Disclaimer Reserving Right to Change Syllabus:
The instructor reserves the right to amend this syllabus as necessary.

Course and Section Number:
IMED-1301-81001: Introduction to New Media

Semester:
Fall 2019 Day Classes: August 26, 2019 – December 12, 2019

Credit Hours:
3 credit hours

Class Meeting Days and Times:
Class meets the entire time listed here.
Mondays and Wednesdays
11:40AM – 2:05PM

Room:
Room T255

Instructor Information:
Instructor’s name: Ronit Ilan
E-mail address: rilan@dccc.edu
Richland phone: 972-238-6140 (ACCESS Office) - leave message
Office and Mail Box Location: A110 - ACCESS Office

Official WECM Course Description (cannot be altered in any way):
A survey of the theories, elements, and hardware/software components of digital media. Emphasis on conceptualizing and producing digital media presentations.

Official WECM End-of-Course Outcomes (cannot be altered in any way):
Utilize the elements and hardware/software components of digital media; produce a digital media presentation; select optimal digital media strategies for various delivery systems; and examine digital media industry career opportunities.

Official SCANS Skills:
The Secretary’s Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills people need to succeed in the world of work. Richland College is determined to prepare you with the knowledge and skills you need to succeed in today’s dynamic work environment. Towards this goal, these workplace competencies and foundation skills have been designed into the curriculum for this course:
• Listening - receives, attends to, interprets, and responds to verbal messages and other cues
• Problem Solving - recognize problems and devise and implement plan of action
• Knowing How to Learn - use efficient learning techniques to acquire and apply new knowledge and skills
• Self-Management - assess one’s self accurately, set personal goals, monitor progress, and exhibit self control
• Teach Others New Skills
• Use Computers to Process Information
• Select Technology - choose procedures, tools or equipment including computers and related technologies
• Maintain and Troubleshoot Equipment - Prevent, identify, or solve problems with equipment, including computers and other technologies

**Required Lab Hours:**

This course contains lecture and lab components, both held during the posted class times. Students may need to put in additional time in the Multimedia Learning Center to complete assignments.

Students are required to spend at least 1 extra hour(s) per week outside of class working on student projects.

**Multimedia Learning Center Lab Information and Hours of Operation:**

The Multimedia Learning Center (972-238-6001) is located in Thunderduck Hall, T246 and is for all currently enrolled Multimedia and Game students to use for Multimedia and Game class work and projects.

Lab assistants and faculty are usually in the lab to answer questions, however multimedia tutoring is not available in the lab.

**LAB HOURS**

Mon-Thurs, 9 a.m.-9:45 p.m.; Fri, 9 a.m.-4:45 p.m.;
Sat (Spring & Fall), 12 p.m.-4:45 p.m.; Sat (Summer), closed;
Sun: closed

Lab is closed for the same Holidays as the College.
The Lab may close between semesters.
The Lab may be used as a Classroom at various times during the year and will not be available to drop-in students.

The other campus computer lab for credit student use is Del Rio, D229, which has longer lab hours.

All Multimedia (credit and continuing education) students must show a Student ID Card to use the lab and check out any equipment. IDs are available at the Office of Student Life in El Paso Hall, E040.

**Textbooks:**

*Optional Textbook:*

Digital Media Primer (2nd Edition)
Yue-Ling Wong
Prentice Hall
978-0132893503

**Supplies:**

*Required Supplies for all Courses:* headphones and some kind of external storage: jump drives, external hard drives, blank CD-Rs/DVDs or cloud storage like Dropbox.
Course Outline:

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit I: Websites</td>
<td>Web development, File Management, HTML5/CSS3, Wix</td>
</tr>
<tr>
<td>Unit II: Imaging</td>
<td>Principles and Elements of Design, Resolution for web, print, and video, Text Designs and text effects with Photoshop, Image Retouching, Page Layout.</td>
</tr>
<tr>
<td>Unit III: Audio/Video</td>
<td>Basics of sound, Podcasting and Voiceovers, Storyboards/Basic video shots, Capturing/Editing video, Animation, YouTube/Vimeo.</td>
</tr>
<tr>
<td>Final Project</td>
<td>Projects address conceptualizing and producing digital media presentations.</td>
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</table>

Grading Procedure:

<table>
<thead>
<tr>
<th>Grading Legend</th>
<th>Percentage Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 90 - 100</td>
<td>Assignments – 60%</td>
</tr>
<tr>
<td>B = 80 - 89</td>
<td>Quizzes – 10%</td>
</tr>
<tr>
<td>C = 70 - 79</td>
<td>Attendance – 10%</td>
</tr>
<tr>
<td>D = 60 - 69</td>
<td>Final Project - 20%</td>
</tr>
<tr>
<td>F = 0 - 59</td>
<td>TOTAL - 100 %</td>
</tr>
</tbody>
</table>

Grade Reports:
Final grade reports are not mailed to students. You may view your final grades via eConnect. From the Current Credit Student menu, select “My Grades” under “My Personal Information.” If you are not already logged in, you will be prompted to do so. Select the grade type you wish to review. Press the submit button, and all grades for the selected grade type will be shown.

