



# Pima Community College

## Course Syllabus

**Campus/Center:** West Campus

**Room Number:** SANCAT CG16

**Course Number:** DAR 29614 **Course Title:** Digital Arts Independent Projects: Interactive Design

**CRN. ' & ) , (**

**Course Description:** Self-directed laboratory projects. Includes establishing objectives, procedures and a method of evaluation.

**Information:** May be taken four times for a maximum of sixteen credit hours.

**Additional Description:** TBA

**Course Prerequisites:** None

**Course Co-requisites:** None

<p><b>Required Textbook(s):</b> TBA</p> <hr/> <p><b>Other Course Materials:</b> Flash drive or portable hard drive for storing files, earbud-style headphones</p>	
---	--

[MyPima.pima.edu](http://MyPima.pima.edu) – MyPima is a course tool used as means of communication and/or for accepting course work. Your instructor will guide you in how it may be used in your course. Through MyPima you can also register and pay for classes, check your financial aid, access your student email, view your schedule, and read college-wide announcements.

MyPima also provides access to your online courses by linking to D2L, the College online learning system. You will use D2L to access your online course material, submit assignments, access grades and communicate with your instructors and classmates.

**Instructor:** Greg Loumeau

**Office Location:** SANCAT CG16

**Electronic Office Hours:** 9:30 – 12:00pm

**Office Hours:** Mon. and Weds, 5:30-6:15pm;  
Thursday, 4:30-5:30pm

**Instructor Phone:** (520) 206-6904

**Instructor Email:** gjloumeau@pima.edu

**Technical Support Phone:** (520) 206-6053

**Supervisor Phone:** (520) 206-6882

**Start Date:** 1/19/16

**End Date:** 5/17/16

**Website:** <http://pima.dreamco.com>

**Class Meeting Days:** TBA

**Class Meeting Time:** TBA

**Student Withdrawal Deadline:** 04/07/16

**Final Exam or Final Activity Date:** 5/17/16

**Drop/Refund/Audit Deadline:** 2/1/16

**Course outline will be the same as the course for which the student is receiving credit (see appropriate syllabus).**

[MyPima.pima.edu](http://MyPima.pima.edu) – MyPima is a course tool used as means of communication and/or for accepting course work. Your instructor will guide you in how it may be used in your course. Through MyPima you can also register and pay for classes, check your financial aid, access your student email, view your schedule, and read college-wide announcements.

MyPima also provides access to your online courses by linking to D2L, the College online learning system. You will use D2L to access your online course material, submit assignments, access grades and communicate with your instructors and classmates.

[www.pima.edu](http://www.pima.edu)

This syllabus is a guide for the course and is subject to change at the discretion of the instructor with notice to students.

## Academic Integrity

All PCC students are considered to be responsible individuals and are accountable for their own behavior. The College expects students to obey local, state and federal laws, and to follow the Student Code of Conduct. PCC has zero tolerance toward student acts of plagiarism. Plagiarism, as defined in the Student Code of Conduct, “includes representing the work of another person as one’s own, including information downloaded from the Internet. The use of another person’s words, ideas, or information without proper acknowledgment also constitutes plagiarism.” The Student Code of Conduct is specific with regard to the academic ethics sanctions for plagiarism: <https://www.pima.edu/current-students/code-of-conduct/docs/Student-Code-of-Conduct.pdf>

## Student Official Withdrawal from Class

A student may withdraw him/herself from the class by the Student Withdrawal Deadline listed above and a grade of ‘W’ will be recorded on the transcript. It is strongly recommended that you speak with faculty and a financial aid staff member before deciding to withdraw. Visit <http://www.pima.edu/paying-for-school/financial-aid/managing-award/dropping-or-withdrawing.html> to determine how dropping or withdrawing from class may have a negative impact your Standards of Academic Progress, financial aid, and/or scholarships. Review the Standards of Academic Progress at <http://www.pima.edu/new-students/register-for-classes/academic-progress.html> to understand the criteria required for and consequences of official withdrawals.

