**DTC 497 Senior Seminar**

**Course Information & Syllabus**

Fall 2017
W 3:10 p.m.-5:40 p.m.
Classroom: VMMC 111
3 hours credit
Dene Grigar, Professor & Director of the CMDC Program
Office: VMMC 28 “The Digs”
360-546-9487
dgrigar@wsu.edu
Office Hours: MW: 11 a.m.-12 noon p.m. & by appointment

**Course Focus**

The focus of this course is to professionalize students planning to work in digital technology or attend a graduate program in digital media or a related field. Thus, attention is given to providing students with a hands on experience with directing and participating in a large digital media project; teaching students how to engage in a critique of digital work; and helping students prepare requisite materials, such as a proposal, portfolio, resume, and writing sample, needed for their professional career. In brief, this course offers students a kind of literacy of digital media aimed at enhancing their success in the field.

**Course Materials**

* Class Website:  <http://dtc-wsuv.org/wp/497>
* This course requires no textbook; however, students are expected to prepare a Legacy Notebook for their Capstone Project, which will entail printing costs. Students are also expected to have access to an external drive to hold data. They may also find they need access to a Dropbox or some other shared data account.

**Projects and Methodology**

There are 15 different media objects that are associated with digital media.  You have, during the course of your experience in the program, produced and/or have been exposed to many of them.  These include videos, websites, animation, interactive installations, multimedia performances, video games, internet radio, internet television, virtual reality, human-computer interfaces, virtual environments, digital photography, electronic music, digital cinema, and apps.  A Capstone Project will be one of these.  To get a sense of the kind of projects students in the program have produced in the past, go to: [http://dtc-wsuv.org/cmdc/senior\_seminar/.](http://dtc-wsuv.org/cmdc/senior_seminar/)

Generally in the Senior Seminar students are asked to create a media object for a particular organization. This opportunity provides you with working in and with teams, managing large projects, and interacting with clients and audiences.  Thus, this course focuses on methods and practices derived from multimedia design and pertinent activities and terminology.

**Assignments**

* **Capstone Project**: You will be presented an opportunity or multiple opportunities for a project. You will work on a team creating a particular media object for an organization.  The point of this project is to show that you have attained the critical/creative thinking skills and technical “chops” needed for producing an effective media object. You will also be required to demonstrate that you can work on a team and collaborate collegially with others. Finally, you must put in no less than 150 hours into this project, logging your time for me in a weekly timesheet.
* **Proposal:** You will all assist in the development of a proposal that will be submitted to the [Student Undergraduate Research and Creative Activity (SURCA)](https://surca.wsu.edu/) competition at WSU in Pullman and to the [Research Showcase](https://admin.vancouver.wsu.edu/research-showcase) at WSUV. If accepted, representatives of the class will be able to participate in these events.
* **Two Presentations:** All students will give two formal 20-minute presentations in which teams discuss project information with members of the class, the client, and other interested parties (other students, alums, and visitors). The point of the presentations is to share the methods and processes by which you have developed the Capstone Project.
* **Self-Reflective Essay:**  At the end of the course, you will produce a 10-15 page essay that reflects on your competency with the 10 CMDC Learning Goals, stated above.  This is a formal paper in which you discuss each goal in conjunction to the many projects, assignments, and readings undertaken in the program. The point of the reflection essay is to allow you to explain in detail what you have learned during the preparation of the major.  It also ensures that you have learned to communicate at the college level.
* **Resume:** By the end of the course, you will have produced a formal resume that can be used for submission to a graduate program or for application for a job.  The point of this assignment is to prepare you for life beyond the program.
* **Electronic Portfolio:** Also at the end of the course, you will have produced an online portfolio that can be used for submission to graduate school or for application for a job. The point of this assignment is to prepare students for life beyond the program.
* **Additional Requirements:** To be successful in the course, students must: 1) participate in the critiques and development of other students’ work, 2) attend all classes, tutorials, and workshops, 3) show collegiality and support to other students.

**Assessment**

Work will be assessed for its professional quality. Other factors include being turned in on time, uniqueness, and, of course, content. Components that will be assessed are:

Capstone Project: 25%

Proposal:  10%

Presentations:  (2 @) 10%

Self-Reflective Essay: 10%

Resume: 10%

Portfolio: 10%

Additional Requirements: 15% (3 @ 5% each)

Items turned in late will be penalized a letter grade per day (not class day but each day) late. Frankly, by the Senior Seminar, it is silly for students to think they can turn in work late unless there is an emergency.  And students know by this point what constitutes a viable emergency.  If we have to explain this information, students are not ready for the Senior Seminar.  Final grades will be calculated in this way:

94-100:  A

90-93:  A-

84-89:  B

80-83: B-

74-79:  C

70-73:  C-

>69:  F

A grade lower than a C in this course is unacceptable.  Students who are in danger of making below a C in the Senior Seminar will be advised to withdraw from the course until they are better able to show competency with the material.  Keep in mind that I do not write recommendation letters for students who perform at a C or below level in this course.

