



## **IST 226 – INTERNET PROGRAMMING**

### Instructional Package Addendum

**SUMMER 2015**

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## YOUR COMMITMENT

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Success in this course requires a serious commitment on your part. You must be committed to attending each and every class. You must be committed to coming to class with your homework, reading material covered in class, and be prepared and to be attentive in class. You must be committed to seeking help with your work if you find yourself having difficulty. The opportunity for success is available to you, and you must be committed to taking advantage of this opportunity.

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## STUDENT CONDUCT

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To ensure a positive learning environment for all students, the Department follows the Code of Conduct as outlined in the College Catalog. In accordance with the Code, the Department expects students to:

Show respect for others. (Give complete attention and listen while others are talking, avoid arguing with instructors and classmates, avoid confrontation with others during classroom discussions, respect the opinions of others, keep conversations and questions focused on relevant course issues, avoid threatening behavior toward students and professors, use appropriate language, turn off electronic devices such as cell phones and pagers while in class.)

Engage in classroom activities. (Avoid sleeping, actively participate, avoid doing personal work or other class assignments, and exhibit a positive attitude and interest in the class, use personal computers for note taking only.)

Exhibit respect for College property. (Use equipment with care, avoid eating and drinking in classroom where prohibited, keep desk area neat and clean, be in classrooms at the start of class, and stay until class is over.)

Take ownership and responsibility for one's learning. (Complete assignments, be prepared to participate in learning, put forth effort to learn, ask questions, take responsibility for one's own actions, and maintain scholastic honesty.)

Show respect for authority. (Exhibit cooperation with the professor, avoid comments that show disrespect for the professor and their knowledge, select appropriate times to inquire about academic performance which may be outside the classroom, complete assignments on time and as directed by professor, address professors as Professor, Mr., or Mrs.—not by his/her first or last name.)

Consequences for not following these guidelines are listed in the Code of Conduct in the College Catalog.

[2014 – 2015 College Catalog](#)

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## REQUIRED MATERIALS TO WORK FROM HOME

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To ensure the student has the best learning environment possible the student must meet the following minimum system requirements to complete course work at home.

Software used in this course is NotePad++ (<http://notepad-plus-plus.org/>)

Link to Course Web Server: <http://istwebclass.org/>

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## SUPPORT

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Companion Website: <http://webdevfoundations.net/7e/index.html>

CLASS SCHEDULE

# Summer 2015 IST 226 Schedule (Tentative)

Week Of	Reading Assignment	Homework Project	Assignment Due Date	Test Date
5/18/2015 Week 1	Chapters 1, Chapter 5, Chapter 10	Chapter 1 Web Research 1-3 (Page 22) Chapter 5 Hands On Practice Case 1-3 (Page 219-220) Chapter 10 Hands On Exercises 2, 3 (Page 430) & Web Research 1 (Page 431)	27-May 11:59 PM	
5/25/2015 Week 2	Chapter 2 Chapter 3	Chapter 2 Hands On Practice 2.1 – 2.14 & Pacific Trails Resort Website Case Study Chapter 3 Hands On Practice 3.1 – 3.10 Pacific Trails Resort Website Case Study	31-May 11:59 PM	Final Project Milestone #1 June 4 <sup>th</sup>
6/01/2015 Week 3	Chapter 4	Chapter 4 Hands On Practice 4.1 – 4.12 Pacific Trails Resort Website Case Study	7-Jun 11:59 PM	Test 1 Chapters 1,2,3,5 & 10 June 4 <sup>th</sup>
6/08/2015 Week 4	Chapter 6 Chapter 7	Chapter 6 Hands On Practice 6.1 – 6.7 Pacific Trails Resort Website Case Study Chapter 7 Hands On Practice 7.1 – 7.6 Pacific Trails Resort Website Case Study	14-Jun 11:59 PM	Final Project Milestone #2 June 7 <sup>th</sup>
6/15/2015 Week 5	Chapter 8	Chapter 8 Hands On Practice 8.1 –8.4 Pacific Trails Resort Website Case Study	21-Jun 11:59 PM	Final Project Milestone #3 June 21 <sup>st</sup>
6/22/2015 Week 6	Chapter 9	Chapter 9 Hands On Practice 9.1 – 9.6 Pacific Trails Resort Website Case Study	28-Jun 11:59 PM	Test 2 Chapters 4,6,7, & 8 June 25 <sup>th</sup>
06/29/2015	Summer Break			