## Financial Aid, Veteran's Benefit, and other student Benefits

Your financial aid, veteran's, and other benefits from PCC and external agencies are contingent on your participation, performance, and compliance with guidelines set by the College the benefit providers. Please see a student financial aid advisor, veteran's benefits advisor, or other agency advisor for information on your benefits, your status with those benefits, and other items of which you should be aware.

## American Disabilities Act (ADA) Policy Statement

- PCC is committed to providing accommodations for qualified individuals with disabilities in a timely and effective manner. To request a reasonable accommodation, students must be registered with the campus Access and Disability Resources (ADR) office. Accommodations will be made based on eligibility determined by Access and Disability Resources. Services can be requested at any time during the semester. Requesting services well in advance will help to ensure that resources are available when needed. Please contact the ADR office at 206-6688 or [ADRHelp@pima.edu](mailto:ADRHelp@pima.edu).

## Digital Arts Department Copyright Policy:

- You must receive copyright permission for all non-public domain media used in your film, video or graphics projects. Public domain material can be found at [www.publicdomain.org](http://www.publicdomain.org) and [www.creativecommons.org](http://www.creativecommons.org).
- Any content accessed, downloaded, printed and copied must be accompanied by an acknowledgement of copyright. It is forbidden to sell, license, copy or reproduce media contents in whole or in part, in any manner, for commercial purposes, without the prior written consent of the author. No material appearing in Digital Arts Department projects may be modified, reproduced or transmitted in any form or medium or by any means without the written permission of the copyright holder. For more specific information Access this site: Copyright information for the Artist. <http://www.up.edu/showimage/show.aspx?file=6651>
- I encourage you to use original images for your projects. Do not use images from the Digital Arts file servers.

## General Campus Conduct

Visitors are not allowed in class sessions or on field trips.

Possession of drugs, alcohol or firearms are not allowed on college property per College policy.

Smoking, e-cigarettes and soliciting are not allowed in classrooms. Smoking is only permitted in designated smoking areas.

Any item that is used in a way that is disruptive to the classroom is not allowed. Such items may include cell phones, pagers and any other electronic devices that distract students. Animals are not allowed in the classroom as per SPG-3603/BA. Visit <https://www.pima.edu/about-pima/policies/standard-practice-guides/SPG-3603-BA.html>

## General Campus Conduct (continued)

Students creating disturbances that interfere with the conduct of the class or the learning of others, violates the Student Code of Conduct. Students will be referred to an administrator. Disruptive behavior will not be tolerated and can be cause for being dropped from the class. Disruptive behavior disrupts the learning process. Examples of disruptive behavior can be inappropriate talking, arriving late or leaving early, sleeping in class, etc.

## Resources For Online/Hybrid D2L Students

### Technical Support

If you have a technical difficulty, please request help using the widget on the homepage, or by email at [pimaonline@pima.edu](mailto:pimaonline@pima.edu) or by phone (520) 206-4800. Your call will be returned with 24 hours.

### Habits of Successful Online Students

There is a course Schedule of Work located in the course Syllabus module. It provides the schedule for completing the required work in each module. This Schedule of Work will help you manage your time so that you can set a pace for yourself to complete the course work.

### Good habits include:

Check the Syllabus, Schedule of Work, and instructor communications such as emails or announcements (News) at least three times a week for information to keep you informed and on track. Good communication, sound time management, and persistence are the keys to success in this class.

### Online Etiquette

All participants in the class are required to practice online etiquette – all posting, whether in emails, discussions or chat, are to be courteous and in language appropriate for an academic setting. Participants must avoid offensive and conformational comments, and the instructor retains the right to delete any posting deemed inappropriate.

For more information, read about Netiquette: <http://www.albion.com/netiquette/corerules.html>.

