McLennan
COMMUNITY
COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

WEB DESIGN I
IMED 1316-01

David Trower

The online Syllabus posted on D2L|Brightspace is the most current class policy instructor will follow. Amendments and corrections are occasionally posted and students will be informed of such. Any printed copy student has may not be the most current.

Course Description:
Introduces Internet Web page design and related graphic design issues, including mark-up languages, websites, Internet access software, and interactive topics. Students should be proficient with Windows functions, mousing and keyboarding skills. Semester Hours 3 (2 lec/2 lab)

Instructor Information:
Instructor Name: David Trower
MCC E-mail: dtrower@mclennan.edu
Office Phone Number: 254-304-5212
Office Location: BT118
Online Office/Teacher Conference Hours: Tuesdays and Thursdays 9:30-10:30; or by Appointment
Other Instruction Information: The best way for you to get a hold of me is by email. I check my email all the time, except when I am in class, in meetings, or asleep.

Online Office Hours: This semester, all office hours will be done via Zoom. If you need to speak with me during my office hours, you can join the meeting in Zoom using the following link: https://mclennan.zoom.us/j/808301991. The link will require you to download the required computer software to join the video conference call. While anyone with the URL can join the meeting, when you join, you will be placed into a waiting room. This allows me to meet with students one at a time to ensure privacy of our conversations. A document is on D2L|Brightspace on how to use Zoom.

Lab Hours: The lab located in BT114 is available to all students in the class needing tutoring help. The lab hours are Monday through Thursday 10:30 am to 7:30 pm and Saturday 9:00 am to 3:00 pm. I encourage you if you need help, and I'm not on campus, those working in the lab will be more than willing to help.

Required Text & Materials:
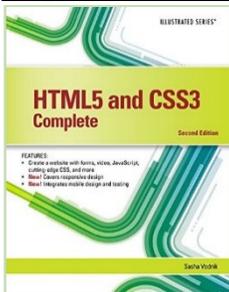
Title: HTML5 and CSS3, Illustrated Complete
Author: Sasha Vodnik
Edition: 2nd Edition
Publisher: Cengage Learning
ISBN: 978-1-305-39404-9

MCC Bookstore Website: http://www.mclennan.edu/bookstore/

You are required to have a copy of this textbook. We will be doing in-class activities from the textbook as well as most of your daily homework and case study assignments will be assigned from the book.

Students are required to have access MCC's Brightspace.

You also need either a USB flash drive with a capacity of at least 4 GB or cloud storage (i.e. OneDrive, Dropbox, etc.)

Optional text: Throughout the course, I will also be using materials from *HTML and CSS: Design and Build Websites* first edition by Jon Duckett (ISBN-13 978-1118008188). This book **IS NOT** required for you to perform well in this class, but if you would like an additional reference book for this class, I highly recommend this book.

Student Support/Resources:
MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

* **Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace**
(**www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements**)
Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Required Hardware and Software

Hardware:
For this course, students will be expected to have a working computer and Internet connection (at least 56k, but a high-speed connection is recommended) 24/7 or have access to a computer while enrolled. If you do not have a computer, you will need to access the CIS Computer Lab in (BT-114) or plan to come to campus to complete assignments in the library or other areas. Not having working technology or access to it is NOT an excuse for not completing assignments. While you can create Web pages without being connected to the Web, if you want to download addition software tools or Web art images, or if you want to publish projects you create on the Web, you will need an Internet connection with a Web browser application.

D2L|Brightspace will be used to help supplement this class. Most of your assignments will be uploaded on D2L|Brightspace and I will be making all of my lecture PowerPoints and sample HTML and CSS code that I work in class available through D2L|Brightspace. Also, all course videos will be available through D2L|Brightspace.

Software:
All web pages built in this class must display as intended in the latest version of Mozilla Firefox (as of 1/12/19 the latest version is 64.0.2).

