

## Checkpoint 1: *Music Mixer*

### Requirements:

The checkpoint is a way to report to your Studio Managers (your teaching team - which is just me for now) your current progress / how you intend to continue to implement your strategy for your assignments. For the Authoring class, I expect to see the following:

#### ***Detailed Requirements:***

1. Github repos set up for each project with team access (both members contributing). Initial commits should be from Week 2 / 3 at the latest. The more the better.
2. Readme file that describes the project, and any technical requirements for local setup / development. DO NOT use the repo name as the heading of that document. You should have a description, etc. NOT just a couple of names.
3. Initial commits from the developer and the designer: site shells / project structure (files and folders up on the repos - can be empty with .gitkeep files); CSS and HTML (obviously not finished, but at least a start)
4. Dev notes for the projects (any initial research into events, audio, drag and drop etc)
5. Pinterest or other collections of examples / inspiration so that I can see the visual direction you're going with your project; sample audio files, if any

### Additional Information:

Missed tests/exams will not be rescheduled without some valid evidence of some important event over which the student has no control (e.g., Court appearance, death in the family). Missed tests or exams, therefore, can receive a zero. The students are advised to notify the professor prior to missing the test.

Students are expected to hand in all assignments to the course instructor on the due date, and all assignments must be submitted in the format specified by the instructor (e.g., on FOL, in printed form, on a specific lab computer, etc.); assignments will not be accepted in any format other than that specified.

Late assignments will not be accepted, nor will make up test or assignments be permitted, without some valid evidence of some important event over which the student has no control (e.g., documented illness, death in the family). Missed tests or assignments, therefore, will receive a mark of zero. Late assignments and make-up tests will only be permitted following the submission of adequate documentation acceptable to the instructor (e.g., a doctor's note). Students are advised to notify the instructor prior to missing an assignment due date or a scheduled test.

Immediately upon return from an illness/absence in which a test or assignment has been missed, the student is responsible for contacting the course instructor to discuss the problem. The instructor will make arrangements for any student deemed eligible. The alternative test/assignment will be of equal value to the

one missed with no grade penalty. The timeline and due dates will be determined by the course instructor.

At mid-term, any unsatisfactory results will be reported to the student.

This course may be revised by the professor with suitable notification to the students. Students are responsible for making arrangements to pick up missed handouts, assignments and course announcements from classmates.

Plagiarism (e.g., failure to acknowledge sources used, submitting another student's work under your name, or producing work for another student to submit) is a serious academic offense that shall result in appropriate penalties, to be determined at the discretion of the course professor in consultation with the chairperson of the Communication Arts division. The penalties shall range from failure of an assignment to possible failure of the course. Students shall not make the assumption that any provision will be made by the professor to permit the student to rewrite or redo failed assignments.