# *Communication Design*

2016-2017 Course Syllabus

**Teacher:** Gerardo Figueroa
**Email:** gerardo.figueroa@has.hc.edu.tw
**Classroom:** High School computer Lab
**Textbook:** None
**Schedule:** A Days, 4th Block (13:30 – 14:55)

## Course Description

The 2016-2017 Communication Design course will help to prepare students for the presentation and graphical project assignments that they will encounter during their high school and university studies. This course will encompass different skills and disciplines required for the human communication process, particularly with the use of technology and software tools. The main focus of this course is the planning, design, creation, and maintenance of digital media, including websites, images, audio, and video. There is a heavy emphasis on actual production, which is assessed through individual and group projects, as well as daily hands-on work.

This course's syllabus is partially based on the online "Web Design & Development I" course provided for free use by the University of Washington. The course is available at http://www.washington.edu/accesscomputing/webd2.

## Learning Objectives

Upon completion of this course students will be able to:

- Design and plan web pages
- Create pages with HTML
- Format web pages with style sheets
- Create, edit and manipulate graphics
- Understand and write scripts for web pages
- Perform quality control on different digital media
- Publish websites and other multimedia
- Create original media for a client

## Required Materials

All students are expected to bring the following materials to class each day:

- Completed homework and other assignments.

Additional resources will also be made available for students, either printed or online.

## Grading Policy

Evidence of student learning and understanding will come from the following items:

- **Student journal:** A student journal entry will be written once per week and is to be submitted online.
- **Class assignments:** Since this is a hands-on course, class assignments will be submitted by each student at the end of every class. The class assignments will consist of the work done during class.
- **Class participation:** Students will be expected to participate in class, either voluntarily or when called by name by the instructor. Class participation also includes following the classroom behavior policies and group work.
- **Projects:** Students are evaluated most heavily on their actual production, as they would in the world of employment. There are evaluated based on the evaluation rubrics created collectively by students early in the course, and updated as needed.

Grades are calculated according to the category weights listed below:

Student journal:          10%
Class assignments:      30%
Class participation:      10%
Homework                10%
Projects:                   40%

Quarter 1:                 50%
Quarter 2:                 50%

## Course Schedule*

| Unit | Topics & Themes | Duration |
|------|-----------------|----------|
| Unit 1 | Designing and planning web pages | 3 weeks |
| Unit 2 | Creating pages with HTML | 5 weeks |
| Unit 3 | Formatting web pages with style sheets | 5 weeks |
| Unit 4 | Graphics | 6 weeks |
| Unit 5 | Scripting | 7 weeks |
| Unit 6 | Quality control | 2 weeks |
| Unit 7 | Website management with authoring tools | 2 weeks |
| Unit 8 | Client website | 8 weeks |

*This course schedule is subject to change during the school year.*

## Assignment Policy

**Assignment instructions and deadlines are posted regularly on RenWeb.** Students are expected to check RenWeb each day for assignment postings, class announcements, and other updates from the teacher. Students are also expected to complete and submit assignments according to assignment instructions as posted on RenWeb. Parents will be able to access all this information through the parent portal.

All assignments should be completed and submitted before the deadlines as posted on RenWeb. **Submitting assignments late will immediately result in a 20% penalty. Any assignment submitted more than two (A/B days) late after a deadline will not be accepted and will receive no credit.** Assignment deadlines are extended only in the event of an absence from class which is excused by a parent.

If a student has an excused absence, that day's class work will not count for the final grade. Additionally, if a student has an unexcused absence, that class assignment's grade will be 0. If a student has an unexcused tardy, 20% of that class assignment's and/or homework's grade will be deducted.

All assignments that are submitted on RenWeb must be saved in the following format:
*Last name First initial Class Assignment title*
**Johnson A Comm Design Site1**

## Academic Integrity

Academic dishonesty, including cheating and plagiarism, will not be tolerated. **Assignments or exams that show evidence of cheating or plagiarism will not be accepted and will receive no credit.** Serious incidents of academic dishonesty will be subject to immediate disciplinary measures.

