**DTC 497**

Fall 2020  
W 1:25 p.m.-4:00 p.m.  
Classroom: Virtually on Zoom and online at Slack and Basecamp  
3 hours credit  
Taught by Dr. Dene Grigar, Professor & Director of the CMDC Program  
Office: Dene’s Digs on Zoom  
360-546-9487  
Slack: @dgrigar  
dgrigar@wsu.edu  
Office Hours: M, 3:00-4:00 p.m.; F, 10-11 a.m.;  by appointment  
  
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.

**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 entail one of these.

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**  
All but one of these projects––the Self-Reflective Essay––are public projects. This means that you are expected to share your work with your teammates, the class at large, your mentor, and in the case of the Capstone Project and the Proposal/Project Research, your client(s). The list below includes all components of the class and designates who is expected to see your work either in draft and/or final format.

* **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. You will share your work with your team, the class at large, and the client(s).
* **Proposal and/or Project Research:** You will work in teams to develop a proposal or engage in project research that will be presented to the client. You will share your work with your team, the class at large, and the client(s).
* **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. You will share your work with your team, the class at large, and the client(s).
* **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. Seen only by me, your professor. It is recommended that you workshop your drafts with others.
* **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. You will share your work with your team, the class at large, and your mentor before sharing it with me, your professor.
* **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. You will share your work with your team, the class at large, and your mentor before sharing it with me, your professor.

**Collegiality & Community Building**  
You will also be graded on Collegiality and Community Building since so much of what we do in our field involves working collaboratively with others in teams or in an ecosystem. Learning to be collegial, resolve differences amicably, function responsively are important skills that will help to ensure continued success in life. Because this course aims to prepare you for the world outside of academe, it requires that you gain this knowledge. Thus, in this course you are graded on the following: 1)  participating in a productive and collegial way in all critiques relating to your work as well as the work of those on your team and class, 2) attending all classes, tutorials, and workshops, and team meetings, 3) showing respect and support to other students and staff in public venues online and in class. Know that a full 15% of your grade focuses on this area. I am the only person who assigns this grade, but note I will elicit information from various parties about your contributions and participation in the class.

**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%  
Collegiality & Community Building: 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.

**Course Instructional Methods**

This course is taught primarily synchronously. This means you are expected to attend class at the time it is scheduled. We will use Zoom for our virtual class experience. Additionally, we will use Slack for communicating on the fly with one another outside of class and while we are working in Zoom Break Out rooms during class. Basecamp will be the site where you can find documents you need for the course and where you can upload and access projects.  
  
**Assessment**  
  
Work will be assessed for its quality. Other factors include being turned in on time, uniqueness, and, of course, content. Components that will be assessed are:

Project 1: 25%  
Project 2: 25%  
Project 3: 25%  
Collegiality & Community Building: 25%

Items turned in late will be penalized a letter grade per day (not class day but each day) late. 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  
  
**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. 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.

If you have received permission for flex-time consideration, know that you are still responsible for all class assignments on the due date and time. You are also responsible for your portion of your team’s contribution to the project at the due date and time.

***For anyone missing class for any reason, you are always responsible for the work that is due.***

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.  
  
**Learning Goals for This Course**

See our website for WSUs SLOs and the CMDC’s Goals this course addresses: http://dtc-wsuv.org/wp/497/learning-goals/

**Part 2. University Policies**

**Reasonable Accommodation**

Students with Disabilities: Reasonable accommodations are available for students with documented disabilities or chronic medical conditions. If you have a disability and need accommodations to fully participate in this class, please visit the Access Center website to follow published procedures to request accommodations: <https://studentaffairs.vancouver.wsu.edu/access-center>. Students may also call or email the Access Center to schedule an appointment with an Access Advisor; Phone: 360-546-9238; Email: [van.access.center@wsu.edu](mailto:van.access.center@wsu.edu). All disability related accommodations **MUST** be approved through the Access Center. If you have a disability and need accommodations, we recommend you begin the process as soon as possible. It is a university expectation that students with approved accommodations visit with instructors (via email or Zoom) within two weeks of requesting their accommodations to discuss logistics.

**Academic Integrity**

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 a 0 for the first assignment and will fail the course if they are caught doing it a second time and 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>. 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 Eric Scott at 360-546-9530.

**COVID-19 Policy**

Students are responsible for ensuring that they attend all class meetings and complete all in-class and out-of-class work as assigned by the instructor. Students are also responsible for communicating with the instructor should they need to be absent. During the fall semester it is likely that some students will be required to quarantine or will fall ill for an extended period. Many students will also have challenges related to access to technology and internet or quiet spaces to attend a remote class. Faculty should exercise understanding and generosity in responding to students’ requests to keep up with the coursework or make up missed work. It is the expectation of the Provost’s Office that instructors will reasonably accommodate students who are absent for an extended period. Regularly using Panopto or recording zoom sessions will assist students in keeping up with the course. "Reasonably accommodate" means coordinating with the student on scheduling examinations or other activities necessary for completing course requirements and includes offering different times for examinations or activities. Instructors may determine that the missed work and/or class time is so extensive that the student cannot make it up without taking an Incomplete grade. Students have one year to complete the work, unless a shorter interval is specified by the instructor. The Incomplete grade will administratively convert to an F grade after one year. There are no extensions beyond the one year.

**Policy Prohibiting Discrimination and Harassment (EP-15)**

This policy expresses WSU’s commitment to maintaining an environment free from discrimination, including sexual harassment. This policy applies to all students, faculty, staff, or others having an association with the University.

Discrimination, including discriminatory harassment, sexual harassment, and sexual misconduct (including stalking, intimate partner violence, and sexual violence) is prohibited at WSU (See WSU Policy Prohibiting Discrimination and Harassment (Executive Policy 15) and WSU Standards of Conduct for Students).