Some of your assignments will require the use of a word processing software (Microsoft Office is recommended). As an MCC student you are able to get Office365 for free when you register with your @students.mclennan.edu email address.
- Click here to sign up and download
- Click here for instructional video

For this class you need a basic text editor like Notepad or Notepad++ (if you are on Windows) or an equivalent for Mac users. The focus of this class is to learn how to write HTML and CSS. As a result, anyone caught using an IDE, Dreamweaver, WYSIWYG, or any tool that autocompletes tags or tries to determine what tag, attribute, or value you are entering is strictly forbidden. The use of those tools will result in an F for the assignment. You don't learn HTML and CSS if the computer writes most of it for you. If the text editor you are using provides syntax highlighting, that's fine, just as long as it isn't providing suggestions or autocompleting your tags, attributes, and values for you.

Later in the semester, when we cover images, you might need to resize your photos to optimize them for the web. Image Resizer for Windows is a good option.

Hyperlinks for the latest versions of Firefox, Notepad++, and Image Resizer for Windows will be made available through D2L|Brightspace on the first day of class.

Methods of Teaching and Learning:
This class will utilize a variety of methods to present the material and facilitate learning including: lectures, discussion groups, group projects, lab exercises, projects, student performances/presentations, written reports, quizzes, and exams.

Course Objectives and/or Competencies:
A. Course Objectives: As a student in this course, you will get an introduction to the creation of proper Internet web page design and related graphic design issues including mark-up languages, Web sites, Internet access software, and interactive topics. The main thrust of this course is to give you a hands-on introduction to the languages that make up the pages found on the World Wide Web. You will learn to:

1. Design great web pages
2. Properly use a technical vocabulary
3. Focus on appropriate content, navigation structure, and aesthetic design to create your own web pages using HTML
4. Work with links, create forms and tables, align with layers, and add images as well as multimedia objects
5. Use Cascading Style Sheets to enhance the design process
6. Critically analyze integration of web page content & design
7. Use CSS Level 3 modules to create dynamic content
8. Work in groups & assist others in solving technical problems
9. Develop good work habits

The course objectives conform to W3C and WoW compliance

B. Course Competencies: Upon specific completion of IMED 1316 Web Design I, students will be able to identify how the Internet functions with specific attention to the World Wide Web and file transfer; apply design techniques in the creation and optimization of graphics and other embedded elements; demonstrate the use of World Wide Web Consortium (W3C) formatting and layout standards; design, create, test, and maintain a web site.

Specific Competencies: Upon successful completion of the course, the student will be able to:

1. Understand a business Web Page development cycle.
2. Understand the differences between Web browsers and their impact on Web page design.
3. Manage and use Web-based information in Web page design.
4. Discuss the instructional design techniques in Web page building.
5. Create and design Web page with hypertext markup language (HTML) coding techniques using standard developmental tools in a text editor.
6. Upload and download Web page to a Web Server using file transfer protocol (FTP)
7. Understand how to use interactive components such as CSS3 transitions and transforms in Web page design
8. Use Cascading Style Sheets to enhance the design process
9. Critically analyze integration of web page content & design
10. Integrate email, hot links, graphics, photographs and sound into Web page.
11. Understand and identify Web search engines techniques, and how they impact Web page design
12. Create interfaces from Web page to database.

C. Evaluation:

1. Written objective and/or subjective exams and quizzes
2. Practical laboratory exams.
3. One major project on designing, creating and documenting a working Web site.
4. Class discussion and participation including teamwork.
5. Homework and class assignments
6. Attitude and work habits

Course Outline or Schedule:

Instructor reserves the right to modify the schedule at any time. Any changes will be announced in class and will be posted on D2L|Brightspace.