**Attendance Policy**

This class meets once a week; this means that one absence amounts to two class meetings in a normal schedule. For this reason, you should plan to attend all classes. Keep in mind that the definition of an excused absence follows within the guidelines of the university.  Absences due to a vacation, wedding, a family reunion, and a special “gig” do not count as excused absences.

To be honest, unexcused absences in the Senior Seminar are unacceptable.  Teams need all members’ input, and you need the experience in developing a large-scale media project in order to be accepted into a digital media-oriented graduate program or to land a digital media-oriented job.  Thus, you will see your grade drop one letter grade per two classes missed. If you miss more than three weeks in a row, for any reason, you will be asked to withdraw from the course and retake it when you are better able to participate.  You are also expected to be in class on the first and last class day.

Tardies count as missing a portion of a class.  Students coming to class late more than two class days will see their grades drop one letter grade per every two days of tardiness.

Keep in mind that one of the questions potential employers generally ask me when inquiring about hiring a DTC grad is if he or she completes work on time and shows up to class.  I cannot recommend you for a job if you have not conducted yourself responsibly in my class.

**University Policies**

* **WSUV Reasonable Accommodation Statement**: “Reasonable accommodations are available for students with a documented disability. If you have a disability and need accommodations to fully participate in this class, please contact the Access Center at 360-546-9238 or van.access.center@wsu.edu(link sends e-mail). The Access Center is located in the Classroom Building (VCLS) room 160. Accommodations may take some time to implement so it is critical that you contact the Access Center as soon as possible.”
* **WSU Academic Integrity Statement:** Academic integrity is the cornerstone of higher education. As such, all members of the university community share responsibility for maintaining and promoting the principles of integrity in all activities, including academic integrity and honest scholarship. Academic integrity will be strongly enforced in this course. Students who violate WSU’s Academic Integrity Policy (identified in Washington Administrative Code (WAC) 504-26-010(3) and -404) will receive [insert academic sanction (e.g., fail the course, fail the assignment, etc.)], will not have the option to withdraw from the course pending an appeal, and will be reported to the Office of Student Conduct.
Cheating includes, but is not limited to, plagiarism and unauthorized collaboration as defined in the Standards of Conduct for Students, WAC 504-26-010(3). You need to read and understand all of the definitions of cheating: [http://app.leg.wa.gov/WAC/default.aspx?cite=504-26-010(link is external)](http://app.leg.wa.gov/WAC/default.aspx?cite=504-26-010). If you have any questions about what is and is not allowed in this course, you should ask course instructors before proceeding.
If you wish to appeal a faculty member's decision relating to academic integrity, please use the form available at <https://studentaffairs.vancouver.wsu.edu/student-affairs/student-conduct>. If you have any questions about the process on the Vancouver campus, please call Helen Gregory at 360-546-9573.
* **Emergency Notification System**: “WSU has made an emergency notification system available for faculty, students, and staff. Please register at zzusis with emergency contact information (cell, email, text, etc.). You may have been prompted to complete emergency contact information when registering for classes at RONet. In the event of a building evacuation, a map at each classroom entrance shows the evacuation point for each building. Please refer to it. Finally, in case of class cancellation campus-wide, please check local media, the WSU Vancouver web page and/or [http://www.flashalert.net/(link is external)](http://www.flashalert.net/). Individual class cancellations may be made at the discretion of the instructor. Each individual is expected to make the best decision for their personal circumstances, taking safety into account. [Safety plan website](http://www.vancouver.wsu.edu/safety-plan).”

**Course Schedule**

**Wednesday, August 23:  Introductions, Next Steps, Client Visit**3:10 p.m.-3:30 p.m.  I will introduce the course and the project management tech we will be using for this course. I will also introduce the Comparative Analysis, which you will begin following today’s class.
3:30 p.m.-4:00 p.m. Prepare for Client Visit.
4:10 p.m.-5:30 p.m. Meet with clients.
5:30 p.m. 5:40 p.m.  I will provide directions for the next class meeting.

Homework: For the Comparative Analysis, begin collecting URLs from other AR environments created for historical or public sites/museums. You must each bring three unique examples to your team by next week. Your Team Leader will share your URLs with the Project Manager who will devise a spreadsheet of examples for the class and eventually the client.

\*\*\*A reminder that next week’s class will be held at the Providence Academy where you will be given a tour of the facilities by our client.

**Wednesday, August 30: Tour of the Providence Academy**3:10 p.m.-5:40 p.m. You will tour the facilities and think through the project’s potential.

Homework: To continue work on the Comparative Analysis, go through the spreadsheet, and select at least five of the projects you think have useful features that can be incorporated into our project. Your Team Leader will share your selections with the Project Manager who will highlight those projects for us to discuss in the next class.

