



DGTL 299  
Special Topics in Digital Media Prod  
Proposed Start: Spring 2012

Instructor's Name:

Office Location:

Office Hours:

Office Phone:

E-mail:

**Course Description:**

A course for the student with advanced preparation to become involved in an extensive project. The nature of the project is determined by a full-time faculty member. The project may include digital media capture, design, project management, pre-production, production, post-production activities or some combination that will contribute meaningfully to the education of the student. Different topics will be taught as per the demand.

**Illinois Articulation Initiative (IAI) number**

**Credit and Contact Hours:**

1-4 Lecture/Demonstration  
\_ Lab/Studio  
1-4 Credit Hours

**Prerequisite:** Consent of department

**Books, Supplies, and Supplementary Materials:**

- *Textbooks/Reading list*  
*Required - None*  
*Optional - None*
- *Manuals/Study Guides*  
*Required - None*  
*Optional - None*

- ***Periodicals***  
*Required - None*  
*Optional - None*
- ***Software***  
*Required - None*  
*Optional - None*
- ***Supplementary materials***
  1. Materials as needed to support the approved project.

**Methods of Instruction:**

- Other

**Other Methods**

- Any appropriate presentation method based on the topic.

**Student Learning Outcomes:**

*Course Content Outcomes*

1. Gain an appreciation for the process of project management
2. Understand the use and interaction of skills gained in previous courses through a simulated developmental or case-study environment.
3. Gain appreciation for the technical and interpersonal skills necessary to complete a project simulating a "work world" environment.
4. Present the completed project, handle questions posed by the faculty member involved, and defend choices made in support of the project.
5. Keep a formal copy of the project for the faculty mentor to keep on file for future reference or recommendations.

**General Education Student learning outcomes:**

*Students will demonstrate competence in using academic technology including finding, evaluating and utilizing appropriate information sources.*

*Students will demonstrate an ability to think critically and analytically.*

**Graded assignments and policies:**

**Graded Assignments**

- **PROJECTS** Projects will be detailed in a proposal submitted by the student and approved by the faculty member. The proposal will include a statement describing the project, objectives, and how the project will contribute to the educational goals of the student. The proposal will also include a set of milestones that lead to the completion of the project. **PAPERS** (number of pages, expository writing done outside of class required and graded in addition to essay examinations) Written papers if needed

**Grading policy**

- A = 90 - 100% B = 80 - 89% C = 70 - 79% D = 60 - 69% F = <60%

### **Major Tests and Quizzes**

- The evaluation method will be determined as part of the acceptance of the student project proposal. At this time, standards relating to each letter grade will be agreed upon by the faculty project monitor and the student. Possible evaluative techniques could include the single use of or combined methods of written documentation, project presentation, or oral presentation. This could be incorporated into the overall project or be an addition. The method of student evaluation will be as unique as the approved project.

### **Classroom Policies and Procedures**

#### **A. General Information**

#### **B. Attendance Policy**

#### **C. Make-up Policy**

#### **D. Extra-credit Policy**

#### **E. Final Exam Information**

#### **F. Academic Honor Code**

The objective of the academic honor code is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, honor, and responsibility, and recognize the importance of being accountable for one's academic behavior.

#### **G. College Statement about grades of 'F' and withdrawal from class**

- Students may withdraw from a course by processing an add/drop form during regular office hours through the Registration and Records Office at Main Campus or Romeoville Campus, or by phone at 815-744-2200. Please note the withdrawal dates listed on your bill or student schedule. Every course has its own withdrawal date. Failure to withdraw properly may result in a failing grade of 'F' in the course.
- At any time prior to the deadline dates established, an instructor may withdraw a student from class because of poor attendance, poor academic performance or inappropriate academic behavior, such as, but not limited to, cheating or plagiarism.

#### **H. Intellectual Property**

Students own and hold the copyright to the original work they produce in class. It is a widely accepted practice to use student work as part of the college's internal self-evaluation, assessment procedures, or other efforts to improve teaching and learning and in promoting programs and recruiting new students. If you do not wish your work to be used in this manner, please inform the instructor.

#### **I. Student Code of Conduct**

Each student is responsible for reading and adhering to the Student Code of Conduct as stated in the college catalog.

**J. Sexual Harassment**

Joliet Junior College seeks to foster a community environment in which all members respect and trust each other. In a community in which persons respect and trust each other, there is no place for sexual harassment. JJC has a strong policy prohibiting the sexual harassment of one member of the college community by another. See Catalog or Student Handbook.

**K. Student Support** <http://jjc.edu/services-for-students/pages/default.aspx>

- a. Disability Services: <http://jjc.edu/services-for-students/disability-services/Pages/default.aspx>. Student Accommodations and Resources (StAR): If you need disability-related accommodations, specialized tutoring, or assistive technology in this class, if you have emergency medical information you wish to share with me, or if you need special arrangements in case the building must be evacuated, please inform me immediately. Please see me privately after class or at my office. New students should request accommodations and support by scheduling an appointment with the Student Accommodations and Resources (StAR) Office, Campus Center 1125, (815) 280-2230.
- b. Tutoring: <http://jjc.edu/services-for-students>
- c. Counseling and Advising: <http://jjc.edu/services-for-students/counseling-advising>
- d. Academic Resources: <http://jjc.edu/services-for-students/academic-resources>
- e. Support Programs: <http://jjc.edu/services-for-students/support-programs-services>
- f. Technology Support: <http://jjc.edu/services-for-students/Pages/technology-support.aspx>

**L. Safety**

**M. College Documentation Styles**

Topical Outline

Activities will vary depending on the type of topic.

**Effective Date:**

16-Aug-10

Signature of Department Chair: \_\_\_\_\_

CID: 1865