Eastfield College – STEM Division
Spring 2016
IMED 1416-43425/93402 – Web Design I -Online
ONLINE
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COURSE DESCRIPTION: IMED 1416 Web Design I (4)
This is a WECM Course Number.
Instruction in Internet web page design and related graphic design issues including mark-up
languages, web sites, Internet access software, and interactive topics. This course may be
repeated if topics and learning outcomes vary. (3 Lec., 3 Lab.)

REQUIRED TEXT BOOK:

COURSE OUTCOMES: Identify how the Internet functions with specific attention to the
World Wide Web and file transfer; apply design techniques in the creation and optimization
of graphics and other embedded elements; demonstrate the use of World Wide Web
Consortium (W3C) formatting and layout standards; and design, create, test, and maintain a
web site.

ASSIGNMENTS:
All assignments require the use of a computer. Computer-based assignments can be completed
on campus or at home, if you have a home PC with the appropriate software. For this course we
will be learning and using the Notepad++ - http://notepad-plus-plus.org/.

COURSE OUTLINE AND DATES FOR ASSIGNMENTS:
You will complete all labs and submit ALL ON or BY THE Deadline Date. Late submission of
assignments will be assessed a penalty of 50 percent. No exceptions Assignments will not be
accepted more than two weeks late.

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**EVALUATION:**

Grading will be based on the following:

- **Tests/Exams = 300 points (100 points each test)** Tests/Exams will be approximately 50 questions, True/False and Multiple Choice.
- **Individual Labs – 500**
- **Final Plan - 50**
- **Final Project - 150**

Total Possible Points 1000

*Point System*

- 900+ = A
- 800-899 = B
- 700-799 = C
- 600-699 = D
- Below 600 = F
TEST COVERAGE:
Each major test will focus on material(s) covered since the previous exam, but may include topics previously covered. TEST WILL BE TAKEN AS SCHEDULED.

All Tests or Exams are CLOSED BOOK

TEST REVIEW MATERIAL: Will be made available to the students on eCampus.

FINANCIAL AID STUDENTS:
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds. Failure to contact the instructor will result in your name being submitted to the Financial Aid Office as a “non-attendee.” All students receiving financial aid must open an Email account through NetMail. See directions in this syllabus for opening an Email account.

“If you are receiving Financial Aid grants or loans, you must begin attendance in all classes prior to the 12th class day/financial aid award lock (see calendar in class schedule). Do not drop or stop attending any class without consulting the Financial Aid office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.”

Financial Aid Statement for Distance Learning Classes

If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive video; participating in computer-assisted instruction; attending a study group assigned by the instructor; or participating in an online discussion board about academic matters relating to the course. In an online course, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above. Failure to do so will prevent you from being certified and will affect your financial aid.
**Academic Honesty Statement**

Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at [http://www1.dcccd.edu/cat0506/ss/code.cfm](http://www1.dcccd.edu/cat0506/ss/code.cfm)

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. **Cheating** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. **Plagiarism** is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. **Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

**Drop a Course “W” Date:**

If you are unable to complete this course, you must withdraw from it by **Thursday April 14, 2016.**

**Important information you need to know about dropping courses.** Effective 2007, section 51.907 of the Texas Education Code applies to first-time freshman students who enroll in a Texas public institution of higher education in the fall semester of 2007 or thereafter. High school students currently enrolled in Dual Credit, Early College and Collegiate High School are waived from this requirement until they graduate from high school.

Based on this law, the college or any other Texas Public institution of higher education may not permit students to drop more than six college level credit courses for unacceptable reasons during their entire undergraduate career without penalty. All **college-level** courses dropped after the official drop and add period for the course are included in the six-course limit, including courses dropped at another Texas public institution of higher education, unless the student demonstrates to an appropriate college official that one of the following events occurred to the student during the semester or summer session:

1. **A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course.**
2. **The student's responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete the course.**
3. **The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause.**
4. **The active duty service as a member of the Texas National Guard or the armed forces of the United State of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to**
the student that the person's active military service is considered to be a showing of good cause.

5. The change of the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course.

6. Other good cause as determined by the college official.

Contact your college's Admissions/Registrar's or counseling/advising office for further details related to exceptions or visit the FAQ's on Facts about Dropping Classes at https://econnect.dcccd.edu/eConnect/droppingfacts.html

The Texas Higher Education Coordinating Board finalized its rules associated with this statute on October 25, 2007. Students affected by this law who plan to attend another institution of higher education should become familiar with that institution's policies on dropping courses.

To drop a class or withdraw from the college, you must follow the prescribed procedure. It is your responsibility as a student to drop or withdraw. Failure to do so will result in your receiving a performance grade, usually a grade of "F".

You can drop or withdraw from classes in three ways:

1. In person
Visit your college Admissions/Registrar’s Office at http://www.dcccd.edu/Why/Apply/Pages/AdmRegOff.aspx and complete a drop/withdrawal form.