All assignments submitted in this class must exhibit a student's original ideas and language. Information that is borrowed from other authors and sources must be properly cited in MLA format. Failure to attribute ownership to rightful authors is considered plagiarism (as this is fraudulently claiming ownership of another's work). **Misappropriation of an artist or peer's work and/or published images also constitutes plagiarism.** Any work that makes use of another artists' work and/or published images must show substantial development beyond duplication.

## Behavior Expectations

### CLASSROOM CONDUCT

All students are expected to respect each other, the teacher, and the classroom learning environment. This includes:

- Arriving to class on time (**seated at your assigned desk with all of your materials before the bell is finished ringing** at the start of class and at the end of break time). Students, who arrive late to class without an excused pass, will be marked tardy.

  *1$^{st}$ Tardy: Teacher-Student Conference*

  *2$^{nd}$ Tardy: Teacher-Student Conference and Action Plan / Intervention Report*

  *3$^{rd}$ Tardy: Conference with an Administrator (possible parent contact)*

- Following classroom rules and procedures as outlined by instructor

  ***Be safe***

  ***Be respectful***

  ***Keep your hands to yourself***

  ***Keep food or drink outside***

- Following behavior policies outlined in the HAS Student Handbook.

### DEADLINES

Aside from excused absences, **NO excuses are accepted for late work**. If assignments are submitted to RenWeb, students should prepare backup copies elsewhere online or on a USB in the event that a submission does not upload successfully.

Students absent from class are expected to meet with the teacher the next day they are present in school to establish new deadlines for their makeup work. Students absent on days assignments are due must submit their assignments the next class day.

### ELECTRONIC DEVICES

No electronic devices can be used in the computer lab without the permission from the teacher. At all times, students are expected to be attentive and prepared to participate and communicate with their teacher and peers. In order to maintain an engaged and productive learning environment, **students are not allowed to wear earphones/headphones while the teacher is giving instructions or teaching.**

Many assignments and class activities will require students to use computers and access the Internet. Though school computers can be utilized for this purpose, it is highly recommended that students bring a **personal laptop** or other portable computer to school. Because using smartphones are prohibited in the classroom, the use of laptops will be permitted on a regular basis.

Devices or accessories being used without permission will be confiscated for the duration of the class period or entire school day, at the teacher's discretion.

### DISCIPLINARY MEASURES

Failure to comply with class or school policies and expectations may result in one or more of the following, depending on the frequency and severity of the infraction:

- Meeting with teacher outside of class to write an action plan.
- An email home to parents.
- Detention after school.

- Meeting with parents and school administration.
- Suspension from school.
- Other measures as deemed appropriate by the school administration.

## *COMPUTER LAB CLEANLINESS AND RULES*

**Come into the lab quietly and go to your computer.**
Do not touch the other keyboards or mice on the way to your computer.
Read board and begin assignment if one exists or wait for instructions before the bell rings.

**Only visit appropriate internet sites and use appropriate software.**
Never give out personal information.
Do not share your passwords with anyone other than your parents.
If you see anything that makes you uncomfortable, turn of your monitor and let your teacher know immediately.

**Make sure you leave your work area neat and organized.**
Exit out of all programs and log out of any websites where you logged in.
Hang your headsets to the left of the computer.
Straighten your keyboards and mouse and push in your chair.
Throw away any trash.

**Print only if you have permission.**
Only press the Print button once!
Ask your neighbors for help before you raise your hand to ask your teacher.

**Use your computer and the software that is already installed.**
Do not save any files on the desktop, keep all your files organized in your own folder.
Do not move, change or delete any of the icons on the desktop.
Do not edit files that do not belong to you.

**Treat your classmates, your teacher and all equipment with respect.**
Do not talk or wear headphones while the teacher is talking.
No banging on the mouse or keyboard.
Do not twist the monitors for your neighbors to see.
Do not unplug headsets, keyboards, mice, monitors, or power cables from any of the computers.

**Eat and drink OUTSIDE of the lab only.**
No food or drink allowed in the lab besides a bottle of water.
Wash your hands with soap before returning from the bathroom.

**Raise your hand if you need help or if you need to go to the bathroom.**
Read the instructions on the projector/board BEFORE asking questions.
No running or horseplay in the lab.