Date	Class Content	Reading For Class	Major Assignments Due
1/15	Syllabus, Class Overview	Unit A 1-19	
1/17	Unit A	Unit B 27-45	
1/22	Unit B	Unit C 55-73	
1/24	Unit C	Unit D 83-89	
1/29	Unit D Part 1	Unit D 90-101	
1/31	Unit D Part 2, Assign Sem. Project		
2/5	Lab Day (attendance required)	Unit E 109-127	SP - Topic Approval
2/7	Unit E		
2/12	Exam 1	Unit F 139-158	
2/14	Unit F	Unit G 169-187	
2/19	Unit G, Assign Group Project	Unit H 201-219	SP - Project Plan
2/21	Unit H		
2/26	Lab Day (attendance required)	Unit I 233-249	
2/28	Unit I		SP - Storyboard
3/5	Exam 2	Unit J 263-279	
3/7	Unit J	Unit K 295-305	SP - Wireframe
3/12	Spring Break		
3/14	Spring Break		
3/19	Unit K Part 1	Unit K 306-311	
3/21	Unit K Part 2	Unit L 323-339	Group Project Due
3/26	Unit L		
3/28	Lab Day (attendance required)	Unit M 351-367	Update 1
4/2	Unit M		
4/4	Exam 3	Unit N 379-395	
4/9	Unit N	Unit O 405-421	
4/11	Unit O	Unit P 431-447; Appendix C C1-C9	
4/16	Unit P and Appendix C		
4/18	Lab Day (attendance required)		
4/23	Work on Semester Projects		Update 2
4/25	Exam 4		
4/30	Semester Project Presentations		Semester Project Due
5/2	Semester Project Presentations		
5/9	Final Exam		Reflection Paper

Course Grading Information:

All quizzes, daily homework, case studies, and projects will be posted within the "Content" area of D2L|Brightspace. The WordPress blog posts assignments will be made via the course WordPress blog (http://imed1316.wordpress.com). It is the student's responsibility to keep up with what is due in class. Coming to class and taking notes is vital to your success. I reserve the right to make changes to assignments anytime and will let you know via D2L|Brightspace and email if there are any changes.

Your letter grade is determined by your command of the course material. You will earn your final grade for the course based on your completion of/participation in assignments, discussions, projects, presentations, and exams. Breakdown of grades will be as follows:

Homework and WordPress Blog Posts	12%
Case Study/Mini Projects	11%
Group Project	10%
Quizzes	10%
Exams 1-4	11%
Final Exam	11%
Semester Project	30%
Attendance and Participation	5%
	100%

Grading Scale:
90-100	=	A
80-89	=	B
70-79	=	C
60-69	=	D
59 or below	=	F

Your grades will be posed in D2L|Brightspace as soon as assignments are graded. Go to "Assessments" in the D2L|Brightspace navbar and select "Grades" to check them. The D2L|Brightspace grade calculator could be inaccurate. DO NOT rely solely on it to know your total grade or average. Do your own calculations. The professor keeps the official gradebook for the class. In the case of any discrepancies between that gradebook and the D2L|Brightspace gradebook, the grades in the official gradebook will be final.

You bear the responsibility for your grade and performance in this class. I will do my best to teach the material and facilitate your learning. I will highlight important points in class.

A grade is something YOU earn, not something the instructor gives you. Do turn in your work; be accountable. No matter how nice you are, when the chips are down and you want that good grade, it's up to you to have acquired it.

Be sure to check your grades under the Assessments menu. **Any discrepancies need to be reported NO LATER THAN 1 WEEK after the assignment grade is posted.**

You must be present at all student presentations of final Web projects. If you are not present, you will lose 50 points on the final grade for your project.

Throughout the semester, D2L|Brightspace will automatically award badges (the professor reserves the right to revoke or manually award badges) based on performance in the class and mastery of the course material. These badges represent skills that you have shown mastery of during the course of the semester. These badges do not convey any sort of certification, but rather that you have achieved a certain set of requirements to earn the badge. Badges based on assignments will require a student to achieve a minimum of an 85 on all the assignments tied to the badge to be eligible for the badge. It is my hope by incorporating these badges into the course that they will provide incentive and encouragement to put forth your best effort in the course to attempt to acquire the maximum number of badges possible.

I don't give extra credit work. I also feel that if I allow one student to complete an extra credit or late assignment, then I have to give EVERY student that same opportunity. You ALL start with an A and if that grade falters, it is because you have lacked in completing an assignment properly.