Week Of	Reading Assignment	Homework Project	Assignment Due Date	Test Date
	Chapter 11	Chapter 11 Hands On Practice 11.1 – 11.10 Pacific Trails Resort Website Case Study	12-Jul 11:59 PM	Final Project Milestone #4 July 12 <sup>th</sup>
	Chapter 13	Chapter 13 Hands On Practice 13.1 Pacific Trails Resort Website Case Study	19-Jul 11:59 PM	Final Project Milestone #5 July 23 <sup>rd</sup>
	Chapter 14	Chapter 14 Hands On Practice 14.1 – 14.8 Pacific Trails Resort Website Case Study	26-Jul 11:59 PM	Test 3 Chapters 9, 11, 13 & 14 July 30 <sup>th</sup>
				Website Project August 6 <sup>th</sup>
	Final Exam August 3 <sup>th</sup> – August 6 <sup>th</sup>			

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## WHAT ARE THE ASSIGNMENTS?

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**Content Discussions:**

You will be required to submit unit based discussion posts in this course. There is a topic created for every unit of the course, 6 units total and you will be required to participate in each unit's discussion thread.

To compose your post, open the thread for a given unit and review the discussion questions available to you there. Choose a question to respond to from the list provided. Be advised all responses should: be thorough, grammatically correct, and utilize correct spelling and punctuation. For each post I want a minimum of 3-5 sentences! Once you have finished the post, you must then respond to 2 posts by classmates for that given unit. This is a total of 3 posts per unit. I will be participating in the discussion board as well and will be responding to posts.

After the 3 submissions are posted, you are done for the unit. All posts must be submitted by 11:59 on the deadline date for a given unit (all on the course calendar and class schedule) and no late submissions will be accepted. The topic will close at the time of the posted deadline. Within a few days of the deadline I will post your discussion grade for the unit under the grades tab and I will provide feedback to you on your post. The grading will be calculated as 50% of the grade from your initial response to the question, and 25% of your grade will be for each response to a classmate. Discussion posts are worth 4% of your overall final grade, so take it seriously and do not miss any of the unit posts.

**Hands on Practices:**

These are the step by step instructions from the book which teach skills and prepare the student for the case study.

**Case Study:**

These are located at the end of the chapter in the book. Once Case Study will be chosen for the semester and will be an ongoing continuation from the previous chapter.

**Tests:**

- Test 1: The student will use the web development process and best practices regarding accessibility to create a web page with both HTML basics and cascading style sheets. The student will also describe concepts behind these technologies.
- Test 2: The student will create a web site, publishing to a web server, with proper page layout, using hyperlinks, graphics and tables. The student will also describe concepts behind these technologies.
- Test 3: The student will create a web site with multimedia and interactivity using forms and client-side scripting. The student will be able to describe concepts behind these technologies

**Website Project:**

To design, develop, and publish a web site using recommended design practices. Your web site will contain a home page and at least six (but no more than ten) content pages. You are required to create an external style sheet (.css file) that configures text, color, and page layout. (No font tags, embedded CSS, or inline CSS may be used.)

You must publish your project to the course web server. Required components of the pages include:

- Appropriate meta tags
- One page utilizing tables effectively to display tabular information
- One e-mail hyperlink
- One external hyperlink

- Consistent banner logo area
- Consistent main navigation
- Association with external style sheet (.css file)
- One Bonus Feature: Flash swf, YouTube video, CSS image gallery, or CSS Transition
- One page containing a form with at least three elements

BOTH Mozilla Firefox and Internet Explorer must render each page. Your web site project will be evaluated on the following criteria:

- Project Milestones
- Including all required web page elements
- Following recommended web site design practices
- (see <http://terrymorris.net/bestpractices>)
- Visual appeal of site to target audience
- Accomplishment of project's objectives.

