

**CO 3713: Digital Communication****Wendy Roussin, MFA****Class Meetings:**

**Section 02**      **MW**      **3:00 PM – 4:50 PM**  
**Section 03**      **MW**      **10:00 AM – 11:50 AM**

**Office:**                      **37 McComas Hall**  
**Office Hours:**              **MW 2-3 PM**  
**or by appointment**

**Location: 216 McComas Hall****email: [wroussin@comm.msstate.edu](mailto:wroussin@comm.msstate.edu)****REQUIRED TEXTBOOK**      None

**OTHER REFERENCES**      Any HTML / CSS reference guides  
Any up-to-date Dreamweaver or Flash manual  
("Classroom in a Book" is a great series)

**REQUIRED MATERIALS**      Flash Drive or Portable Hard Drive  
(You must have one of these for the class. It is essential to maintain a "local" and a "remote" version of all files used for the class.)

**COURSE OBJECTIVES**

This course will introduce the student to the processes and methods of digital communication as found on the World Wide Web.

This course is intended to be an introduction to HTML coding and the design of websites using hand-coding along with Adobe Dreamweaver and other related programs in the Adobe Creative Cloud. Technical, practical and aesthetic concerns will be part of the evaluation for the web based work created in this class and will be detailed on project handouts. Assignments and projects will range from simple coding and formatting, to tutorials, to the creation of live multipage websites.

**CLASS EMAIL LISTS and WEBSITE**

I will periodically send class related information via a class email list. Please check your email regularly. You can, via BANNER, forward email from your MSU account to an email address of your choice.

Class information (handouts and sample projects) can be found at:

<http://co3713-02.comm.msstate.edu>

**ATTENDANCE: CLASS & CRITIQUE TIMES**

Attendance in class and during scheduled critiques is mandatory. If an absence is necessary, please try to contact me prior to the beginning of class. Each student may have up to 3 absences without penalty. Use them wisely. After 3 absences, the penalty will be 5 points off the final average for each successive absence, up to a total of 10 points. It is the student's responsibility to arrive on time for class and sign the roll sheet.

Outside of official University sanctioned events, there are no unexcused absences, except under extreme and unusual circumstances. If you wish for an absence to be excused, please bring a written explanation from an unbiased person of authority (doctor, lawyer, judge).

Certain class periods will be primarily "work" periods. If you come to class unprepared to work, you will be counted absent. "Work" days and "Open Lab" times require class attendance unless specifically indicated. Because of the important nature of critique, late arrival to class on critique days will not be tolerated and late assignments will not be accepted without a significant reason.

No food or drink is allowed in the classroom space.

The use of cell phones and/or text messaging in class is prohibited. Devices will be confiscated.

## EVALUATION

The grading scale is as follows: 90-100 A, 80-89 B, 73-79 C, 66-72 D, Below 65 F

A grade of "A" would indicate consistently excellent work, a "B" would indicate above average work, and a "C" grade would indicate average work. Average should be defined as turning in the assignment or project on time and meeting all stated requirements. Above average and excellent grades are earned by exceeding the assignment or project specifications in a demonstrable way, generally by aesthetic concerns and technical skill. Grades of a "D" or "F" are earned by failing to meet deadlines and expectations for assigned coursework.

Exercises and Websites will be evaluated by a combination of technical, practical and aesthetic concerns that will be detailed on each project handout. Always check project and assignment handouts for specific information regarding formatting and the method in which it should be turned in for evaluation. Assignments and Projects turned in "on-time" are eligible to be reworked for a higher grade, subject to certain limitations and deadlines. Late work MAY be accepted with a penalty and an approved explanation.

Assignments will generally be turned in by postings to your MSU website. Always check project and assignment handouts for specific information on what is required for each assignment.

Due to the web-based nature of the class, specific letter grades will generally not be available for 'live' assignments, exercises, and 'sites' prior to the end of the term. Written and/or verbal 'progress reports' will be provided at regular intervals or by request throughout the course of the semester.

### **Welcome Page / Exercises / Tutorials: 40%**

A variety of small exercise based assignments and web-based tutorials (creating a table, creating forms, working with images, text, etc...) will be given to aid in site development. These exercises will utilize both hand-coding and Dreamweaver CC.

### **Site 1 – Client Site: 25%**

This site will be a multipage "client-based" site created with Adobe Dreamweaver CC.

### **Site 2 – Character Site (FINAL): 35%**

This site will be a multipage site created with Adobe Dreamweaver CC. You will be developing a fictional character and creating a website to suit their needs. This site cannot be reworked after the deadline.

This project will be due EITHER during the Final Exam Period or on the last scheduled day of class – Wednesday November 29. Final decision will be held via a class vote PRIOR to the Fall Break.

Final Exam Time:

Section 2: Monday December 4, 3-6 PM

Section 3: Friday December 1, 8-11 AM

## **EMAIL ETIQUETTE**

Please remember to conduct all class related emails in a professional manner. It is preferred that all emails originate from your official MSU email address. All emails should contain your full name and the name of the class and should contain an appropriate subject line that indicates the reason for the email. Complete sentences should be used in the email and there should be no texting abbreviations. You should complete a 'spell check' before sending. If you are requesting a meeting – please indicate the times you are available.

## **Honor Code**

Mississippi State has an approved Honor Code that applies to all students. The code is as follows: “As a Mississippi State University student, I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.”

Upon accepting admission to Mississippi State University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor Code. Student will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the MSU community from the requirements or the processes of the Honor Code. For additional information, please visit: <http://honorcode.msstate.edu/policy>.

## **Title IX**

MSU is committed to complying with Title IX, a federal law that prohibits discrimination, including violence and harassment, based on sex. This means that MSU’s educational programs and activities must be free from sex discrimination, sexual harassment, and other forms of sexual misconduct. If you or someone you know has experienced sex discrimination, sexual violence and/or harassment by any member of the University community, you are encouraged to report the conduct to MSU’s Director of Title IX/EEO Programs at 325-8124 or by email to [titleix@msstate.edu](mailto:titleix@msstate.edu). Additional resources are available at <http://www.msstate.edu/web/security>, or at <http://students.msstate.edu/sexualmisconduct/>.

## **Support Services**

Students who need academic accommodations based on a disability should visit the Office of Student Support Services, 01 Montgomery Hall, call 662-325-3335, or visit the website at <http://www.sss.msstate.edu>.