SYLLABUS WEB 1700

This is an online syllabus. Feel free to print off what you need. Be aware that assignments and testing materials are listed in modules and will need to be printed separately. If you print only this syllabus, you do NOT have all the information that you need to successfully complete this course.

Instructor - Nancy Hoyt

An easy contact through Canvas: Click on People Tab > Conversations > Select instructor's name > fill in the message. I try and check all Canvas messages every day that class meets. If you need immediate assistance contact the department secretary at 801-626-6059.

Supplies

Software Requirements

The course is taught using current technology such as Google Docs, **Microsoft Office Suite 2016 on a PC   OR   Microsoft Office 2011 for the MAC,** and cloud computing. You will learn how to stay secure online, create a research paper, a resume and cover letter for employment, and how to analyze and present data. The assignments and tests are designed for PC MS 2016, or MAC 2011 and assignments and tests received must be in those formats.

Storage

You will need your own USB or similar storage device. You can use your cloud account, to save files to as you work through the course. You may use our computers in Elizabeth Hall 311 for your work or any computer with Microsoft Office 2016, or Microsoft Office 2011 for the Mac.

Course Fees***

Course fees for the WEB/UX major are designed to cover the costs of lab equipment maintenance and replacement including desktop and server computer systems and software; consumable materials and supplies; and support for lab aides, student tutors, and online instructional resources.

****There may be a fee associated with an app used in class.

Textbooks & Resources

There is not a required textbook for this course. Many of these sites are for prior versions of the MS Office Suite we will use in class. Many of the features work the same however, so these resources may still be useful to you. The following Internet sites and resources from Safari Books online can be used for a reference for the course:

MAC USERS

Recommended resources:

TRAINING MATERIALS FOR MAC USERS

http://office.microsoft.com/en-us/mac-word-help/word-for-mac-2011-training-HA103525723.aspx (Links to an external site.)

Microsoft Office 2011 for Mac: Visual QuickStart Guide

http://hal.weber.edu:2200/login?url=http://proquest.safaribooksonline.com (Links to an external site.)

PC USERS

Recommended resources:

MICROSOFT OFFICE TRAINING MATERIALS FOR PC

http://www.gcflearnfree.org/office (Links to an external site.)

Microsoft Office 2013: Visual QuickStart Guide

http://hal.weber.edu:2200/login?url=http://proquest.safaribooksonline.com (Links to an external site.)

Assignment and Test Submission

Assignments and tests will be submitted only once and graded only once. All assignments are submitted through Canvas. A score of zero will be entered for any assignment or test not submitted and graded by the scheduled deadline date.   There is no extra credit.
Group Assignments. Each member of the group is responsible for turning in all files created for the group assignment through Canvas. This includes the Final Project. Non-submitted files will result in a 0 for the assignment.

Unannounced Quizzes and In-class activities: Quizzes if given, will be taken at the beginning of class. Periodic in-class activities that count towards your grade will be done in class and will not be announced. These count as part of your assignment percentage.

The CID unit test will be done on Chitester. The Production tests for the DOC and DVP units will be submitted through Chitester for a grade.

Grading
Grading will be according to the standards established for lab classes at WSU in the WEB Department as follows:

100 - 95 = A	94 - 90 = A-	
89 - 87 = B+	86 - 83 = B	82 - 80 = B-
79 - 77 = C+	76 - 73 = C	72 - 70 = C-
69 - 67 = D+	66 - 63 = D	62 - 60 = D-
59 - 0 = E		

Grading will be according to the standards established for lab classes at WSU in the WEB Department.
**Grades will be assigned according to the following percentages:
* Homework Assignments 45%
* Unit Exams 45%
* Final Project or Exam 10%**.**
Units are weighted as follows:
* Document Creation 30%
* Content, Internet Identity, and Device Management 30%
* Data Manipulation, Visualization, and Presentation 30%
* Final Project or Exam 10%
** Non-attendance will result in a UW. If you choose to quit coming to class please drop before the deadline to avoid penalties.
Due Dates

All assignments and each test must be completed by the dates provided in the modules for the course. Refer to the calendar often to be sure you are meeting all due dates. ***Assignments can always be turned in early and tests can be taken early with instructor permission***. Please do not ask for extensions!!!

Any homework handed in late or tests taken late will result in a loss of 20 percent of the possible points for that homework or for that test.
Services for Students with Disabilities Services
Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in room 181 of the Student Service Center. SSD can also arrange to provide course materials (including this syllabus) in alternative formats if necessary.

Learning Outcomes
A. Document Creation
A.1. Prepare a Research Paper

Students will use current software to produce correctly formatted research papers with an accepted academic reference format such as MLA or APA.