Academic Calendar:
2019 Fall Multimedia/Photography/Game Day Courses Calendar

August 26, 2019 – December 12, 2019
Fall 2019 MW, TR, MWF, HS classes and regular online classes.
Saturday only courses, Evening Flex Term courses and Online Flex Term courses have different calendars.

<table>
<thead>
<tr>
<th>CALENDAR DATE</th>
<th>CALENDAR DATE DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>August 26 (M)</td>
<td>Monday – Friday Day Classes Begin</td>
</tr>
<tr>
<td>August 31 (Sa)</td>
<td>First Saturday the Multimedia Lab will be open.</td>
</tr>
<tr>
<td>September 2 (M)</td>
<td>Labor Day Holiday - campus closed, including lab.</td>
</tr>
<tr>
<td>September 9 (M)</td>
<td>12th Class Day / Census Day for Monday - Friday day classes and regular online classes.</td>
</tr>
<tr>
<td></td>
<td>Last day to drop a course without receiving a &quot;W&quot; grade on transcript.</td>
</tr>
<tr>
<td>November 14 (R)</td>
<td>Final Withdraw Date: Last Day for Monday - Friday day classes and regular online classes to withdraw with a grade of &quot;W&quot;.</td>
</tr>
<tr>
<td>November 28 –</td>
<td>Thanksgiving Holiday: College buildings &amp; offices (including the lab) will be closed for the holiday.</td>
</tr>
<tr>
<td>December 1 (R-Su)</td>
<td>Final Exams: See the online Final Exam Schedule for your exam times.</td>
</tr>
<tr>
<td>December 9-12 (M-R)</td>
<td>Semester Ends.</td>
</tr>
<tr>
<td>December 12 (R)</td>
<td>Last day lab is open for the semester.</td>
</tr>
</tbody>
</table>
Drop Date:
September 9 (M) is the last day to drop from this course without receiving an automatic "W" and without the course reflecting on your transcript.

Withdrawal Date:
November 14 (R) is the last day to withdraw from this course with an automatic "W".

Institutional Policies:
Available at: Syllabus Institutional Policy Statements

Classroom Policies:
Please read the following classroom policies listed below.

Attendance Policy:
In order to be successful, students must attend and participate in enrolled courses.

While Richland College does not have a formal attendance policy, students are expected to attend class regularly. If you know you will be missing classes this semester, please speak to your instructor about days you will be missing so you can receive information on the missed lessons and assignments.

If you are unable to attend class, please email the instructor or leave a message for the instructor at the ACCESS Office at (972) 238-6140 BEFORE THE CLASS BEGINS.

It is imperative students arrive to class on time and remain in class the entire session each week.

Food and Drink Policy:
Except where otherwise determined by a faculty member, no eating or drinking is allowed in the classroom.

Web Server Posting Policy:
The Richland Student Web Server is open to all users of the World Wide Web. Any information students or instructors place in their files is readable by any user of the World Wide Web.

Computer/Internet Use Policy:
Currently enrolled Richland College Multimedia, Game, and Photography students have access to the Multimedia Lab and classroom computers for Multimedia/Game/Photography educational and instructional purposes only.

Please use the Del Rio Computer Lab (D229) for other school-related assignments and non-Multimedia/Game/Photography activities.

Students using their own laptops must use the wireless connection in the Thunderduck Hall building and cannot use the Multimedia lab and classroom computer data lines to access the Internet.

You are required to show your Richland Student ID when requested by lab personnel. You are expected to follow lab policies as well as the Student Code of Conduct specified in the catalog. If the link does not work for you (ie: you have a hard copy of the syllabus), copy/type this url into your browser window:
http://www.richlandcollege.edu/conduct/

Safety Policy:
Students should participate in this class in a safe, appropriate manner. We occasionally have to step over cords for the multimedia cart and/or computer equipment. We also need to watch out for boxes and paper, students' backpacks, etc. Students should begin to build good computing habits, designed to prevent eyestrain, carpal tunnel syndrome, etc.
Handheld Devices Policy:
Please turn OFF all electronic devices during class.

Participation Policy:
Course participation is required. Ask questions and be involved with the lesson.

Students should not surf the Net, play games, send emails or work on unrelated homework/projects during class. Students should not disturb your neighbors during lectures and demos.

End of Each Class Policy (for face-to-face classes):
When you leave class for the day, please...

1. Delete all your files from your workstation and empty the trash.
2. Shut down your computer using Windows Shut Down.
3. Turn off your monitor after computer has COMPLETELY shut down.
4. Pick up and throw away any trash around your seat.

Attention Continuing Education Students:
To receive a certificate for this course, you must make a grade of "C" or higher as a final grade. A grade average of 69% or lower is failing.

Continuing Education will not mail your certificate to you. If you do not receive your certificate the last day of class you will have to pick up your certificate at the Continuing Education Front Desk, T160.

The Multimedia Learning Center Department’s Web Sites:
Multimedia  
Photography  
Game

The Multimedia Learning Center is part of the Richland College School of Engineering and Technology. Office: Wichita Hall, WH-101 • Phone: 972-238-6210.

Student Acknowledgement:
Please download, read and sign this Student Acknowledgement and turn it in to your instructor.