
INSTRUCTOR NAME: David Walk        Office Phone: 527 1868        E-mail Address: nopaperclass@gmail.com

OFFICE LOCATION: Room 016 Main Admin Building Basement

OFFICE HOURS: Arrange appointment, please 7:30 AM to 12:20 AM or after 1:30 AM until 5:30 PM.

NAME OF TEXTBOOK: No text required - You may find useful class material at this link https://sites.google.com/site/nopaperclass/

CLASS HOURS PER WEEK: 5        TEACHING FORMAT: Lab/Lecture

LOCATION: Room115

STUDENT LEARNING ASSESSMENT STRATEGY: Assessment Devices: Assessment terminology test on first class session- Subsequent quizzes, homework, lab projects, observation, and midterm will be based on this assessment test.: 

Grading Policy:
Grades are based on the percentage of total points earned for tests, projects, homework assignments, and class attendance.

<table>
<thead>
<tr>
<th>Grade Points</th>
<th>Letter Grade</th>
<th>% Of Total Pts.</th>
<th>Grade Points</th>
<th>Letter Grade</th>
<th>% Of Total Pts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>A</td>
<td>94-100</td>
<td>2.3</td>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>3.7</td>
<td>A-</td>
<td>90-93</td>
<td>2.0</td>
<td>C</td>
<td>74-76</td>
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<tr>
<td>3.3</td>
<td>B+</td>
<td>87-89</td>
<td>1.7</td>
<td>C-</td>
<td>70-73</td>
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<tr>
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<td>84-86</td>
<td>1.3</td>
<td>D+</td>
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<td>B-</td>
<td>80-83</td>
<td>1.0</td>
<td>D</td>
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<td>0.0</td>
<td>F</td>
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</table>

COURSE POLICIES
Homework Assignments
You are expected to read each assigned project prior to the lecture. Lectures will be short, to the point. If you are absent or late, you are responsible for getting the course notes, handouts, and laboratory assignments you missed. Much of the class time will be spent working on your video assignments and learning the software programs. Late assignments are penalized 25 %, and assignments two weeks late are penalized 50 %, no assignments will be accepted more than two weeks late. If you know you are going to miss class you can turn in the assignments early either by turning them into my office by 5 PM on Friday or email them to me on Sunday. We will also have 5 announced quizzes during the quarter. If you miss a quiz you can not make it up, but you will be able to throw one quiz score via a classroom
presentation. Plan to spend approximately six to eight hours each week working on homework and video assignments. You are a college student and as such must honor the code of ethics so copying another student's homework answers will not be tolerated. If you are in doubt of what is cheating then read the cheating policy at the end of this document. I have failed many students for cheating; they always respond I did not know I was cheating. Ignorance is never an acceptable excuse in life or in my classroom.

**Laboratory Policy**
Although the video assignments comprise only 40% of your grade, a student can receive a final grade no greater than a D if all three video assignments are not completed. Video assignments receiving less than 50% are incomplete.

**On all work turned into me make sure your first and last name, student ID, appear in the upper-right corner.**

**Examination Policy**
We will have multiple tests and a midterm for this class, the tests will be announced on Monday. No make-up exams will be allowed without prior arrangements being made. Make-up exams must be taken when scheduled. I will also have a short study session the day before the tests.

To prepare for examinations, attend lecture and take pretests. At least 90% of the questions are taken directly from the reading material or lectures. Student Conduct

**In Class Policy**
Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the educational process relative to subject content will not be tolerated, in accordance with the Academic Code of Conduct described in the Student Handbook.

**Children In Class Policy**
Only in extreme cases are children allowed in classroom or laboratory facilities, and then only with approval of the instructor prior to class.

**Electronic Devices In Class Policy**
I expect your use of cellphones, MP3 players, pagers, handheld video and similar devices to be useful to the course and not disruptive to other students.

**Appeals Policy**
To appeal a grade, send an e-mail to your instructor's e-mail address within two weeks of receiving the grade. Overdue appeals will not be considered.
Disabilities Policy
In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to “reasonable accommodations.” Please notify the instructor during the first week of class of any accommodations needed for the course.

Incomplete Policy
Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed at least 50% portion of the course.

Lab Monitors
Lab monitors in the computer labs are on duty to assist you with hardware and software problems. If your computer malfunctions or your printer is out of paper, go to the main desk and ask a lab monitor for help. The lab monitors are student assistants and, therefore, may not be able to answer specific laboratory homework questions.

The Learning Center
The TLC (The Learning Center) will work with you on your screenplay scripting assignments. Be sure to share the provided format with them when you request their assistance with your writing.

Viewing your Grades

1. You will view spreadsheets of your quizzes moments after they are completed and be able to determine your score
2. You can also ask to see your grades any time by emailing nopaperclass@gmail.com

Cheating Policy
Students are expected to uphold the school’s standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
5. Misrepresent the content of submitted work.
The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a failing grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

For this class, it is permissible to assist classmates in general discussions of video and editing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned quizzes and tests. Students will "work together" on video assignments. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own.