A.2. Prepare Employment Documents

Students will use current software/technology to produce effective employment documents such as a resume and a cover letter.

A.3. Newsletter

Students will use current news sources to create a newsletter using columns.

B. Content, Internet Identity, and Device Management

B.1. Content and File Management

Students will use current software/technology to manage content on local devices and in the cloud.

B.2. Internet Identity Management

Students will manage their web identity and presence according to e-safety, security, and privacy best practices and standards.

B.3 Device Management and Security

Students will manipulate multiple computing platforms and troubleshoot problems when they arise. Students will protect local devices from security threats including viruses, malware, and adware using current best practices and technologies.

C. Data Manipulation, Visualization, and Presentation

C.1. Data Manipulation

Students will manipulate and analyze data using various software applications and basic programming.

C.2. Data Visualization

Students will organize data using various graphical methods such as charts and infographics to appropriately convey information.

C.3. Data Presentation

Students will create an effective, well-designed presentation using current technologies.

WEB Lab/Course Policies

1. Students should expect to spend about six hours a week working on assignments for this course.
2. Be sure to read each weekly module so that you can keep up with the coursework.
3. Any homework handed in late will result in a **20-point** grade reduction. Any homework submitted after the unit tests will receive a "0" (zero).
4. Any test taken late will result in a **20-point** grade reduction. **All late tests must be taken within one week of testing date.**
5. When in the lab, computers are to be used for **academic purposes** only. Students may be asked to leave the room if they are using the computers for some other purpose.
6. *No bonus/extra credit assignments will be given*.
7. **No food or drink is allowed in any WEB computer classroom or lab.**
8. Copyrighted material is NOT to be reproduced or downloaded from the Internet without permission of the author.
9. Students are expected to **complete their own work**. Shared work receives a shared grade of "0" (zero). If you are caught cheating in this course, you will be subject to academic discipline including the imposition of University sanctions. A description of cheating and possible sanctions is found in the WSU Student Code available on the WSU home page and at the office of the Vice President for Student Services and the WSUSA Office.
10. WSU is an educational institution dedicated to providing a positive learning environment where all **students' rights are respected**. Students are expected to act professionally and to respect fellow students. If a situation arises making you feel uncomfortable, discuss it immediately with an instructor.
11. By enrolling at WSU students agree to maintain certain standards which, if violated, will result in loss of computer privileges. According to the WSU student code, students agree to avoid unethical, wasteful, and/or inappropriate use of any computer. In addition, students agree not to interfere with the productivity of other users and therefore will avoid disorderly, lewd, indecent, defamatory, or obscene conduct or expression. http://documents.weber.edu/ppm/6-22.htm (Links to an external site.)

Any student requiring accommodations or services due to a disability **must** contact Services for Students with Disabilities (SSD) in Room 181 of the Student Service Center. SSD can also arrange to provide course materials in alternative formats if necessary. Among the services available by this department is test anxiety counseling. For more information about the SSD contact them at 801-626-6413, ssd@weber.edu, or departments.weber.edu/ssd

1. The last day to withdraw from this class and from school is the end of the seventh week in a normal semester. If you would like to withdraw, do so by this date.
2. Cell phones, pagers, or other personal communication devices are to be turned off or placed in silent or vibrate mode during lab time. Students using these devices should leave the lab or class prior to using the device. These devices are not to be used during testing.

Ethical Conduct
Any form of academic dishonesty (cheating, plagiarism, etc.) will not be tolerated. Proof of academic dishonesty will result in a failing grade (E) for the course. The following is an explanation of cheating as stated in the student code.
- Cheating, which includes but is not limited to:
- Plagiarism, which is the unacknowledged (uncited) use of any other person's or group's ideas or work. This includes purchased or borrowed papers;
- Collusion, which is the unauthorized collaboration with another person in preparing work offered for credit;
- Falsification, which is the intentional and unauthorized altering or inventing of any information or citation in an academic exercise, activity, or record-keeping process;
- Giving, selling, or receiving unauthorized course or test information;
- Using any unauthorized resource or aid in the preparation or completion of any course work, exercise, or activity;
- Infringing on the copyright law of the United States which prohibits the making of reproductions of copyrighted material except under certain specified conditions.
- Copying from another student's test;
- Using materials during a test not authorized by the person giving the test;
- Collaborating with any other person during a test without authorization;
- Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of any test without authorization of the appropriate University official
- Bribing any other person to obtain any test;
- Soliciting or receiving unauthorized information about any test;
- Substituting for another student or permitting any other person to substitute for oneself to take a test.