I DO take under consideration if you have never been late for assignments or if you have a good work record and ethic in class, gone the extra mile etc. in order to perhaps round your grade (though if you've done all that you shouldn't be borderline!).

If you have made no extra efforts this semester, if you are frequently late, if your work is average or below par, if you never participate and remain quiet all the time, or if you don't learn from mistakes I corrected on papers, and you end up with a grade like 69.97, I will not round your grade up whatsoever. Please keep your A from the get-go and be a proud student.

In this class, there is an absolute zero tolerance policy on cheating in any form, including plagiarism. Ethics are an integral part of all personal, social and professional undertakings. Competency in thinking ethically and accepting responsibility for one's actions is essential to personal and professional development. Students should be committed to their intellectual, ethical, professional and social development throughout life.

If it is determined by the instructor that the student has misrepresented his/her work in any way, the student will face severe consequences. This includes cheating, plagiarism, failing to follow instructions, representing someone else's work to be your own or having your work represented as someone else's, using notes or text inappropriately, submitting work not completed individually by the student, and any other form of a dishonest representation of a student's work or performance. If you study with someone or share books and ideas, be sure to turn in individual work. While collaboration is encouraged in this class **all assignments must be completed personally and individually by the student. Do not do any part of someone else's assignment nor allow them to use your work.**

If instructor suspects you of any misconduct, it is up to the student to be able to prove the instructor is incorrect. Be sure to keep all your written sources, e-mail correspondences, and other class materials until your final grade has been posted and grade issues have been resolved.

For the first offense if cheating has taken place, you risk at a minimum receiving a 0 for the assignment. If the offense is deemed severe enough, or it is your second offense, the punishment for cheating is failure of the course. Furthermore, you could also face expulsion from MCC. The course instructor and other MCC personnel will decide consequences of your inappropriate misconduct beyond failure of course.

Late Work, Attendance, and Make Up Work Policies:
Attendance to class is important for your success in the course. Thus, a component of the participation grade is your attendance in class. If you fail to attend, you can't participate.

Students, **whether present or absent**, are responsible for all material presented or assigned for the course and will be held accountable for such materials in the determination of course grades.

Any student can initiate or request a drop from the class up until the last day of student-initiated withdrawals (this occurs at the 60% point of the semester). After that point, drops are up to the sole discretion of the instructor and will only be considered in serious cases. Wanting to drop to avoid an F or for a frivolous reason will not be considered. If a student reaches the 25% absent mark after the 60% point, the student will be given grades of 0. If you are not passing at the end of the semester, your grade will be submitted as an F.

Students will be required to **access Brightspace at least 2 or more times per week** to get announcements and stay current with assignments and due dates.

All assignments are due at the beginning of class. If it isn't handed in when I call for it, it's late. I will accept an assignment up until the class period after it is due for a 50% deduction in your grade on the assignment. After that, the assignment will be recorded as a zero. In the real world, you will have deadlines and missed deadlines have serious consequences.

It is common courtesy to inform instructor ahead of time with any issues that may hinder your completing an assignment. It does not excuse you from doing the assignment, but it may save you the possible inconvenience of being dropped.

Students will NOT be permitted to make up class work and assignments unless **PRIOR** arrangements have been made. That means **BEFORE** due date. I understand that emergencies happen and will evaluate each special circumstance individually. Absences due to (1) authorized participation in official College functions, (2) personal illness, or (3) an illness or a death in the immediate family will be permitted to make up class work and assignments missed with valid documentation. It is the instructor's prerogative whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion. Moreover, it is the student's responsibility to keep up with missed material. Please note: IF I allow the assignment to be turned in late for a reason other than one of the above-mentioned circumstances, then there will be minimum of 20% taken off the grade unless other arrangements were discussed in advance of the absence. If you know you are going to be absent, get with me in advance don't wait until after you are absent to speak with me.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. You are encouraged and expected to ask questions and enter discussions on relevant issues as part of the class. Assignments should be completed prior to class, as prepared students get more from a class.