2. Online
Drop classes online through eConnect at https://econnect.dcccd.edu/eConnect/eConnect?TOKENIDX=8094075819&SS=LGRQ&APP=ST&URL=HTTPS%3A%2F%2Feconnect.dcccd.edu%3A443%2FeConnect%2FeConnect%3FTYPE%3DP%26PID%3DST%26WESTS04C%26CONSTITUENCY%3DWBST&ERROR=Please+Log+In+before+accessing+Workflow+item+WESTS04C.&CONSTITUENCY=WBST. In certain instances you may not be able to drop online; you will have to drop in person or by mail.

3. By mail or fax
Print this drop form (PDF - 36KB) http://www.dcccd.edu/Why/Reg/Registration/Documents/DropRequestForm.pdf, fill it out and mail or fax it to the college Admissions/Registrar’s Office. You must give at least one reason why you are dropping for each class. Forms that are mailed or faxed must be postmarked or date-stamped on a date prior to or on the last day to drop the class. Be sure to include a legible copy of a photo ID with your form.

A drop/withdrawal request by any means must be received in the Admissions/Registrar's Office by the official drop/withdrawal deadline as indicated on the Academic Calendar and the current class schedule. No drop or withdrawal requests are accepted by telephone or email.
See Refund Policy for possible refund eligibility. Students who drop or withdraw should be aware of the course Repeat Policy.

Repeating This Course: (Third Attempt to Enroll in a Course)

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

Eastfield College Email Policy
Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: http://www.dcccd.edu/netmail/home.html

Religious Holidays
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.

Attendance
Attendance is required for this class. Students must log in to eCampus once a week to get credit for attendance.

ADA Statement
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office in C237, 972-860-8348 or go to http://www.eastfieldcollege.edu/SSI/DSO/

Family Educational Rights and Privacy Act of 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.
**Emergency Alerts**
As a Dallas County Community College District student, you will receive an alert when an emergency occurs on your campus. Alerts are sent by email, as required by state law, when an unscheduled evacuation or closure of a DCCCD campus or office occurs because of bad weather, utility outages, police emergencies or other types of emergencies. Previously, you did not receive alerts unless you requested them. Under that "opt-in" system, you had to sign up to receive alerts.

DCCCD has launched a new "opt-out" system. Our new opt-out system automatically will send alerts to your email address unless you specifically "opt out" by informing us that you do not want to receive alerts.

**HOW TO UPDATE YOUR EMAIL, REQUEST PHONE OR TEXT ALERTS OR OPT OUT**
We send alerts to the email address you provided to us when you registered for classes, so if your email address has changed since you registered, be sure to update it.

Here are the steps you should follow to update your email address. You can use these same steps to add a phone number or a text number to receive messages for DCCCD Emergency Alerts or to "opt out" if you don't want to receive these alerts:

1. Log on to eConnect ([https://econnect.dcccd.edu/eConnect/eConnect](https://econnect.dcccd.edu/eConnect/eConnect)).
2. Under "My Personal Information," click on "DCCCD Emergency Alerts" (it's the second link down). You'll then see the Emergency Notification Information page.
3. Update your emergency email address, if necessary. Add your phone number (to receive a recorded phone call) and your text number (to receive a text message) if you want to receive alerts by those methods. Or, if you do not want to receive any alerts, choose the "Opt Out" selection.
4. Click "Submit." Log off.

**IMPORTANT NOTE**: Updating your emergency alerts email address does not update the email address on file in your student record. You can update your student record email address online through eConnect's "Change Email Address" link or through your college registrar's office. After you sign up for text alerts, following the steps listed above, our new vendor, Blackboard Connect, will input your text-enabled phone number into the system. Blackboard Connect will automatically send a text message to your mobile phone to confirm your request. There is no charge to receive emergency alerts by text. However, standard text message charges from your cell phone provider will apply.

Find out what our emergency alerts look like by going to this Web page: [http://www.dcccd.edu/SS/OnlineSvs/EmergAlerts/Pages/AlertsLookLike.aspx](http://www.dcccd.edu/SS/OnlineSvs/EmergAlerts/Pages/AlertsLookLike.aspx)

For more information see the DCCCD Emergency Alerts Web page at [http://www.dcccd.edu/Alerts](http://www.dcccd.edu/Alerts).
ADA SERVICES:
Students requiring accommodations due to the presence of a disability must identify themselves thirty days before the semester begins and demonstrate/document the need for accommodation at the Disability Services Office. For information regarding the rights and responsibilities of students with disabilities, contact the DSO at 972-860-8348.

Food and Drink Policy
Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

CLASSROOM ENVIRONMENT: Your enrollment in this class indicates acceptance of the standards of conduct published in the Eastfield College Catalog. As you are a college student, I consider you to be a responsible adult. Therefore, any disruptive behavior in the classroom is not acceptable and will not be tolerated. Also, you are requested to turn off pagers and cell phones before entering the classroom.

Obtaining Final Course Grades Using eConnect
Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

*The instructor reserves the right to amend this syllabus as necessary.*