DTC 101

Syllabus Spring 2020

► Catalog Description

Inquiry into digital media, including origins, theories, forms, applications, and impact with a focus on authoring and critiquing multimodal texts.

► Full Course Description

This course is an introduction to digital technologies as they are used in the creation of media. Digital media takes many forms—visual, aural, linguistic, procedural, and more. In DTC 101, we will survey the development of digital media within culture, what creating and consuming digital media looks like today, and several key ideas about the relationship between digital technology, media, and culture. Students will also develop several basic skills and practices which are essential to living and working well in our digital world. This course also functions as an introduction to the DTC (Digital Technology and Culture) major through the Creative Media and Digital Culture program (CMDC) at WSU Vancouver.

Website & Schedule: bit.ly/dtc101spring2020

► Instructor Statement

Hello! Before you read any further, I'd like you to take a moment to think about why you are here—at this university, in this course. Whatever your reasons for wanting to take this course or the circumstances in which you find yourself this semester, please take this as my promise to you: I care a great deal about your success, not only in this course but in your academic career and beyond. If there is ever anything causing you to struggle or about which you feel uncomfortable, an aspect of the class for which you need additional support, or even if you are simply having a hard time with school more broadly, please don't hesitate to talk with me or send me an email. I would like to help.

► Grading Policies

I do not assign grades; students earn grades through dedicated work, attentiveness, and participation. Your complete grade for the course is based on the following weighted categories:

10% attendance

10% collegiality and civil conduct
35% assignments (blogs, responses, discussions, activities)
20% midterm project
25% final project

►Grading Scale
94-100% A
90-93% A-
87-89% B+
84-86% B
80-83% B-
77-79% C+
74-76% C
70-73% C-
67-69% D+
64-66% D
0-63% F

►Late Work & Backup
As a general rule, course work submitted after the deadline will usually not be accepted. It is <u>always best to contact me to ask for an extension ahead of time</u>, rather than after the deadline.

WSU students are provided with a large amount of free storage space through Microsoft OneDrive. It is highly recommended that students utilize this free service in order to back up their projects for this course. Because this service is available to all students, the assumption is that in the event of local file corruption or loss, students should be able to restore previous work from a backup. Guides for how to use OneDrive are plentiful online, but if you have a quick question, feel free to ask Richard.

►Attendance
This course is designed to be active and collaborative, so regular attendance is crucial. To that end, attendance is worth a significant portion of the final grade. This is a seminar format class, so missing a class period will be highly detrimental to your progress in the class. After one "free" absence, further absences will deduct roughly 1/3 each from your attendance score. **This means that you will receive zero points in the attendance category after four absences.** If you absolutely cannot make it to class, reach out to a classmate to see what you missed.

►Collegiality and Professionalism

The Creative Media and Digital Culture program (CMDC) highly values collegiality and professional behavior in all classroom interactions. The rubric for this criterion are as follows:

A: Student acted professionally in all situations, and actively worked to promote a healthy working atmosphere in the classroom and online, showing interest in cooperation and mutual success.

B: Student acted professionally and cooperated well with others when asked.

C: Student sometimes acted professionally, but may have had difficulty with some classroom interactions and/or distracted others during class.

D and below: Student's behavior seriously detracted from the classroom atmosphere and disrupted the work and/or concentration of others. Student may have been exceedingly rude, inappropriate, or otherwise have broken classroom decorum in a way inconsistent with university goals and policies.

►Phones, etc.

Note: in 2019, it seems unreasonable to believe that students will not carry phones on their person or in their bags. Laptops are very near a necessity in most classes, of course. However, students who appear disengaged from or disinterested in the course content for an extended period will be politely asked to leave for the day (e.g. watching Youtube or listening to headphones instead of participating during a class discussion). Other, stronger measures may be taken in the event of repeat occurrences.

