

MASTER SYLLABUS

(Revised *Spring 2008*)

Clarendon College

IMED 1416

Web Design I

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CLARENDON COLLEGE
Division of Business and Technology
Course Name: *Web Design I*

Credit Hours: 4

Semester:
Classroom Location:

Instructor:
Office Location:
Phone:
Email:
Fax:

Office Hours:

Course Description:

The goal of this course is to help students become comfortable in using Microsoft Expression Web to design effective Web sites. It is assumed that students have taken courses in or have experience with computers and file management.

The required coursework will consist of written examinations and project assignments.

Statement of Purpose

This course is part of the Associate of Applied Science Degree.

ALL SCHEDULES ARE SUBJECT TO CHANGE

Required Instructional Materials:

Textbook:

Bojack, Henry *Expression Web Comprehensive*. Boston, MA, Course Technology. 2007, ISBN 13: 1-4239-0597-0.

Methods of Instruction

Classroom lecture and hands-on labs, construction of web site, projects.

Course Objectives

To gain familiarity with the design of Web sites.

To plan, organize, and create Web sites.

To learn the use of Microsoft Expression Web as a web site design tool.

Grading Policies:

The final semester grades will be figured as set in the current catalog:

90 to 100 = A

80 to 89 = B

70 to 79 = C

60 to 69 = D

Below 59 = F

A student's final grade will be made available through Campus Connect at Clarendon College's website.

Classroom Policies:

Attendance:

Attendance in college courses is your choice. Because so much of what you will learn in this course is not found in the textbooks, however, it is very important that you attend all classes if you want to be successful. Therefore, a portion of your grade for this course is for attendance. For every time you are not in class on time, points will be taken off the attendance grade, unless you send me E-MAIL stating the purpose of your absence. Once your E-Mail is received, your excuse may be verified in order to determine if it is an excusable absence as determined by the college handbook and/or instructor. It is still **your responsibility** to discuss your absence with me and find out what you need to do to make up what you missed. If there is makeup work you need to complete, you need to complete it within one class period of your absence. If you do not discuss with me your absence or complete the makeup work, you will have points deducted from your attendance grade. More than **(3) THREE** unexcused absences may result in a failing grade for the course.

Class roll will be taken by sign in sheet at the very beginning of each class session. Tardiness is a very bad habit to develop (and would not be tolerated in the workplace). It is also very disruptive to the classroom environment. Therefore, if you arrive after class roll is taken, you are counted absent. If you do not want this absence to remain on your record, **it is your responsibility** to discuss your tardiness with me after the class session is over. If you do I will change the absence to a tardy. However, if you are tardy more than 3 times in the semester, I will start counting them only as absences.

Due Dates, Extra Credit, etc.

I attempt to deal with assignments and other tasks you are given much like they would be handled on a job. Therefore, it is assumed that you will turn all work in by its due date unless you discuss the situation with me ahead of time and have a legitimate reason. If something occurs beyond your control (such as a technical problem) that prevents you from turning the work in on time, it is your responsibility to contact me (in person, by phone, or by email) and request an extension **before the due date**. Any extension given is for **two calendar days only**. If the assignment is not turned in within the extension time, a grade of zero will be given for that assignment. If no extension is requested and an assignment is not turned in by the due date, that assignment will also be given a grade of zero. Due dates will be clearly given at the beginning of the semester.

Class Changes/Notifications:

If any changes are made to the class (assignments, due dates, etc.), I will try to inform you as a class or individually, especially if we don't have class due to bad weather.

Respectful Behavior

I will always show you the respect you deserve as a student. I, in return, expect respectful behavior from you. Otherwise, you will be asked to leave the classroom. The main way you show respect in the classroom is by paying attention during class time. I will not tolerate sleeping, talking to fellow students, listening to music over the headphones, surfing the Internet, checking email, or other similar activities. One infraction such as this will result in my warning you verbally. A second infraction will result our visiting the Dean of Students and your being withdrawn from the class, possibly with an "F." In a computer lab, the temptation to check your email or surf the Net is pretty great – **resist that temptation**. Ringing cell phones and pagers cause disruption and loss of instructional time. You **WILL** turn off all cell phones and pagers during class.

Unit Tests

Unit tests will be taken during class time during the semester. **No makeup tests are given in this course.** The only situation in which you may be excused from taking a test other than the scheduled time is if an

unexpected emergency (such as an accident, death in the family, or hospitalization) occurs that prevents you from taking the test on a specified test date (and it is impossible for you to contact me before test time). It is your responsibility to contact me as soon as the emergency is over. We will make arrangements for you to take the test as soon as it is reasonable. If I have any reason to believe you are taking advantage of this policy or that the emergency was not real, I reserve the right not to allow you to take the test. If no arrangements are made with me in either situation and you do not take a test during the specified test time, you will receive a grade of zero for that test with no opportunity to make it up.

Classroom Conduct

Failure to comply with lawful direction of a classroom instructor is a disruption for all students enrolled in the class. Cheating violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (4) entering an office or building to obtain unfair advantage; (5) taking an examination for another person; (6) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (7) altering grade records; (8) using any unauthorized form of electronic communication device during an examination, classroom activity, or laboratory exercise; (9) Plagiarism. Plagiarism is the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person without proper credit.

Disciplinary actions for cheating in a course are at the discretion of the individual instructor. The instructor of that course will file a report with the Dean of Students when a student is caught cheating in the course, whether it be a workforce or academic course. The report shall include the course, instructor, student's name, and the type of cheating involved.

Students who are reported as cheating to the Dean of Students more than once shall be disciplined by the Dean. The Dean will notify all involved parties within fourteen days of any action taken.

American with Disabilities Act Statement:

Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Office of Student Services (806-874-3571 or 800-687-9737). We will work with you to make whatever accommodations we need to make.

Dropping a Course:

A student who is enrolled in a developmental course for TSI purposes may not drop his/her only developmental course unless the student completely withdraws from the college. A student may drop any other course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar. The request for permission to drop a course is initiated by the student by procuring a drop form from the Office of Student Services. (Refer to other policies concerning this issue in the current college catalog online.)

Withdrawal: If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a "W" on your transcript instead. Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive a grade of "F" on your transcript.

A student is permitted to drop a course if he/she obtains an official drop slip from the office and has the instructor sign the slip before the 12th class week.

Remember, a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6, he/she will no longer be able to withdraw from any classes.

Withdrawal from College:

When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Office of Student Services. Students may also withdraw from the college by sending a written request for such action to the Registrar's Office. The request must include the student's signature, the student's current address, social security number and course information details. Students who withdraw after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of "W."

Class Contract

I have received and have read the syllabus for IMED 1416 taught during the _____ semester by _____ and agree to abide by the policies written in it. I understand the policies of class attendance, lab attendance, dropping the course, academic honesty, and general class behavior and understand the consequences of failing to comply with these policies.

Student's Name

Date

Name _____