

# Nashville State Community College

## Business & Applied Arts Division

### Course Syllabus: Multimedia & Web Design Practicum

**Course Title:** COM1000 Beginning HTML

## Course Description

Provides opportunities to apply and incorporate skills learned from preceding courses in a Final Project. Emphasis is on problem solving and professional standards.

3 Credit Hours

Prerequisites: Permission from instructor.

## Instructor Information:

**Name:** Dale Rogers, M.Ed.

**Email:** [dale.rogers@nscc.edu](mailto:dale.rogers@nscc.edu)

**Office Phone:** 615-353-3504

**Office Location:** Main Campus, Clement Building, Room C-107F

**Office Hours:** Available in separate document

## Textbooks

There is no required textbook for this class, your instructor may suggest specific books during the course of the project.

The following books and resources are helpful:

- Wroblewski, Luke (2011). Mobile First, publ: A Book Apart, <http://abookapart.com/products/mobile-first>
- Clarke, Andy (). Transcending CSS: The Fine Art of Web Design, Publ: New Riders, <http://www.amazon.com/Transcending-CSS-The-Fine-Design/dp/0321410971>
- Marcotte, Ethan (2014), Responsive Web Design. Publ: A Book Apart, <http://abookapart.com/products/responsive-web-design>

Additional books purchased by learners in previous semesters for other classes may be used. Textbooks can be purchased from the Nashville State Community College Bookstore.

**Reference Materials:** Online resources will be provided during course

**Supplies:** Must have access to a computer that has a plain text editor. The following internet browsers are recommended: Firefox, Chrome, Safari

## Other Supplies

Learners will need a portable drive or an online cloud storage solution. Learners are responsible for bringing work to class and keeping backups of work.

## Course outcomes

By the end of the course the learner will demonstrate their understanding of the previous classes by building a project that is assigned by the instructor. The learner will work in a team with peers.

## Course outline / topics to be covered

### WEEK 1

Researching and planning the practicum project(s) Course overview and explanation of project requirements. Identifying resources, establishing reporting methods and formats, establishing course timeline. learners will begin a plan for a practicum project (or projects) which satisfy the listed criteria.

### WEEK 2

Proposing the practicum project(s) learners will create and submit a full project proposal which will describe the following:

- What the learner intends to do—scope of project(s)
- Intended audience/demographic for project(s)
- How the project(s) will be completed in the course time frame
- How the project(s) will provide evidence of knowledge and skills gained
- How the project(s) will be presented for final review.
- Grade value of project(s)  
Project(s) must incorporate professional standards of quality and principles of design.  
Instructor has final say over scope of project and grade value. learners and instructors will sign project plans during the coming week.

## WEEK 3–10

Creating the practicum project(s) During these 7 weeks learners will follow the project plan. Weekly progress reports will be submitted and progress will be demonstrated at intervals. Any deviations from the project plan will be reflected in the Learning Report.

## WEEK 11

**Learning Report:** learners will prepare a Learning Report to explain how the practicum project demonstrates skills and knowledge gained in their concentration during their tenure at Nashville State. The Learning Report will address the following items:

- Describe the Project Goals (Big Picture)
- List the team role(s) the learner played in the design and execution of the project
- Explain design choices made and why they were used
- List the challenges the learner encountered while executing the project
- Describe how they overcame their challenges
- Which classes aided their ability to complete their roles (link it back to the curriculum)
- Defend their readiness to graduate
- Explain what strengths they will bring to an employer

## WEEK 12

Learners will continue to finish their project while working on their Learning Report

## WEEK 13

Final adjustments learners will make refinements to the project(s) based on feedback received during the trial run.

## WEEK 14

Final presentation of practicum project(s) Final practicum projects will be presented to a formal audience composed of peers, instructors and industry professionals. Learning Reports will be submitted to instructor.

## Course Assessments

Three primary grades are given during the semester:

1. A team grade
2. An individual grade for the Learning Report
3. The final presentation to the client

### Team Grade

Each member of the team will receive a grade based on quality of work completed and participation in the project tasks. The tasks include, but are limited to, the following:

- Creation of a Client Questionnaire
- Attendance and participation in initial client meeting
- How well the team communicates with the client
- How well the team identifies the strengths of its individual members and delegates tasks accordingly
- Completion of the tasks identified to complete the project
- Hitting the milestones identified in the Proposal
- The Creation of the Proposal
- The creation and submission of weekly reports
- The quality of final deliverable

### Learning Report

The Learning Report is an individual project. The grade will reflect the quality of the work and meeting all of the criteria.

### The Final Presentation to the Client

The final presentation is a team grade. Each member of the team will be assigned a role in the presentation and will responsible for their specific talking points during the presentation.

## Grading Scale

Letter grades will be calculated according to the following scale:

Letter Grade Definitions	
Points	Letter Grade
100 - 93	A
92 - 85	B
84 - 77	C
70-76	D
Below 70	F
0	FA: Failure, attendance-related (unofficial withdrawal) Last date of Attendance required
0	FN: Failure, never attended class (unofficial withdrawal)

## Notice of Right to Retain learner Work

The Visual Communications program reserves the right to retain certain selected examples of learner work for teaching purposes, promotional purposes, and as a part of its permanent collection.

## Make-up procedures for missed assignments and work

Assignments not submitted at the due date receive a zero grade. Exceptions to this are made on a case by case basis. It is the student's responsibility to make arrangements with the instructor, in advance of the due-date, if the due date will be missed.

## Attendance Policy

You are expected to attend all classes, to be on time, and to stay until class is dismissed: absences or tardiness for any reason will affect your participation grade. Any learner arriving late or leaving early will be considered tardy: two such occurrences will count as one absence. learners missing more than one-third of any class will be counted absent—even if they attend the remainder of that class session. learners are responsible for all material covered and assigned regardless of absences. You should obtain any missed lecture notes from a classmate, and contact the instructor about any assignments. It is your responsibility to explain your absence to the instructor. A doctor's excuse should be provided when appropriate. If you have been absent, you must check with the instructor for permission to make up any missed tests or homework. If permission is denied, a zero will be recorded.

Attendance will be determined by in class and online communications. If I do not hear from you for a period of two weeks, either by e-mail, phone, forum discussions, or by submission of lessons,

you will be non-compliant with attendance. The grades of FA or FN may apply. Please see above for definitions of the FA and FN grade.

## Student Communication Channels

It is the student's responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

## Americans with Disabilities Policy

If you require an accommodation in order to function effectively in this class, please contact learner Disability Services as soon as possible and notify your instructor.

## Institutional Rules (for classroom courses)

These rules apply in all classrooms throughout the department.

- Strict safety precautions will be taken when near chemicals, tools, or equipment.
- Absolutely no food, drink or smoking in the classroom.
- Cell phones or pagers must not interrupt class.
- Computers are for class work only; do not bring your freelance projects to class.
- Copying or Piracy of software is illegal, subject to fines, and grounds for dismissal.
- You will not bring any other software to class to use on the computers.
- At the end of class you must log out from your computer.

## Classroom Misconduct

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your Student Handbook for more specific details.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

## Academic Dishonesty (Honor Code)

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. "Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer's Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else's work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor's permission, allowing someone else to copy or use your work, using someone else's work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member's signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an "F" or a "Zero" for the exercise, paper, or examination or to assign an "F" for the course. Students may appeal through the appropriate college grade appeal procedures.

## Inclement Weather Policy

In the event of an inclement weather event, check the Nashville State web site home page at [www.nsvcc.edu](http://www.nsvcc.edu) for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).

When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.