Students should use their MCC email to avoid having the email caught in the MCC filter. **The student is responsible for checking their MCC email and Brightspace every day.** Not reading your e-mail or checking D2L|Brightspace Announcements IS NOT a reason for an extension or saying "well I didn't know I was supposed to....."

Students are required to maintain copies of all communication with their instructor and fellow students for the duration of this course. Do not delete any communication related to this course until you have a semester grade posted and are satisfied with the grade.

I'm so glad you are here, and I want you to be successful! Here are a few tips on that:
- Read, understand and abide by the Syllabus
- Check MCC student email daily
- Have your materials (books, pen, paper)
- Be ready to start class at assigned time
- Cell phones must be turned off and put away in class. No texting. If there is an emergency situation, see me for an exception to this rule. If you use your phone in any shape, form, or fashion and I see you doing so, you will be asked to leave class and counted absent.
- Study appropriately. Try to work ahead but at least be sure to always keep up with your reading and turn in assignments by the dates due.
- Don't wait until last minute to do your work
- Devote the right amount of time to this class to be successful
- Be conscientious, responsible and accountable
- After sending an email be sure to check your inbox to insure message and attachment went through
- Have a positive outlook even when things get tough :)
- Stay in close contact with your instructor (see his information in the syllabus on D2L|Brightspace and the course blog). Talk to him! He is human-LOL
- Pace yourself. I would create a calendar of tasks due. You can create this in your MCC student e-mail account. Login to your e-mail (for direction reminder click here then scroll down to see email directions).
- Contact instructor with any issues
- Be professional, courteous and respectful with yourself, your peers and your instructor
- Make a good impression

Class Issues: According to policy, a student having problems directly related to a class should first talk with the instructor. If the problem is not resolved, the student may talk to the Program Director, then the Division Director, then to the appropriate Dean, then to the Vice President, Instruction. If a student tries to bypass the chain of command by skipping over the instructor or someone else in the chain of command will be redirected to talk with the person they tried to skip over. I go out of my way to work with students and help them be successful.

Student Responsibilities
- Read, understand and abide by the Syllabus
- Check MCC student email daily
- Study appropriately
- Devote the right amount of time to this class to be successful and do assignments on time
- Be conscientious, responsible and accountable to yourself, your peers and your instructor
- After sending an email be sure to check your inbox to insure message and attachment went through
- Contact instructor with any issues
- Be professional, courteous and respectful with yourself, your peers and your instructor
- As college students, your responsibility to your education is even greater. I hold you to a higher accountability because no one forced you to come to college to improve yourself; it was your adult choice.

TIPS:

Check your sent items folder after sending assignments to make sure all is alright, including opening attached files

Submit projects early to catch any pending issues

* **Click Here for the MCC Academic Integrity Statement**
(**www.mclennan.edu/academic-integrity**)
The link above will provide you with information about academic integrity, dishonesty, and cheating.

* **Click Here for the MCC Attendance/Absences Policy**
(**www.mclennan.edu/highlander-guide/policies**)
Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

Tardies: Keep tardies to a minimum (2 tardies = 1 absence). Let me know AFTER class that you came in as I take roll at very beginning of class.

In this class, if you reach the 25 percent absences (for this class that means missing 7 of the 29 scheduled days) after the 60% date for the term, you will receive an F for the course.

Absence and Make-ups: All assignments are posted on D2L|Brightspace; therefore, if you are going to miss class, you must have the assignment turned in according to the instructions given before the class time you are missing. If you turn in an assignment late (no later than the next class period), there is a 50% deduction in your grade for the assignment. If the assignment is turned in incorrectly, there is a 15-point penalty.

Absences from the final and for the mandatory project presentation cannot be made up. See project instructions for penalty for missing that presentation. Missing the final will result in a zero.

Accommodations/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

> disabilities@mclennan.edu
> 254-299-8122
> Room 319, Student Services Center

* **Click Here for more information about Title IX**

(**www.mclennan.edu/titleix**)

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (http://www.mclennan.edu/titleix/) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.