

Arts 190: Community Service- Spring 2015

Office: Second floor, Wilbraham Hall, Art Department

Office hours: - Tue/Thurs 10-12, 1-4

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Other times by arrangement.

Expectations:

There are certain expectations that the Department of Visual & Performing Arts have regarding student responsibilities and behavior in class that need to be stated up front in order to minimize potential misunderstandings throughout the semester.

1. The Department of Visual & Performing Arts expects that you will read the syllabus and that you make yourself aware of all the requirements and deadlines associated with the class. Saying I didn't read the syllabus will not be accepted as an excuse for failing to meet requirements and deadlines.
2. The Department of Visual & Performing Arts expects all electronic devices (cell phones, iPods, etc) to be turned off and not utilized during class. If I see your cellphone on during class I will confiscate it for the class, texting in class is rude. If your phone/pager goes off during class you will be asked to leave.
3. The Department of Visual & Performing Arts expects that you will put forth an effort to learn the material covered in this course. You are **expected** to attend class on normal class days. However, you are **required** to learn the material in order to get a passing grade for this course.
4. The Department of Visual & Performing Arts expects that if you are having difficulties with the class that you will come and talk to your professor about them. The sooner you come, the better off you will be. There is little or nothing the professor can do to help at the end of the course, so do not wait until then to see him/her. See ****Academic Assistance**.
5. The Department of Visual & Performing Arts expects that you will behave with honesty and integrity. Suffice it to say, cheating is not acceptable under any circumstances. The department will not tolerate cheating in any way and anyone caught cheating will receive an automatic F for the course. See ***POLICY CONCERNING PLAGIARISM**

After reading through this syllabus, your decision to take this course indicates your acceptance of the terms, conditions and expectations outlined in the syllabus.

Final Exam 11:00 time Thur. 5/7 12:30 p.m.

Time Needed:	In Class	60 hours total
	assignments	30 hours
	web & other	

		90 hours (2 credits)

Location of Facilities

Computers equipped these programs: VAC red and blue labs

VAC is open Monday- Friday 8-4 PM, Saturday , and on listed times on the door. Usually one of the two labs is open for student work.

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Course Description

This course is designed for individuals who are computer graphics majors who need a community service credit to graduate. This fulfills their Humanities requirement, allows them to help a non-profit, and gain real world experience in web design.

Course Objectives

1. Students will continue developing their skills in creating web sites.
2. Students will gain an understanding of how to create a web site appropriate for a non-profit.
3. Students will learn to work with clients, learning how to information from the client and using it create the site.
4. Students will learn to work as a team creating a web site.
5. Students will learn to finish a project.

Course Assessment:

1. Students will create a professional level web site for a non-profit.
2. Students will work productively in a team.
3. Students will finish the web site.

Equipment needed

Thumbdrive/ removable harddrive
Springfield College E-mail Account
Notebook

Programs Used

Photoshop, Dreamweaver, Wordpress

Course Evaluation

1. Attendance

Attendance will be counted from the reading of the class roster. If you are not there on time, but come in late you will be docked ½ a class. **DO NOT LEAVE CLASS**, if I am late. **I WILL BE HERE**, unless a message is given to you, I will arrive, I will take attendance. Be there! 2 absences are allowable, 3 affect the grade (A to A- to B to B- to C to C-) These absences can be days on the sick list, away games, teacher conferences, knee surgery, consequently do not use your absences to sleep in. If a message is given that I will not be here please check the class web page for assignments. Projects will be due the next class. If there is a snowstorm, Mudstorm or Landslide, I will have a message put on the lab door and on my voice mail that I will not be here. If the school is closed (Ex5999) I will not be here.

2. Participation

Students will be responsible for their specific assignments. They will be expected to complete them in a timely manner. They will be expected to create work that is acceptable to the client.

3. Projects

The final site is to be completed before the end of the semester. A site layout should have no extra psds, tifs or large files, and should be logical to understand. A site is finished when it has client approval, when it is up on the web, and all the links work.

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Course requirements

1. Attendance
2. Group participation
3. Site completed

Grades.

Grades are given in 3 parts.

- 50% 1.) site up, working, and accepted by client - pass/fail
- 15% 2.) Observation by Supervisor as to the professionalism of the student:
Homework on time and well done.
- 15% 3) skills in wordpress and dreamweaver- good presentation
- 20% 3.) Evaluation by other members of team

A: Work done, working on the web, accepted by client- a project that the faculty and student are proud of and visible commitment of time and energy by the student. Homework and reading done- good thinking and design. Other team members evaluations positive.

