

Arts 190: Community Service-
Spring 2019

Office: Second floor, Blake Hall, Art Department

Office Hours: M/W 10-12 T/HR1-2 (By appointment M/W 1-1:30)

Office Phone 748-3679

E-mail: rwest@springfieldcollege.edu

Exam Time Thurs. 5/9 9 a.m.

You are required to attend. Do not make arrangements to leave school before the exam.

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.

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

		90 hours (2 credits)

Location of Facilities

Photoshop is in Macs in Red, Blue Labs, Judd West, and basement senior suites.

Wordpress can be on any machine/

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.

Course Description

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This course is designed for individuals who need or want a community service credit . This fulfills the Computer Graphics major Humanics requirement, allows them to help a non- profit, and gain real world experience in web design and other graphic design

Course Objectives

1. Students will continue developing their skills in creating web sites and graphic design
2. Students will gain an understanding of how to create a web site and graphic design 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

Thumb drive/ removable hard drive
Springfield College E-mail Account
Notebook

Programs Used

Photoshop, 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.

At midterm: all students working on a website will receive a “C” as the site is not done. This is “real world”. This is not your final grade. At the end of the course students will evaluate and grade their team members.

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.

Or brochures/ work are done. Proofed and ready to go

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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
or brochure
- 15% 2.) Observation by Supervisor as to the professionalism of the student:
Homework on time and well done.
- 15% 3) skills - 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 Wordpress

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

POLICY CONCERNING PLAGIARISM:

Offenses Against The Policy

Use of Sources

In preparing assignments a student often needs or is required to employ outside sources of information or opinion. All such sources should be listed in the bibliography/reference section.

For citations, references in text are required for all specific facts which are not common knowledge and which do not obtain general agreement. New discoveries or debatable opinions must be credited to the source with specific references to edition, page, or web page even when the student restates the matter in his or her own words. Word-for-word, including any part, even if only a phrase or sentence, from the written or oral statement of someone else (including the internet) requires citation in quotation marks and using the appropriate conventions for attribution. Paraphrasing or summarizing the contents of another's work is not dishonest if the source or sources are clearly identified (author, title, edition, page), but such paraphrasing does not constitute independent work and may be rejected by the instructor.

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Creative Work

A piece of work presented as the individual creation of the student is assumed to involve no assistance other than incidental criticism from any other person. A student may not knowingly employ artwork, story material, wording or dialogue taken from published work, motion pictures, lectures, World Wide Web or similar media, without full acknowledgment

What the Academic Honestly Policy Means in terms of this class. You must use the pictures that the client gives you. You may use images from the web during tutorials.

What the Physical disability police means to this class. If you are having a problem, you need to let me know. If you need to be in the front of the class to see, if you need to have be look at you so you can hear me, it is your responsibility to inform me.

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

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advance and to provide appropriate documentation to the Director of Student Support Services. Please let me know of your request as soon as possible, so that I can work with you and the Director to arrange for reasonable accommodations

Springfield College Attendance Policy

Springfield College students are expected to attend all class sessions for which they are registered; they are also responsible for the material covered in each class session and the completion of assigned work by the announced due dates. Certain situations are recognized as college-excused absences from class, including participation in an athletic activity, participation in a curricular or co-curricular activity, and observance of religious holidays. A student who anticipates an absence of this nature must provide adequate notice and documentation to his/her instructor regarding the nature of the absence. Given this notice, the instructor may allow the student to make up the class work or complete an alternative assignment. Should the instructor feel that the proposed absences will interfere with the student's ability to successfully complete the objectives of the course, the student must seek to reduce the absences or withdraw from the course.

Calendar may be changed due to canceled classes, snowstorms, acts of God, and student needs.

Academic Assistance:

A wide variety of academic assistance is offered through the **Academic Success Center**:

- **Writing & Reading Support Services** offers students help with all aspects of the writing and reading processes.
- **Math-Science Support Services** provides assistance to students taking courses in Mathematics, Physics, Computer Science, Biology and Chemistry
- The **Content Tutorial Program** delivers support for course work that is outside what is covered by Writing & Reading Support Services and Math-Science Support Services.
- The **Academic Coaching Program** is available to help students improve time management and learning strategies.
- The **Assistive Technology Program** provides training in a range of assistive technologies.
- The **MTEL Assistance Program** provides support for students preparing to take the Massachusetts Tests for Educator Licensure®.
- The **Conversation Partners Program** provides support for non-native speaking students wishing to improve conversation and comprehension skills.
- The **Academic Progress Program** provides assistance and support for the students in academic jeopardy to help improve their academic skills, performance and standing.

The **Academic Success Center** is located on the third floor of **the Harold C. Smith Learning Commons** and can be contacted at **413-748-3389** or ASC@springfieldcollege.edu. More detailed descriptions of its services can be found on its website: <http://springfield.edu/academic-success-center>

Accommodation Planning:

If you have a documented physical, learning, or psychological disability on record with the Academic Success Center's **Learning Support Services**, or the corresponding campus individual in the **School of Professional and Continuing Studies**, you may be eligible for reasonable academic accommodations to help you succeed in this course. It is your responsibility to request such accommodation in advance and to provide appropriate documentation. Students on the main campus should contact the **Director of Learning Support Services**, who is located on third floor of **the Harold C. Smith Learning Commons**, and can be contacted at **413-748-3768** or ddickens@springfieldcollege.edu. Please let me know of your request as soon as possible so that I can work with you and the Director to arrange for appropriate and reasonable accommodations.

What the Physical disability police means to this class. If you are having a problem, you need to let me know. If you need to be in the front of the class to see, if you need to have be look at you so you can hear me, it is your responsibility to inform me

You are expected to be at your final.

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<p>Arts 190: week by week</p> <p>Week 1 Thur Intro</p> <p>Week 2 1. how wordpress works 2. more wordpress</p> <p>Week 3 1. Wordpress 2. Clients</p> <p>Week 4 1. Wordpress & site Design 2. Wordpress & Site Design</p> <p>Week 5 1. site design 2. Site deign</p> <p>Week 6 designs to client</p>	<p>Week 7 Client sites back Midterm Review</p> <p>Week 8 Site Buiding Site building</p> <p>Week 9 Site building Site building</p> <p>Week 10 Site building Site building</p> <p>Week 11 Site building First sites to client</p> <p>Week 12 Changes Wed Redues</p>
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