

**Georgia Gwinnett College**  
**School of Science and Technology**  
**Digital Media: ITEC 2110 - 07**

**Course Information:**

Class Time: 12:00 – 1:50 PM, Tuesday Thursday  
Class Location: B2700

**Instructor Information:**

Instructor Name: Dr. Lonnie D. Harvel  
Office Location: B3850  
Office phone: 678-407-5256  
Cell phone:  
E-mail: ldh@ggc.usg.edu

**Course prerequisites:**

ITEC1001: Introduction to Computing

**Course Outcome Goals:**

Understand various forms of digital media in the Internet environment.

- \* Build digital media documents as a communication tool in the Internet environment.
- \* Publish digital media documents in the Internet.
- \* Apply multimedia in digital media publication.
- \* Evaluate digital media.
- \* Understand legal issues on digital media.

**Required Text and Supplies**

Digital Multimedia, ISBN: 0470858907

**Grading Policy:**

Blackboard Vista (available from the jovo site) always contains your current grade in the class, and the portion of your grade that has been determined. You are responsible for checking your grades regularly. If your grade drops below 75%, you need to schedule an opportunity to meet with me to discuss your performance and how to improve.

**Graded Events:**

Reading Quizzes (12):	20%
Quizzes (2):	15%
Projects (4):	30%
Midterm (1):	15%
Final (1):	20%

## **Academic Enhancement Center**

The Academic Enhancement Center provides free drop-in tutoring for GGC students. Tutoring is available in many subjects including reading college texts, writing assignments, grammar focus, research and citation, college algebra, calculus, chemistry, and physics. The Academic Enhancement Center is located on the 2nd floor of building B in B 2400 and B 2450. The hours for the AEC can be found in Jovo ([jovo.ggc.usg.edu](http://jovo.ggc.usg.edu)) under the Support tab.

## **College Policies:**

### **Health and Safety Policy:**

Certain laboratories include use of strong acids, solvents and preservatives. Any pregnant women, hypersensitive individuals, or immunocompromised would report their condition to the instructor and to their physician, preferably before contact with the materials (see lab exercises). Additional instructions for lab will be presented during the first lab. Students are required to follow all instructions. Students failing to conform to lab rules and safety precautions will be first warned by removal from the lab. On second offense students will be removed from both lecture and lab.

### **Americans with Disabilities Act Statement**

If you are a student who is disabled as defined under the Americans with Disabilities Act and require assistance or support services, Please seek assistance through the Center for Disability Services. A CDS Counselor will coordinate those services.

### **Equal Opportunity Statement**

No person shall, on the grounds of race, color, sex, religion, creed, national origin, age or disability, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by Georgia Gwinnett College.

### **Affirmative Action Statement**

Georgia Gwinnett College adheres to affirmative action policies designed to promote diversity and equal opportunity for all faculty and students.

### **Academic Respect**

The college exists to foster educational excellence. To this end, a classroom atmosphere that supports learning must be maintained. Students are expected to be active, attentive participants in the class. Students are also expected to abide by class policies and procedures and to treat faculty and other students in a professional, respectful manner. Students are expected to be familiar with the student conduct code published in the Student Handbook.

## **Academic Integrity**

Student Honor Statement: We will not lie, steal, or cheat, nor tolerate the actions of those who do.

Georgia Gwinnett College students are expected to adhere to the highest standards of academic integrity and are expected to encourage others to do the same. Further, students are expected to take responsible action when there is reason to suspect dishonesty on the part of others.

Academic dishonesty carries severe penalties ranging from a grade of “0” on the affected assignment to dismissal from Georgia Gwinnett College. Each faculty member at Georgia Gwinnett College bears the responsibility for assigning penalties for cases of academic dishonesty. Students may appeal a penalty as outlined in the Student Handbook.

## **School of Science and Technology Policies:**

### **Attendance Policy**

**You are expected to attend every class. Failure to attend class will affect your grade.**

Special arrangements to take a regular exam early must be made in advance in writing. Early exams are available only at the instructor’s discretion and only under extreme circumstances.

IF an emergency arises and you miss an exam you **MUST** notify your instructor on the same **DAY** as the exam. Notification by email, text or phone message is acceptable. At the instructor’s discretion, make-up work may have a different format or different content from the regular assignment. Make-up work should be completed within two days of the original due date. Work missed due to unexcused absences will be given a grade of zero.

If you feel that you are unable to complete your courses due to illness or family emergency, contact the Registrar’s Office to attempt to withdraw from your courses without penalty.

### **Course Changes**

This course syllabus provides a general plan for this course. The instructor reserves the right to make changes to the syllabus, including changes to assignments, projects, examinations, etc., in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

### **Technology Covenant**

Technology will be used to deliver content, provide resources, assess learning, and facilitate interaction, both within the classroom and in the larger learning community.

## **Course materials and Grading**

You can expect to access the course materials and grades via WebCT. Students should check WebCT regularly, as course changes will always be announced and recorded on the course WebCT site.

## **Paperless Class**

If the class is willing, I would like to see if we can actually have a paperless course (not counting the textbook, of course). This means that I will be using online assignments, quizzes and such. Let's see how many trees we can save!

## **Communication**

- I am fine with face-to-face, email, txt, phone, or chat.
- I prefer email for most situations, only because I can easily get to it anywhere. Txt messaging works just as well for short questions. Monday through Friday expect me to respond by end of day for emails or txt, normally faster, but some days are challenging. Communications received after 9pm will be returned by the next day, unless I am online, and then it may come sooner. On the week-end or when I am away from campus (i.e., at a conference), my response is irregular.
- When corresponding by email, I will communicate with you using only your GGC email. You should check your GGC email every day. Emails from other domains (yahoo.com, gmail.com, hotmail.com, etc.) will not receive replies due to the Family Educational Rights and Privacy Act (FERPA).

## **Expectations of Students**

- All students at GGC need to have access to a computer. If you do not have one, computer labs are available on campus.
- I expect students to access course or individual communications within 1-2 days excluding weekends.

## **Technology Changes**

This covenant provides a general guideline for the course. I reserve the right to make periodic and/or necessary changes to the covenant, including: technology use and communication channels, in order to accommodate the needs of the class as a whole and fulfill the goals of the course.