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## COMMENTS

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During class students should not be entering anything into the computer unless the professor has requested that they do so. Students will not use the Internet or play games, and no outside work will be done during class unless permission has been given. Professors will normally act as a facilitator to help each student learn course concepts. This means that quite often a question by the student will be met with a question by the professor in order to help the student reach his/her own answer.

### Course Work

Please be aware that this course has 4 to 5 assignments for each chapter. These assignments are NOT short and you may spend as much as 5 to 10 hours per week on these assignments, depending on how fast you read and type. Department rules require all assignments to be handed in on time; and late assignments are not accepted for any reason.

### Hardware/Software issues

Your Professor will be available to help with some hardware/software issues, but the department cannot trouble shoot hardware or software problems with your personal computer (There is a SAM Dedicated Student Support Phone number and process that has been listed in D2L). So if your computer breaks or your software expires, you are expected to go to campus and get the work done on time in one of our labs.

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## DEPARTMENTAL RULES

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In compliance with college policy, there is to be absolutely no eating or drinking in the computer labs on the Conway, Georgetown, or Grand Strand Campuses.

Professors will not accept "Extra Credit" work nor should students ask a professor to make "Extra Credit" assignments. Students should not expect that grades for any exam, quiz, assignment, or final exam to be "curved". Professors in the Department do not curve grades.

Your professor will not accept any assignment turned in past the due date and time. No late assignments will be accepted.

In the majority of courses in the Department, students are expected to complete lab assignments outside of class unless directed by the professor. Class time is reserved for instructional purposes only.

Students are prohibited from copying software or files from the college computers. Anyone found copying copyrighted software will be disciplined through the Vice President for Student Affairs. Do not load personal software of any type on the computers in the labs including games or entertainment software. Systems are purged frequently of data files or unauthorized software.

Users of the computers and network services, including Internet access, provided by the college are subject to monitoring. If a student deliberately disrupts monitoring, such as powering off a computer, the student will be asked to leave and will be charged with an absence. Users shall abide by the procedures and policies set forth by the College regulating information system use. Acceptable use is always ethical, reflects honesty, and shows restraint in the consumption of shared resources. If you are not sure whether or not what you are doing is allowed, ask your professor prior to doing it.

Cell phones, beepers, pagers, and other electronic devices will be turned off prior to coming into class. If any device goes off during class, the student will be asked to leave and will be charged with an absence. No excuses. If there are any questions, ask.

Turn off your computer when you leave the classroom. Your professor will show you the correct procedure.

If you choose to work on your assignments on other computers besides the ones in the classroom, you will need to verify that the computer has Adobe Flash player. You will also need to have Office 2013 software installed. You are required to come on campus and use the designated HGTC computers (your Professor will provide you with a list of available computers) until you get your home computer/other computer working correctly. Reminder: We do not accept late submissions. (Please note that SAM has a dedicated technical support number for HGTC students that is available 24/7. Information is provided in D2L.

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## COMMUNICATING WITH YOUR INSTRUCTOR

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All communications with your instructor should be done through Wavenet email, UNLESS your instructor gives you another way to communicate with them. Any changes an instructor may make will be given to you in writing.

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## ATTENDANCE

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A student at Horry-Georgetown Technical College is responsible for all course work and all assignments made in each class. Therefore, he/she is expected to attend regularly and promptly each class meeting in which he/she is enrolled. Students should limit absences to those that are unavoidable. An absence is defined as nonattendance for any reason, including illness, emergency, or official leave. Due to the nature of the classes taught and the difficulty in making up missed assignments, the Department strongly encourages all students to attend every class.

