Course Syllabus

✎ **Edit**

WEB 2860 WEB/UX WORK STUDY

Instructor: Dr. Laura MacLeod

EH 379, Phone: 801-626-6822

E-mail: Contact the instructor through the Canvas Inbox.

Office Hours: Tuesday and Thursday, 1:30 - 4:00, Online conference calls can be scheduled for other days of the week.

COURSE DESCRIPTION:

The WEB 2860 Work Study course gives students the opportunity to earn credit working in the field of web and user experience or by serving as a teaching assistant for a WebUX faculty member. Either way, the student will fulfill objectives that have been pre-approved by a business/organization supervisor and faculty advisor. This lower division elective is primarily intended for WebUX majors currently working in entry-level (client-side) positions within the career field. Junior- and senior-level students, performing more complex server-side web development tasks, should consider taking the Upper Division WEB 4860 course as an alternative.

JOBS FOR WORK STUDY:

Students will need to find a job that will allow them to incorporate the concepts and technology that they have learned in the courses of the Web and User Experience AAS. Many students are currently employed in a company in which they are responsible for completing WebUX tasks and projects. Therefore, they are able to use their current job for the work study course. If you have problems finding a job, **WSU's Career Services** ⤢ **(https://www.weber.edu/careerservices)** can assist you with resume writing and interviewing skills, along with ideas on where to look.

You may qualify for the Federal Work Study Program which provides funding for part-time jobs for students with financial need. The program encourages community service work and work related to your course of study. You are paid by the hour, and the rate is at least the federal minimum wage. To learn more about the Federal Work Study Program, contact the Financial Aid office at 801-626-7569 or access the Financial Aid website at **https://www.weber.edu/FinancialAid/federalfinancialaid.html#workstudy** ⤢ **(https://www.weber.edu/FinancialAid/federalfinancialaid.html#workstudy)** .

LEARNING OUTCOMES AND OBJECTIVES:

The main outcome of the work study course is that students will gain on-the-job work experience in the field of web and user experience. Five work objectives are established with the approval of both the work study supervisor and the faculty advisor.

For completion of the work study course, students must work a total minimum number of 150 hours. The tasks performed during the 150 hours must be related to the web and user experience.

As a result of this work study experience, students will be able to do the followings:

1. Apply knowledge and skills gained in the classroom to real-world WebUX projects.
2. Produce quality work that meets the standards of the industry as well as the expectations of your supervisor and clients.
3. Troubleshoot and solve problems that come up during the completion of a project.
4. Stay on task, use time effectively, and work efficiently in order to meet project deadlines and produce an acceptable amount of work daily.
5. Apply appropriate workplace behaviors relating to ethics, dependability, perseverance, and cooperation.
6. Communicate effectively (orally and in writing) with a variety of people including your supervisor, coworkers/design team, and customers/clients who represent different backgrounds and cultures.
7. Grasp new ideas and methods on your own with minimal input from supervisor.
8. Listen to feedback/criticism from your supervisor and clients and take the appropriate action to meet their expectations.

ASSIGNMENTS:

The following assignments will need to be completed in order to fulfill the requirements of the work study course. These assignments are set up on Canvas including the instructions, attached samples, and the due date.

1. **Work Study Objectives Report**: Write a report that presents 4-5 work objectives to be accomplished during the work study course. Provide the following information for each of the objectives: a) description and scope, b) steps to complete, c) others relied upon to complete objective, and d) resources required.
2. **Meetings:** Meet with your company supervisor to establish 4-5 work-related objectives. Then meet with the faculty advisor to gain approval of the objectives. Changes may need to be made before submitting the final approval form.
3. **Approval Form with Signatures:** Fill out the Work Study Approval Form and then obtain signatures showing approval of the objectives from both the work study job supervisor and the faculty advisor.
4. **Daily Log:** Complete a daily log of work-related activities for use in preparing progress reports and final work study report.
5. **Calendar:** Keep a calendar of hours worked each day on each objective by entering work data in an Excel spreadsheet..
6. **Progress Reports:** Send in two progress reports during the semester indicating work activities relating to each objective.
7. **Final Report:** Write a final report summarizing efforts in completing established objectives of the work study course.
8. **Final Meeting with Instructor:** Meet with the instructor preferably at your work site to discuss the work study accomplishments.
9. **Evaluation Forms:** Have your job supervisor complete the Employee Evaluation at the end of the work study experience. You should also complete the Student Evaluation Form.

GRADE CRITERIA:

The final grade will consist of the following assignments. See the Canvas gradebook for points earned on these assignments.