### D2L Technical Support

- Phone: 520-206-4800
- Email: [pimaonline@pima.edu](mailto:pimaonline@pima.edu)
- Create a Help Desk Ticket: <http://goo.gl/tXOckD>

### MyPima Help Desk

- Phone: 520-206-4800
- Email: [MyPimaHelpDesk@pima.edu](mailto:MyPimaHelpDesk@pima.edu)
- Live Chat: <https://goo.gl/FkVH2g>
- Student Email and Account FAQ: <https://www.pima.edu/web/mypima/general-faq/>

## Student Resources

### **Learning Centers (tutoring):**

Desert Vista 520-206-5061  
Downtown 520-206-7311  
East 520-206-7863  
Northwest 520-206-2126  
West 520-206-6819

### **Library:**

Community 520-206-6323  
Desert Vista 520-206-5095  
Downtown 520-206-7267  
East 520-206-7693  
Northwest 5250-206-2250  
West 520-206-6821

### **Testing and Assessment Centers:**

Community 520-206-6454  
Desert Vista 520-206-5045  
Downtown 520-206-7254  
East 520-206-7874  
Northwest 520-206-2212  
West 520-206-6648

### **Computer Commons (Academic Computing):**

Community 520-206-6323  
Desert Vista 520-206-5091  
Downtown 520-206-7311  
East 520-206-7861  
Northwest 520-206-2127  
West 520-206-6042

## Course Grade Determination

### Assignments

Type of Assignment	Method
Projects	Assignments handed out by the instructor, during classroom hours and additional lab time outside regular hours, if needed.
Final project	You will create a comprehensive project, that will contain all the elements of the previous projects. You will present it to the class during the final week.
Make-ups	You are able to fulfill your assignment at the subsequent class session (or up to 3 days after the last class session), with 10% of the points

**Extra Credit Assignments:** None

### Grading Procedures and Policy

Type of Assignment	How many	Points for each	Total
Projects	2	250	500
Final project	1	500	500
		Total	1000
Minimum number of percentage points needed to receive a particular grade:			
A	90.00%	900	
B	80.00%	800	
C	70.00%	700	
D	60.00%	600	

**Students will also be required to turn in one report and post comments on reports by other students on the class website.**

The evaluation of your work is subjective, based on the instructor's experience in the field. Your work will be evaluated on the demonstration of following criteria:

- Fulfillment of goals outlined in the project description
- Following the specifications of the assignment
- Accuracy of the imaging techniques.
- Aesthetics
- Imagination and creativity.
- Your knowledge and facility of the current software
- The overall quality of work.
- Meeting deadlines.

### Late Work

Late work will have points deducted based on how long past the deadline it is turned in. The instructor, at his discretion, may deduct as much as one letter grade for every day the work is late.

## Course Policies and Procedures

### Source Files

#### Save, Save, Save

- Save all work no matter how insignificant it may seem including step by step demos, modules and versions of proj.
- Save your work frequently while you are working on it.
- Save your work to multiple disks.

#### Attendance

Class attendance is mandatory. The only exceptions are for illness or emergency. Please inform the instructor if you are unable to attend either by phone or e-mail. Five points is deducted from your final grade for each unexcused absence. If you miss more than three classes for any reason you may be dropped from the class. Please see the active and continued participation statements below.

**Continued Participation:** If the student begins the course but does not actively participate\* as per the above definition for 10 consecutive calendar days, the student's record will be flagged with the Registered but Not Attending (RN) status. The College will initiate contact to determine whether the student intends to return to the course. If the College is unable to confirm the student's intent to return, the student will be considered unofficially withdrawn for purposes such as Financial Aid and Veterans' Benefits and adverse consequences may result for the student. (See [PCC BP 3103](#).)

#### Missed Classes

If you miss a class, it is your responsibility to make up work missed during your absence. Write the contact information of at least two other students in the class so that if you cannot attend a class, you can obtain the notes assignments or other materials that you missed. Do not email the instructor asking what you missed in class these e-mails will not be answered. Check the blog for assignments and postings. The assignments are posted at the beginning of each week of class.

#### Late Arrival

Don't be late to class. The lecture begins promptly at the beginning of class. If you are late for class, you will miss valuable information. Three unexcused late arrivals is equal to one unexcused absence.

#### Cell-Phones, Earphones, Web Surfing, Texting and Chatting

Mobile devices have become an increasing source of distraction in the classroom. Turn off cell phones when you enter class and remove earphones from your ears during the lecture. Do not surf the web during the lecture or go to social networking sites. If you wear earphones, text, chat or surf the web during the lecture, you will be marked absent from the class.