B-C: Work up, participate poor. Poor reviews by other team members. Basic understanding of Dreamweaver/Wordpress

F: Assignment not on web, did not worked well in the group, site not completed, up and working.

“Springfield College students are expected to be academically honest. Misrepresentation of facts, omissions or falsifications in any connection with the academic process (including both course work and official college documents) are violations of the Academic Honesty and Integrity Policy... Obtaining credit for work, words, or ideas which are not the products of a student’s own effort is dishonest... Consequences of violating the Academic Honesty and Integrity Policy entail penalties ranging from failing an exercise, failing a course, reprimand, suspension, dismissal, expulsion from the College, forfeiture of a diploma and/or legal action...”

~2001-2002 Student Handbook

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If you have a documented physical, learning, or psychological disability on record with the Director of Student Support Services (748-3768) or the corresponding individual in the School of Human Services, you may be eligible for reasonable academic accommodations to help you succeed in this course. It is your responsibility to request such accommodations in advance and to provide appropriate documentation to the Director of Student Support Services. Please let me know of you request as soon as possible, so that I can work with you and the Director to arrange for reasonable accommodation

You are expected to be at your final.

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Website Questions 1/15

What we can do:

We can design a web site for you that will get your information out to the public. We will make it visually interesting and exciting. We will upload it to your site. We will commit to doing a maximum of 20-30 pages. You are not committed to using the site.

We can research and help you set up social media, a google calendar and link to your paypal account.

The Springfield College semester is 15 weeks long and by the begin of May the site needs to be done. We will host the site locally on our server until you are ready for us to upload it to yours. Each student is putting in 90 hours in this pro bono work should be treated the respect and care that is given a paid provider.

This site can be either a Dreamweaver or Wordpress site.

What is the difference?

A Dreamweaver site is an HTML site that can be run by someone who understands HTML and has the program dreamweaver or an understanding of coding. Examples of past pages:

<http://www.ruthwest.com/art190-sites/demo.html>

A Wordpress Site is run in a blog platform, but does not need to be a blog. It is more "user friendly"

Examples of these pages:

<http://wordpress.org/showcase/>

It's two draw backs are- you need to make sure that web host (who you buy your site from) offers it. It sometime requires an upgrade. Depending on what you want to do with your site you may also have to "buy" a template for us to work from that could cost between \$25-\$100 a year.

We can research and help you with your a twitter account, blog, facebook page, a Google + page, a google calendar and link to your paypal account.

What we need:

We would like to have someone to come in within the first two weeks of class (Jan 26-Feb 2) to talk about your non-profit so that the students can be informed and excited about the work they are doing for you. We meet Mon/Weds 10-12.

Most of the rest of the site can be done "on line" with one possible meeting in March, and one in late April when the site is complete.

We ask for a 5 day turn around for any decisions (example we supply you with 3 layout "looks" -you make a decision in 5 days and get back to us). This keeps the work moving.

Questions:

Please answer the following questions by the Jan 17th and send the me.

1. Do you have a contact e-mail address? Mine is rwest@springfieldcollege.edu

2. What is your Purpose for the site?

Information

Funding

Community awareness

Other explain

3. Please find 4 webs sites (URLS) that you like . These sites do not have to be about the same thing as your site, you are using them as design ideas.

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Describe why you like them-

Ex: Color Palette
Placement of items on the page
Purpose of the site

4. Describe the layout of your site.

Think about what is the most important? What is the optimum order of your links?

5. Where is the data for these pages? Do you want to update it?

Or should we start with what is currently on the pages?

6. Who is going to input missing data?

Are they willing to be the liaison to Springfield?
Will they pick up and respond to e-mail daily?

7. What kind of pictures are you interested in using?

Do you have photographs?
Have the models signed off? All images need to be bought or copyright free.

Arts 190: week by week	
Week 1 Weds Intro	Week 7 Mon Client sites back Wed Midterm Review
Week 2 Mon Clients Wed Clients	Week 8 Mon Site Buiding Wed Site building
Week 3 Mon Clients Wed Wordpress	Week 9 Mon Site building Weds Site building
Week 4 Mon Wordpress & site Dseign Wed Wordpress & Site Design	Week 10 Mon Site building Wed Site building
Week 5 Mon Wordpress and site design Weds Wordpres and site design	Week 11 Mon Site building Weds First sites to client
Week 6 Mon designs to client Wed wordpress	Week 12 Mon Changes Wed Redues