SYLLABUS
Course Section Syllabus & Assessment of Student Learning

COURSE IDENTIFIER: CS 224
QUARTER: Winter 2013

COURSE TITLE: COMPUTER Illustration

INSTRUCTOR NAME: Jerry Sampson
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OFFICE LOCATION: Technical Center 1120E

OFFICE HOUR: 2:30 to 3:30 PM

IMPORTANT DATE: Most Mondays are very important we have 2 holidays so those Tuesdays will be important also we will have no class on FEB 27th, Advising day. FEB 11th Midterm will be announced and on March 4th will be FINAL review.


CLASS HOURS PER WEEK: 5

TEACHING FORMAT: Lab/Lecture

LOCATION: Technical Center 1121

STUDENT LEARNING ASSESSMENT STRATEGY:
Assessment Devices: Tests, homework, lab projects, observation, and quizzes:

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>
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<tbody>
<tr>
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<td>A</td>
<td>94-100</td>
<td>2.3</td>
<td>C+</td>
<td>77-79</td>
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<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>
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<td>C-</td>
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<tr>
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<td>84-86</td>
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COURSE POLICIES

Homework Assignments
You are expected to read each assigned project prior to the lecture. The textbook will cover 90% of the material for the class. The other material will be placed in Angel at angel.wwcc.edu. Lectures will be short, to the point. If you are absent you can log into angel and click on Tegerity and play the videos of the presentations. Much of the class time will be spent working on your laboratory assignments and learning the software program Illustrator. All your homework must be turned into the angel folder for that assignment before the due date. 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 in early. I have students that ask if I will accept emailed lab work. Due to past problems of size and blocked content I do not accept emailed assignments. If you are unable to place a file in the angel dropbox you can use dropsend.com to email me the files. Plan to spend approximately six to eight hours each week working on homework and laboratory assignments.
Examination Policy
We will have a midterm and a final for this class, the tests dates will be announced. I will also have a short study session prior to the tests. No make-up exams will be allowed without prior arrangements being made with your instructor. If you do have to miss class on the day of the class and have to take a make-up exam understand it will be a different test than what your peers have taken. The make-up exams are usually more difficult due to the fact that you are being allowed more time to prepare. You are allowed one 3 X 5 card with handwritten notes on one side and one side only for any exam in class. No computer printed notes or photocopies of others students cards will be allowed. This note card must be in your own penmanship and will be turned in with your test.

To prepare for examinations, attend or watch lectures most importantly make sure you read the chapters and complete all work much of the white pages will not be assigned but is will save you time if you do these tutorials when you get to the skills review and will definitely help you come test time. At least 95% of the problems are taken directly from these tutorials and reading material.

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
Children are not allowed in classroom or laboratory facilities, this is campus wide policy for safety reasons.

Electronic Devices in Class Policy
Cellular telephones, pagers, CD players, radios, and similar devices are prohibited in the classroom and laboratory facilities. If you are expecting an important cell phone call make sure your phone is on vibrate and you leave the classroom to take the call.

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.” To request accommodations related to a disability, contact Claudia Angus, Ph.D., Coordinator of Disability Support Services, at 527-4262 or email claudia.angus@wwcc.edu

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 more than 50% of the coursework with a passing grade.

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 may not be able to answer specific homework questions.
**VIEWING YOUR GRADES**

1. You can log into angel and click on grades to see your grade any time.

2. It is your responsibility to be checking your grades it is not my responsibility to hound you of missing assignments.

3. You can also ask to see your grade in class or you can come by my office during my office hour.

**Cheating Policy**

You are a college student and as such must honor the code of ethics so copying another students homework answers will not be tolerated. 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. 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 work. (copying someone else’s files mean both people fail)
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 computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments. Such collaboration constitutes cheating. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor or the TA, not other classmates.