The Department maintains a general attendance policy requiring students to be present for a minimum of 90% of classes in order to receive credit. For classes meeting three (3) days per week, five (5) absences are allowed. For a class meeting twice a week, three (3) absences are allowed. Absences are counted from the first day of class. Students are responsible for all work missed. Students exceeding the absence limit will be withdrawn from the course with a grade of "W" or "WF," depending on the grade average at the time of withdrawal.



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### TRADITIONAL CLASSROOM ATTENDANCE

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Physical presence is required in traditional face-to-face classes. During the Fall Semester students are allowed (3) absences.

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### ONLINE COURSE ATTENDANCE

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The online course week is considered Monday 12:00 AM to Sunday 11:59 PM

Attendance for this course will be taken as follows (NOTE: The Syllabus Quiz in D2L needs to be completed by May 25, 2014 to get credit for attendance for the first week of classes):

- a) To be considered present for the week, ALL COMPLETED chapter tutorials, assignments and projects listed in the Course Schedule MUST be submitted by Wednesday at 11:59 PM
- b) Failure to turn in ALL COMPLETED chapter tutorials, assignments and projects listed in the Course Schedule for the week by 11:59 PM on Wednesday will result in you being absent for the week
- c) Failure to turn in ALL COMPLETED chapter tutorials, assignments and projects listed in the Course Schedule for two (2) weeks, consecutive or nonconsecutive, in the semester will result in the students being withdrawn from the course with a grade of "W" or "WF," depending on the grade average at the time of withdrawal

NOTE: Two weeks is the equivalent of 4 in class periods

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### TARDY POLICY

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Students are expected to be on time for each class. A student not present when roll is taken will be marked absent. See your professor after class. (Do not assume that the absence will be changed to tardy.) A second tardy will be charged as an absence. Materials are often distributed at the beginning of class. The professor will not stop class to accommodate a late student. Students leaving class early without specific permission will be marked absent.

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### PLAGIARISM

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#### Maintaining ethical standards

Students are expected to be honest and ethical in their academic work. Distance students are held to the same standards as on-campus students.

**Academic dishonesty is defined as "an (intentional) act of deception" in one or more of the following areas:**

- **Cheating:** use or attempted use of unauthorized materials, information, or study aids
- **Fabrication:** falsification or invention of any information
- **Assisting:** helping another commit an act of academic dishonesty
- **Tampering:** altering or interfering with evaluation instruments and documents
- **Plagiarism:** representing the words or ideas of another person as one's own

Some examples of academic dishonesty include but are not limited to:

- Use of textbooks, notes or any unauthorized materials during an exam

- Looking at other student's tests during an exam
- Collaborating on assignments when collaboration is not allowed
- Having someone take an exam for you or taking the exam for someone else
- Obtaining exams or questions from exams through illicit means
- Use of unauthorized websites during computerized exams
- Assisting someone in one of these behaviors

**First Offense:** Both students will receive a zero for the assignment and a letter will be written to both students with a copy forwarded to the Academic Chair as well as student services to be placed in the students file.

**Second Offense:** Both students will again receive a zero and a letter will be sent to the Student Services department to take further action.

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### COURSE WITHDRAWAL

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The Add/Drop Period is the first 5 days of the semester for full term classes. Add/Drop periods are shorter for accelerated format courses. The following week of the semester is Financial Aid Attendance Verification period. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Students missing the first 2 class meetings will be administratively dropped unless prior arrangements are made with the course professor.

**July 7, 2015** is the last day to withdraw and unconditionally receive a grade of W. Withdrawal after this date will result in a grade based upon the quality of work produced at the date of withdrawal.

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### INSTRUCTOR LATE POLICY

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If an instructor has not arrived in the classroom within 10 to 15 minutes of the scheduled class start time, and prior arrangements have not been announced, the students should contact another instructor in the Department to determine what the cause might be. Class is NOT dismissed until the students are officially notified by someone in the Department or an HGTC Administrator.

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### INSTRUCTOR INFORMATION SHEET

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Instructor: Professor Carman

Office Location: Conway Campus Building 1000 Room 303

Office Telephone Number: 843-349-3636

E-mail Address: Jason.Carman@hgtc.edu