►In-Class Work

This category will be weighted as shown at 15% of the final grade. Individual assignments (such as reading quizzes and graded discussions or in-class projects) will be graded separately and assigned points within this category.

►Blog Posts

Each student will be expected to learn the basics of web publishing and content creation through a series of seven blog posts. Blogs will be set up during Week 1.

BEFORE YOU START a blog post, remember: Blogs are their own genre—they are more casual than papers, but yours should be polished blog posts. If you take a look at popular blogs, you can see all of the care put into how a post works to get its point across using the tools available in that genre. You _will_ be graded to a degree on _your ability to write_ clearly and professionally in these assignments. The Writing Center can offer help if you are struggling with this—_show them this assignment_ and ask for help.

All blog posts will be required to follow these directions to receive the full 15 points (though they will all have different prompts which may be found on the master schedule):
- Close attention to the prompt in 250-300 words of professional writing (10 points).
- Integration of some media object (image, video, sound file, etc.) into the post.
- Acknowledgment/link of the source for the media object.

► **Major Projects (Midterm & Final)**

Students will have the option of (a) creating a piece of media or (b) writing a research essay based on a topic from the course twice over the course of the semester: once due at midterms and once due at the end of the course. Both of these project options have their own full-page instructions, which may be found on the course website by the end of Week 2.

Group option: groups of students who are interested in working together on Option A may contact Richard and set up a meeting to work out details and develop a specialized grading rubric. Division of labor should be as equal as possible for group work, with each involved student taking on an equivalent load to doing Option A or Option B alone. Richard will grade each student's work toward the project individually, thus documentation of the creative process for each role will be a major key to success.

► **Classroom Safety**

Classroom and campus safety are of paramount importance at Washington State University, and are the shared responsibility of the entire campus population. WSU urges students to follow the "Alert, Assess, Act" protocol for all types of emergencies and the "Run, Hide, Fight" (https://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video) response for an active shooter incident. Remain ALERT (through direct observation or emergency notification), ASSESS your specific situation, and ACT in the most appropriate way to assure your own safety (and the safety of others if you are able). Sign up for emergency alerts through your MyWSU account. For more information, visit the WSU safety portal (https://oem.wsu.edu/about-us/).

► **WSU Vancouver Public Safety and Police**

Public Safety: https://www.vancouver.wsu.edu/public-safety
Campus Safety Plan: https://www.vancouver.wsu.edu/safety-plan
Safety Alerts: https://www.vancouver.wsu.edu/alerts
Police: https://www.vancouver.wsu.edu/public-safety/campus-police

Register for Emergency Communication system: WSU Vancouver Home Page – myWSU (under the PROFILE Tab) to update info

► **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: https://oem.wsu.edu/emergency-procedures/active-shooter/

► **Weather Closure/Bus Information**
WSU Vancouver VanCoug ALERTS: https://www.vancouver.wsu.edu/alerts
Weather Closure Media Web Sites: https://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 C-Tran website at: https://www.c-tran.com/

► **Bad Weather, You Decide**
In the event that 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 Student Conduct 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 steps for reporting violations as outlined on the student affairs 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 https://www.flashalert.net/. Individual class cancellations may be made at the discretion of the instructor.

► **Service/Emotional Support Animals**

Pets are not allowed on campus or inside buildings or classrooms. Trained service animals are allowed, but must be registered with the WSU Access Center, Classroom Building (VCLS) room 160, 360-546-9238.

▶**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 either contact or visit the Access Center in-person to schedule an appointment with our Access Center Coordinator. Location: Classroom Building, Room 160; Phone: 360-546-9238; Email: van.access.center@wsu.edu. All disability related accommodations MUST be approved through the Access Center. Students with approved accommodations are strongly encouraged to visit with instructors early in the semester during office hours to discuss logistics.

▶**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 https://vancouver.wsu.edu/fooddrive or stop by the Cougar Center in the Student Services Center. Help your fellow Coug; refer a friend in need!