## Syllabus Mandatory Statements

### PCC Definition of a Credit

Students are expected to spend a minimum of 45 hours per credit on work related to the class. This includes time spent in the classroom as well as out-of-class work such as reading assignments, homework, projects, etc.

### Attendance Requirements/Active Participation

Throughout the term, students must substantively participate in such a way as to ensure successful completion of the course by the end of the term (i.e. regularly submit assignments and continue to interact with other students and the course instructor). Students must complete at least one academic task per week/7-day period (including during the first 7 days of the course) that will serve as documented active participation. Faculty have the responsibility of noting whether the student is present or not using Attendance Tracker. Students who do not actively participate in the class by the drop deadline will be dropped from the class. This may result in adverse financial consequences such as a change in financial aid, veterans' benefits, and/or other benefits related to being a student. Examples of active participation include (but are not limited to):

- attending class during each scheduled face-to-face session
- participating in a class-related activity each week/7-day period such as attending a faculty-organized study session, working on course content in a supervised center, or meeting with the instructor face-to-face or online
- completing a class-related task such as an interactive tutorial or computer-assisted instructional activity
- completing an assessment during each week/7-day period; the assessment might address content that should have been learned to date or might be in the form of a progress self-assessment\*\*
- posting academically-related communications regarding course content
- academically-participating in a discussion
- signing in via an Accutrack-type system for the on-site component in an on-campus (and possibly self-paced) class
- note that simply logging on to D2L or other computer-based systems does not meet the federal guidelines for active participation.

### Notice to Students: Using Copyrighted Materials

Most of the instructional materials you will use in this course are copyright protected. Unless you buy the materials, you cannot download or copy them without the written permission of your instructor or the publisher of the materials. That includes websites you visit when completing assigned course work. Websites usually contain copyright protected material. Your visit to a website cannot include unauthorized downloading or copying, or attempts to bypass any security on the site or any payment system on the site. Please understand that there are serious penalties for the unauthorized copying or downloading of copyright protected materials. If you aren't sure whether you can copy or download materials, please ask your instructor or a librarian.

### Federal Family Education Rights and Privacy Act (FERPA)

Subject to certain exceptions set forth in the Federal Family Education Rights and Privacy Act (FERPA) of 1974, Pima Community College will not provide personally identifiable student information (including but not limited to grades, billing, tuition and fees assessments, financial aid and other student records) to third parties absent the student's consent. Third parties include parents, spouses, siblings, and third party sponsors. You (the student) may grant Pima Community College permission to release certain information to a third party by submitting the FERPA Release form:

<https://pima.edu/current-students/code-of-conduct/ferpa/index.html>. Ask a staff member for a copy of the form BEFORE you arrive with a third party.

### Mandatory Reporting

Arizona's Mandatory Reporting Law (A.R.S. 13-3620): Pursuant to Arizona law (A.R.S. §13-3620), College personnel, including faculty, staff, and administrators, who learn in the course and scope of their employment that minor (defines as under 18 years of age) has been the victim of physical or sexual abuse, are required to report this information immediately to law enforcement. Arizona's Mandatory Reporting of Sexual Violence and/or Sexual Offenses (A.R.S. 13-14xx) Pursuant to Arizona law (A.R.S. §13-14xx) and Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act: 34 CFR Part 668:), College personnel, including faculty, staff, and administrators, who learn in the course and scope of their employment that an individual has been a victim of sexual violence, or is informed about an alleged sexual offense shall as soon as possible, contact the Department of Public Safety.

### Title IX and Pregnancy

Title IX and Pregnancy: Students who would like to request classroom accommodations related to pregnancy, should contact the office of Access and Disability Resources (ADR) to learn more about their rights and responsibilities. The ADR office is at 520-206-6688 or [ADRH@pima.edu](mailto:ADRH@pima.edu).



## **Acknowledgment of Receipt of Syllabus**

Please sign and return the following Receipt of Syllabus.

I \_\_\_\_\_ (student's first and last name, printed) have read the policies contained in Greg Loumeau's \_\_\_\_\_ (course title and semester) course syllabus. I understand these policies and agree to abide by them, which I am indicating by signing below.

Student Signature:

Student Pima Email Address: