**Syllabus**

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| **Course Information** | |  | **Instructor** | |
| **Course:** | **ITE170** |  | **Name:** | Dr. William Pegram |
| **Format:** | **Face to Face** |  | **Email:** | wpegram@nvcc.edu |
| **Section:** | 003N |  | **Phone:** | Use email |
| **Semester:** | Fall 2019 |  | **Office:** | In classroom |
| **Date/Time:** | 003N – M 3:30pm-5:50pm |  | **Office Hours:** | In classroom, before or after class, and by arrangement. Office hours will be published in Canvas once the availability of the classroom is determined. |
| **Location:** | CT 106 |  |  |  |

**Course Description**

Explores technical fundamentals of creating multimedia projects with related hardware and software. Students will learn to manage resources required for multimedia production and evaluation and techniques for selection of graphics and multimedia software. Lecture 3 hours per week.

**Course Prerequisites/Co-requisites**

Prerequisite: ITE 115

**Technical Competencies**

Canvas will be used in the course. Review the link for <https://www.nvcc.edu/canvas/index.html>. Competency in MS Office Suite and the ability to create and organize (copy, move, delete, rename) directories and files. Competency in working with .zipped archives (zipping, downloading, and extracting).

**Textbooks for the class**

Required and available in the college bookstore:

1) Jim Maivald, **Adobe Dreamweaver CC Classroom in a Book (2018 release),**

ISBN-13: 978-0134852522 ISBN-10: 0134852524

2) Andrew Faulkner and Conrad Chavez, **Adobe Photoshop CC Classroom in a Book (2018 release),**

ISBN-13: 978-0134852485 ISBN-10: 0134852486

Optional, recommended in a digital format:

A) Jon Duckett, **HTML and CSS: Design and Build Websites**, ISBN-13: 978-1-118-00818-8

B) Russel Chun, **Adobe Animate CC Classroom in a Book**, ISBN-13: 978-0134852539 ISBN-10: 0134852532

C) Maxim Jago, **Adobe Premiere Pro CC Classroom in a Book** (2018 release), ISBN-13: 978-0134853239, ISBN-10: 0134853237

**Required Materials/Software/Hardware**

Adobe Creative Cloud; Text Editor such as Notepad++, Brackets, Atom, or Sublime; Web Browsers (MS Edge, Mozilla Firefox, Apple Safari, Google Chrome).

**Course Grading, Examinations, & Grades Composition**

Grading can comprise of factors such as student participation, discussions, assignments, and exams.

Your final grade is based on the following scale:

A 90 - 100, B 80 – 89.99, C 70 - 79.99, D 60 - 69.99, F 0 – 59.99

Note. Depending on circumstances, instructors are allowed to curve the grade scale.

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| **Proctored Work - Total Percentage - 60%** | |
| **Grade Category** | **Percentage** |
| Tests, Exams | 45% |
| In Class Exercises | 15% |

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| **Proctored Tests/Exams – 45%** | |
| Midterm | 20% |
| Final | 25% |

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| **Proctored In Class Exercises – 15%** | |
| TBD by instructor | 15% |

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| **Non-Proctored Work - Total Percentage - 40%** | |
| **Grade Category** | **Percentage** |
| Exercises | 15% |
| Project | 25% |

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| **Non-Proctored Exercises – 15%** | |
| TBD by instructor | 15% |

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| Non-Proctored Project – 25% | |
| An HTML/CSS website enhanced with multimedia | 25% |

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| **Schedule (subject to modification)** | | | |
| **Instruction Unit Date** | **Lecture Material** |  | **Homework** |
| 1 | Introduction to Multimedia Topics  Web History  Introduction to HTML | A) 1, 2 (optional)  Dreamweaver 1 |  |
| 2 | Graphics concepts related to creating and using graphics and other media for the web   * Vector vs. Bitmap graphic formats * Transparency * Color encoding, RGB * Graphics Files, jpg, gif, png | Dreamweaver 2  Photoshop 1 |  |
| 3 | Introductory concepts   * Planning and organizing a multimedia web site. Collect content * Organize information for a web audience * Define and use site structure and site maps * Hypertext Links   Design Principles  Copyright law as it applies to multi-media usage, length of copyright. | A) 3,4 (optional)  Dreamweaver 3 |  |
| 4 | HTML Editors, Dreamweaver  Use Photoshop to create and edit images  Prepare Images for the Web  Photo Corrections | Dreamweaver 4  Photoshop 2 |  |
| 5 | HTML, Intro to CSS and Page Layout, Text | A) 10 (optional)  Dreamweaver 7 |  |
| 6 | Design principles of a multimedia web site   * Unity and consistency * Navigation * Typography * Color schemes * Images * Screen sizes/resolution   Copyrights, fair use and credits  Design concepts and considerations for multimedia website  Using Dreamweaver to create a multimedia web site | A) 11 (optional)  Dreamweaver 8, 9 |  |
| 7 | Accessibility issues, ADA, WAI, types of disabilities and accessible design  Use software such as Dreamweaver or Core FTP to upload and maintain a multimedia web site | A) 12 (optional)  Dreamweaver  9, 11 |  |
| 8 | **Test - Midterm** |  |  |
| 9 | Image Enhancements. Working with selections.  Working with Layers | Photoshop 3  Photoshop 4 |  |
| 10 | Design considerations for creating and using audio, video, and animation for the web.  Audio and video compression and file formats.  File Streaming.  Intro to Adobe Animate or other animation software and its principles  Animating symbols, classic tweening, keyframes in Adobe Animate or alternative software | Animate 2  Animate 4 |  |
| 11 | Use Premiere Pro to import and edit video files | Premiere Pro 2, 3 |  |
| 12 | Use Premiere Pro to edit video, add transitions, export video file  How to create a storyboard | Premiere Pro 4, 5  Working on a project |  |
| 13 | Create a storyboard and edit video or animation according to a storyboard   * Create a video/animation * Integrate video into a web site | Premiere Pro 7 (optional)  Premiere Pro 10 (optional)  Working on a project |  |
| 14 | Presentation & **Final Exam** |  |  |

**Incomplete Grades**

A grade of “I” (Incomplete) is given only when a student has completed the majority of the course (60% or more) and becomes unable to attend class or to complete course requirements near the end of the course due to a mitigating circumstance.

Also, read the Withdrawal Policy section below for further grade information.

**Mitigating Circumstances**

Mitigating circumstances are defined as unavoidable situations that can be verified and documented.  Examples would include situations like the serious illness of the student, the serious illness or death of a family member, family financial problems, a change in employment hours, or temporary absence from the area because of employment.

**Attendance Policy**

Attendance is expected in both in-class meetings and participation in Canvas. Students are expected to attend every scheduled face-to-face class meeting and to enter Canvas weekly.  When absence from class becomes necessary, please attempt to inform the instructor ahead of time.  Students are responsible for all material missed in class due to an absence.  Any instruction missed and not subsequently completed either in-class or on Canvas will necessarily affect the grade of the student regardless of the reason for the absence.

**Disclaimer**

I reserve the right to modify the syllabus contents, policies, and course schedule assignments if I determine that such a change will improve the effectiveness of the course presentation without unfairly penalizing student assessment.

* All out-of-class assignments must be submitted no later than midnight on the assigned due date. I do not accept late assignments but recognizing that various things may happen that prevent you from submitting the work on time, I will drop the two lowest grades.
* In class exercises must be submitted during the same class period. Since various things may happen that lead you to be absent, I will also drop the two lowest grades for in class exercises
* Exams may be paper or blackboard-generated with multiple choice, fill-ins, essays, true or false, or any other chosen format. All tests are closed book, with all personal technologies put away. The test must be completed within a set timeframe and must be taken in the class, on the scheduled date. With instructor permission, you may take the exam in another section or in the testing center. However, the testing center may not have Adobe CC software. If you are caught cheating during an exam, you will receive a zero grade.
* Electronic devices must be on silent.
* Plagiarizing is dishonest and a form of cheating.  Consequently, plagiarized work will receive an **“**F,” or a zero.  In addition, such a practice may prevent students from passing a course and may result in other disciplinary action.  (Taken directly from NOVA’s website on plagiarism). If I find that you have plagiarized any work you will receive a zero grade, if it happens again you will be reported to academic affairs for it to appear on your transcript.
* “NOVA is a place for learning and growing. You should feel safe and comfortable anywhere on this campus. In order to meet this objective, you should: a) let your instructor, his/her supervisor, the Dean of Students or Provost know if any unsafe, unwelcome or uncomfortable situation arises that interferes with the learning process (Campus Police-703-764-5000); b) inform the instructor within the first two weeks of classes if you have received a special needs or a disability accommodation that may affect your performance in this course.

**NOVA Catalog Academic Integrity**

When College officials award credit, degrees, and certificates, they must assume the absolute integrity of the work students have done; therefore, it is important that students maintain the highest standard of honor in their scholastic work. The College does not tolerate academic dishonesty. Students who are not honest in their academic work will face disciplinary action along with any grade penalty the instructor imposes. Procedures for disciplinary measures and appeals are outlined in the Student Handbook. In extreme cases, academic dishonesty may result in dismissal from the College. Academic dishonesty, as a general rule, involves one of the following acts:

1. Cheating on an examination or quiz, including giving, receiving, or soliciting information and the unauthorized use of notes or other materials during the examination or quiz.

2. Buying, selling, stealing, or soliciting any material purported to be the unreleased contents of a forthcoming examination, or the use of such material.

3. Substituting for another person during an examination or allowing another person to take the student’s place.

4. Plagiarizing, which means taking credit for another person’s work or ideas. This includes copying another person’s work either word-for-word or in substance without acknowledging the source.

5. Accepting help from or giving help to another person to complete an assignment, unless the instructor has approved such collaboration in advance.

6. Knowingly furnishing false information to the College; forgery and alteration or use of College documents or instruments of identification with the intent to defraud.

**NOVA Catalog Attendance Student Participation**

Education is a cooperative endeavor between the student and the instructor. Instructors plan a variety of learning activities to help their students master the course content. Students are expected to participate in these activities within the framework established in the class syllabus. Faculty will identify specific class attendance policies and other requirements of the class in the syllabus that is distributed at the beginning of each term. Successful learning requires good communication between students and instructors; therefore, in most cases, regular classroom attendance, or regular participation in the case of a nontraditional course format, is essential. It is the student’s responsibility to inform his/her instructor prior to an absence from class. Students are responsible for making up all coursework missed during an absence. In the event of unexplained absences, the instructor may withdraw a student administratively from the course. If a student does not attend at least one class meeting or participate in an online learning class by the “last day to drop with a tuition refund” (census date), his/her class registration will be administratively deleted. This means that there will be no record of the class or any letter grade on the student’s transcript. Furthermore, the student’s class load will be reduced by the course credits, and this may affect his/her full-time or part-time student status. Tuition will not be refunded.

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**Emergency and Safety Information**

TO REPORT AN EMERGENCY OR SUSPICIOUS ACTIVITY   
NOVA Police at 703-764-5000  
Police and Fire at 9-1-1

SAFETY PREPARATION

Your ability to react effectively during an emergency takes preparation. The Office of Emergency Management and Safety wants you to be prepared to react immediately. To start, you should know the locations of: the two safest and most direct evacuation routes (see posted evacuation route signs in classrooms), the locations of designated Assembly Areas outside the facility, shelter-in-place areas for a severe weather event, and the nearest automated external defibrillators (AEDs). For additional emergency preparedness information, visit the Office of Emergency Management and Safety website at: www.nvcc.edu/emergency.

**FIRE/EVACUATION**

* Activate the nearest fire alarm and call 9-1-1 if possible. If there are no fire alarms nearby, knock on doors and yell “fire” as you exit the building.
* Evacuate the building. Do not use elevators!
* Feel closed doors with the back of your hand. Do not open if doors are hot.
* Move well away from the building when evacuating, and assemble at designated assembly areas.
* Do not re-enter the building until cleared by authorized personnel.

**SEVERE WEATHER/SHELTER-IN-PLACE**

If the area is under a Severe Weather/Tornado WARNING, or if notified to shelter:

* Seek shelter immediately in a Severe Weather Shelter Area or go to an interior hallway or room; at the lowest level in the building; and/or an area free of windows or glass.
* Protect your body from flying debris with any available furniture or sturdy equipment.
* Use your arms to protect your head and neck.
* Wait for the “All Clear” before leaving your shelter area.

**VIOLENCE/ACTIVE SHOOTER**

Determine the most reasonable way to protect your own life and call 9-1-1 or 703-764-5000 when it is safe to do so.

* Run and evacuate if you can. This may be your best chance of survival. Have an escape route in mind. Leave valuables behind and keep hands visible.
* Hide in an area outside of the shooter's view. Block entry to your hiding place and lock doors. Turn off lights and silence electronic devices.
* Fight as a last resort and only when your life is in imminent danger. Attempt to incapacitate the shooter. Act with physical aggression.

**EMERGENCY COMMUNICATION**

In the event of an emergency you may be notified by various means depending on the emergency. Some of the ways you may be notified include:

* classroom telephones,
* computer pop-ups,
* digital flat panels,
* NOVA Access through www.facebook.com/NOVAaccess and www.twitter.com/novaaccess), or
* text messaging through NOVA Alert. NOVA Alert is a free notification service. You are automatically signed up for email alerts through your NOVA email address. To add a mobile phone number or an additional email account, you must register by going to: https://alert.nvcc.edu. You are strongly encouraged to add additional devices.
* NOVA may use some or all notification channels to notify you. For a complete list, visit the NOVA website at www.nvcc.edu and search for Alert Notification Systems.

**Closing/Class Cancellations**

If the College is closed or delayed for any reason, a text alert will be sent to cell phones registered on NOVA Alert and a notice will be posted on the home page of the College’s website. In addition, a message will appear on our cable television station and on local radio and TV stations. The home page of the College’s website will always have the most reliable and up-to-date information about closures or delays.

If classes are canceled due to Inclement Weather or other closures, the immediate class schedule will generally be pushed back one class session. Where needed, I will post additional information via the “Announcements” tab on our class’s Canvas which will also send a notification to students.

Revised 8/19/2019