**Wednesday, September 6:  Comparative Analysis**3:10 p.m.-5:00 p.m. You will spend the class time on finalizing the spreadsheet and writing the narrative for the Comparative Analysis of your project.
5:00 p.m.-5:40 p.m. I will introduce Proposal Writing.

Homework: Teams will work on their portion of the Proposal. Team Leaders will make sure the work is inputted into the Google Doc and the Project Manager will ensure all Teams have added content to the doc.

**Wednesday, September 13: Proposals**3:10 p.m.-4:30 You will work on your Proposal. This includes your formal doc that goes to the client and your oral presentation.
4:30 p.m.-5:40 p.m. We will rehearse your formal presentations. Be prepared!

Homework: Teams will complete work on their portion of the Proposal and the Oral Presentation to the client. Team Leaders will make sure the work is sent to the Project Manager by Monday 8 a.m. so that he can take the Proposal to FedEX for reproducing.

\*\*\*Everyone is expected to dress in business attire during the next class day.

**Wednesday, September 20: Proposal Presentations**3:10 p.m.-4:10 p.m. You will practice your Proposal Presentation in front of the class.
4:10 p.m.-5:30 p.m. You will give your Proposal presentation to your client today.
5:30 p.m.-5:40 p.m. I will brief you about next steps.

Homework: A good working draft of your Resume is due at the beginning of the next class.  This draft must be in .doc or .docx format. No PDFs or Illustrator files will be accepted.

**Wednesday, September 27: Resumes**3:10 p.m.-4:10 p.m. Discussion and Critiques of Resumes
4:10 p.m.-5:40 p.m. You will work on your Resume in class. Please note that it is due on October 11 at the*beginning of  class*.  I would like your Resume handed to me as a hard copy in .doc or .docx format.  Do NOT email me an electronic copy or a .pdf.

Homework: Continue working on your resumes. The Project Manager will work with your Team Leaders to finalize the agreement with the client about the project.

**Wednesday, October 4: Career Panel**3:10 p.m.-5:40 p.m. A special panel of alums and industry representatives to discuss jobs and career.

Homework: Continue working on your resumes. The Project Manager will work with your Team Leaders to finalize the agreement with the client about the project.

**Wednesday, October 11: Capstone Project**\*\*Resumes are due at the beginning of class **in hard copy**. No exceptions! I will provide feedback during class and return the draft to you for revisions. The final draft in digital format is due next class time. Please title your file: <yourlastname>-resume.

3:10 p.m.-5:40 p.m. You will work on your Capstone Project.

Homework: If you were given revisions to your resume, you need to finish your resume. It will be due at the beginning of class. Begin work outlining your Electronic Portfolio.

**Wednesday, October 18: Capstone Projects**\*\*\*\*The (final) **digital** version of your resume is due at the beginning of class.
3:10 p.m.-5:40 p.m. You will spend class time working on your project.

Homework: Wireframes/Prototypes/Drafts of your electronic portfolio drafts are due at the beginning of the next class.

**Wednesday, October 25: Capstone Projects**\*\*\*Your electronic portfolio drafts are due today **at the beginning of class.** Make sure you title your file: <yourlastname>-resume.
3:10 p.m.-5:40 p.m. You will spend class time working on your project.

Homework: Continue working on your project. You are expected to share your project progress with your client before the next class meeting.

**Wednesday, November 1: Fine Tuning Project**3:10 p.m.-5:40 p.m. You will spend the class fine tuning your project based on client feedback.

Homework: Continue working on your project.

**Wednesday, November 8: Fine Tuning Project**3:10 p.m.-5:40 p.m. Continue working on Capstone Project.

Homework: Continue working on your project.

**Wednesday, November 15: Usability Testing/Legacy Notebook**3:10 p.m.-4:10 p.m. You will work on project.
4:10 p.m.-5:40 p.m. Class Critique of your project.  I will also introduce the final paper so that you have time to prepare in advance for this assignment.

Homework: Continue working on your project. You can also begin working on the Legacy Notebook and your Final Paper.

**Wednesday, November 22:  Thanksgiving Holidays!**

**Wednesday, November 29: Complete Assets for Final Presentation**3:10 p.m.-5:00 p.m.  You will finish your project, Legacy Notebook, and Oral Presentation in preparation for your meeting with your client.
5:00 p.m.-5:40 p.m. You will practice your presentation during class.

Homework:  Continue working on your project. You can also work on the Legacy Notebook and your Final Paper.

**Wednesday, December 6:  Presentations to Clients/Reflective Essay Is Due**\*\*\*Your 10-15 page Reflective Essay is due today at the beginning of class **in hard copy.**Additionally, please email it to me as a .doc file at dgrigar@wsu.edu. Do **not** send me a .pdf. Be sure to name your file <your last name-essay>.
3:10 p.m. -4:10 p.m.  You will practice your presentation before the clients arrive.
4:10 p.m.-5:40 p.m.  You will give your Final Presentation to your clients.