJ8aST05BkKlCXMvAg%3D&reserved=0)

**ATTENDANCE:**

Attendance at all class meetings for the duration of the class is expected. Three or more absences may result in a failing grade for the course.

**VALENCIA CORE COMPETENCIES:**

***Think*** – We will be analyzing the meaning of images, sounds and timing in your projects.

***Value*** - We will evaluate projects with both subjective and objective criteria to determine their effectiveness.

***Communicate*** – We will strengthen our production and editing vocabularies, learn how to be more specific in our oral presentations of projects and how to give honest, constructive criticism to others.

***Act*** – We will apply the above knowledge to our work in order to create the most professional projects we’re capable of.

**COMPUTER LAB AND PRODUCTION EQUIPMENT VIOLATIONS:**

Proper treatment of equipment is necessary to ensure everyone in class access to the tools they need to complete their projects.

**DISCLAIMER:**   
Changes to this Syllabus may be made at the discretion of the instructor.