Meetings and approval form, 5 objectives	15%
Bi-weekly daily log and calendar updates Two progress reports	15%
Final meeting with instructor Final report Evaluation reports	20%
Completion of objectives/quality of work Total hours worked (minimum of 150 work study hours)	50%

CLASS POLICIES:

Assignment Submissions:

All of the assignments for the course are set up on this website. Most assignments will be submitted to the appropriate assignment window. However, note that the final meeting with the instructor (preferably at your work site) does not require a submission. Also, the two evaluation forms (student self evaluation and supervisor evaluation) are completed from the chitester.weber.edu website.

Late Work:

Due dates are posted to the assignment window and the calendar. Assignments can be submitted just three days late for half credit. The late penalty is strict because if you're late on a report it is likely to cause a chain reaction and you'll be late on other reports.

Ethical Conduct:

During this class you will be expected to maintain academic ethics and honesty. Please refer to the WSU's Student Code for a review of your academic rights and responsibilities. The Student Code is provided at the following URL: **http://www.weber.edu/ppm/Policies/6-22_StudentCode.html (Links to an external site.) (Links to an external site.)** ☑ **(http://www.weber.edu/ppm/Policies/6-22_StudentCode.html)** .

You will need to keep accurate records relating to number of hours worked weekly in relation to the five objectives. A daily log should be kept so that you can be accurate in reporting tasks completed and hours worked. That way you won't need to rely on memory when completing your calendar and progress reports.

Academic Cheating:

The School of Computing policy dictates that any verifiable evidence of student academic cheating, as defined and determined by the instructor, will result in: 1) an automatic failing grade for the class and 2) a report to the Dean of Students that will include the student's name and a description of the student's dishonest conduct. You can read WSU's student code of conduct at **weber.edu/ppm/Policies/6-22_StudentCode.html (Links to an external site.)** ⬀ **(http://www.weber.edu/ppm/Policies/6-22_StudentCode.html)** .

Open Communication:

It's very important to meet with your supervisor to establish your work study objectives and determine the required resources and equipment needed to fulfill the objectives. Your work supervisor should make your weekly job tasks clear to you and should provide reasonable guidance on steps to complete the job tasks. Feedback should be shared by your supervisor related to performance and expectations. You should report to the course instructor any problems that develop making it difficult for you to succeed in the work study job.

Technical Support:

For assistance with Canvas or related technical issues, please call 626-6499. This phone is staffed Mon-Thurs from 8am - 5pm and Fridays from 8 - 4:30pm. A message can be left during non-business hours for a return call. Alternatively, students can send an email message to **wsuonline@weber.edu (mailto:wsuonline@weber.edu)** .

If you are having technical issues related to usernames/passwords, please call the Service Desk at 626-7777, or email csupport@weber.edu.

Accommodations for Students with Disabilities:

Any students requiring accommodations or services due to a disability should 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. Please provide your instructor with a signed letter from the SSD if you require additional time or other accommodations during tests.

Emergency Closures

In the event of a University emergency closure, please check the WSU home page, **http://weber.edu** ⬀ **(http://www.weber.edu/)** . It is also a good idea to make sure you are signed up for emergency alerts through Code Purple, **https://portalapps.weber.edu** ⬀ **(https://portalapps.weber.edu/CodePurple)** /CodePurple.

Course Summary:

Date	Details	
Fri Jan 17, 2020	📝 **Work Study Obectives Report** **(https://weber.instructure.com/courses/496106/assignments/4309509)**	due by 11:59pm
Fri Jan 24, 2020	📝 **Objectives Approval Form** **(https://weber.instructure.com/courses/496106/assignments/4309510)**	due by 11:59pm

Date	Details	
Fri Feb 7, 2020	**Daily Log and Calendar 1** (https://weber.instructure.com/courses/496106/assignments/4309503)	due by 11:59pm
Fri Feb 21, 2020	**Progress Report 1** (https://weber.instructure.com/courses/496106/assignments/4309511)	due by 11:59pm
Fri Mar 13, 2020	**Daily Log and Calendar 3** (https://weber.instructure.com/courses/496106/assignments/4309504)	due by 11:59pm
Fri Mar 27, 2020	**Progress Report 2** (https://weber.instructure.com/courses/496106/assignments/4309512)	due by 11:59pm
Fri Apr 17, 2020	**Final Meeting with Instructor** (https://weber.instructure.com/courses/496106/assignments/4309507)	due by 5pm
Mon Apr 20, 2020	**Evaluation forms** (https://weber.instructure.com/courses/496106/assignments/4309506)	due by 11:59pm
	Final Report (https://weber.instructure.com/courses/496106/assignments/4309508)	due by 11:59pm
Thu Apr 23, 2020	**Completion of Objectives/Total Hours Worked** (https://weber.instructure.com/courses/496106/assignments/4309502)	due by 5pm
	Additional Progress Reports as Needed (https://weber.instructure.com/courses/496106/assignments/4309501)	