If you feel you have experienced or have witnessed discriminatory conduct, you can contact the WSU Office of Civil Rights Compliance & Investigation (CRCI) and/or the WSU Title IX Coordinator at 509-335-8288 to discuss resources, including confidential resources, and reporting options. (Visit crci.wsu.edu for more information).

Most WSU employees, including faculty, who have information regarding sexual harassment or sexual misconduct are required to report the information to CRCI or a designated Title IX Coordinator or Liaison. Visit https://crci.wsu.edu/reporting-requirements/ for more information.

**Accommodation for Religious Observations or Activities**

Washington State University reasonably accommodates absences allowing for students to take holidays for reasons of faith or conscience or organized activities conducted under the auspices of a religious denomination, church, or religious organization. Reasonable accommodation requires the student to coordinate with the instructor on scheduling examinations or other activities necessary for course completion. Students requesting accommodation must provide written notification within the first two weeks of the beginning of the course and include specific dates for absences. Approved accommodations for absences will not adversely impact student grades. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who feel they have been treated unfairly in terms of this accommodation may refer to Academic Regulation 104 – Academic Complaint Procedures.

**SAFETY & Emergency Notification**

Please sign up for emergency alerts on your account at MyWSU. For more information on this subject, campus safety, and related topics, please view the FBI’s Run, Hide, Fight video and visit the classroom safety page <https://provost.wsu.edu/classroom-safety/>.

**Emergency Closure/Adverse Weather Bus Information for WSU Vancouver Campus**:

* WSU Vancouver VanCoug ALERTS: [[www.vancouver.wsu.edu/alerts](http://www.vancouver.wsu.edu/alerts)](http://www.vancouver.wsu.edu/alerts)
* Weather Closure Media Web Sites: <http://www.oregonlive.com/>
* During adverse weather conditions when C-Tran is operating on snow routes, the WSU Vancouver campus will not be served as the snow route ends at 20th Ave.   
  For more information on bus routes and C-Tran scheduling, please visit their website at:   
  <http://www.c-tran.com/>

**WSU Vancouver Home Page (Announcements and Alerts):**

* <http://www.vancouver.wsu.edu/>

**WSU Vancouver Police:**

* <http://www.vancouver.wsu.edu/police>
* Police Services
* Campus Safety Plan: <http://admin.vancouver.wsu.edu/clery-act/annual-security-report>
* Campus Alert Information

**Emergencies:**

**Hostile Intruder:**

* Campus Lock Down – Exterior doors will lock
* Apply “RUN-HIDE-FIGHT” personal safety protocol

If sheltered or hiding; silence electronics, turn out lights, stay away from windows, barricade or lock doors, make a plan to fight if necessary

**Active Shooter Training links:** [**https://oem.wsu.edu/emergency-procedures/active-shooter/**](https://oem.wsu.edu/emergency-procedures/active-shooter/)

[**https://oem.wsu.edu/wp-content/uploads/sites/1081/2015/10/active-shooter-training-2016.mp4?\_=1**](https://oem.wsu.edu/wp-content/uploads/sites/1081/2015/10/active-shooter-training-2016.mp4?_=1)

* WSU Vancouver VanCoug ALERTS: [www.vancouver.wsu.edu/alerts](http://www.vancouver.wsu.edu/alerts)
* Mass notification system: WSU Vancouver Home Page – **myWSU (under the PROFILE Tab) to update info**

**Inclement Weather Policy**In the event that we can return to campus for f2f instruction and an adverse weather event (e.g., snow or ice) or natural hazard that poses a safety risk occurs, you should take personal safety into account when deciding whether you can travel safely to and from campus, taking local conditions into account. If campus remains open and your instructor decides to cancel the face-to-face meeting and substitute an alternative learning activity, you will be notified by your instructor via email or through Blackboard within a reasonable time after the decision to open or close campus has been made. Instructions regarding any alternative learning options or assignments will be communicated in a timely manner. If travel to campus is not possible due to adverse regional conditions, allowances to course attendance policy and scheduled assignments, including exams and quizzes, will be made. Students who attempt to gain advantage through abuse of this policy (e.g., by providing an instructor with false information) may be referred to the Office of Community Standards for disciplinary action. If a student encounters an issue with an instructor, the student should first talk with the instructor. If the issue cannot be resolved, the student should follow the reporting violations of policies outlined on the [*student affairs*](https://studentaffairs.vancouver.wsu.edu/student-affairs/student-conduct) website*.* Finally, in case of class cancellation campus-wide, please check local media, the WSU Vancouver web page (<https://www.vancouver.wsu.edu>) and/or <http://www.flashalert.net/>. Individual class cancellations may be made at the discretion of the instructor.

**Cougar Food Pantry**

We know that it can be hard to make ends meet when you're paying for college and living on a tight budget. If you are struggling to feed yourself or your family, the **Cougar Food Pantry** can help. The pantry provides free, nonperishable food items for WSU Vancouver students in need. The process is simple, anonymous and judgement-free. Learn more and request food at **vancouver.wsu.edu/fooddrive** or stop by the Cougar Center in the Student Services Center. Help your fellow Coug; refer a friend in need!

**Recording Sensitive Topics**  
In this class, students are encouraged to both express and evaluate multiple points of view. A key aspect of a college education is exposure to and engagement with the complexity of various issues. Therefore, it is important that we listen and respect one another. We do not have to come to consensus, but we do need to agree to honor the privacy and educational processes of our classmates. Because this class is virtual, that commitment includes digital privacy, meaning that if the course is recorded and shared with students in this course in order to extend their learning opportunities, students are not allowed to make, remix nor share or post course recordings, nor in any way capture, manipulate, or circulate the likeness of a classmate.