



GRTC 4376 - Multimedia Authoring

College of Technology – University of Houston

Syllabus and Guidelines – Fall Semester, 2008

Start Date: 08/29/2008 • **End Date:** 12/16/2008.

Lecture: Friday, 10:00 a.m. till 12:00 p.m.

Lab: Friday, 1:00 p.m. till 4:00 p.m.)

Instructor: Lloyd Schuh

Email: lschuh@uh.edu

Office Hours: By appointment.

Course Description

Course Goals: This course provides students with an overview of the multimedia authoring that extends from basic computer animation to more advanced interactive multimedia design (text, sound, graphics, animation and video integration) using industry standard software.

As part of our communications tools, we will be using WebCT. It is an online course shell that provides a framework and tools for instructors to put course material and activities online.

Registered students are loaded into WebCT courses from the registration system. Starting a few days before classes start, registered students are loaded automatically into courses based on section numbers provided by instructors. Students who register late should allow at least 1-2 working days for their access to be enabled.

Unique WebCT user names for registered students are created by a central account management system, from the official registration rosters.

First-time student users of WebCT need to get their WebCT user name by using one of the following options:

- 1) Online at <http://www.uh.edu/webct> - click "Check User Name" to get a WebCT user name.
- 2) In person in Room 116-PGH on the main campus, Monday-Friday, 8 am to 8 pm.
- 3) By phone at 713-743-1411 24 hours a day, 7 days a week (except University holidays).

Once students have their WebCT user names, they can log on to WebCT Vista courses by going to <http://www.uh.edu/webct> and clicking the "WebCT Vista" button.

A student's initial password uses the format mmddyya! where mmddyy is the student's birth date with a 2-digit year, and the letter 'a' is the first letter of the student's last name. The exclamation point is part of the password and must be entered. For example, new student Joan Smith born on April 1, 1984 would have an initial password of 040184s!. WebCT user names and passwords are case sensitive. Students must change their passwords the first time they log on to WebCT.

Support for students using WebCT is available in four ways:

- 1) Online at <http://www.uh.edu/webct> and "Student Help".
- 2) In person in Room 116-PGH on the main campus, Monday-Friday, 8 am to 8 pm.
- 3) By phone at 713-743-1411 24 hours a day, 7 days a week (except university holidays).
- 4) By sending email to support@uh.edu with the student's full name, course name and number, section number, instructor's name and a description of the problem.

You also have a protected grade sheet that reflects your current grade and the assignments that you have submitted. You will find this grade sheet at: <http://www.mygradebook.com>.

Textbooks and Materials

Required Textbook:

Adobe Flash CS3: The Professional Portfolio

Author: Erika Kendra

ISBN: 0-9764324-7-1

Page Count: 440

Publish Date: 2/15/2008

Publisher: Against the Clock <http://www.againsttheclock.com/>

This book is available in the University of Houston Book Store or on-line from the Publisher.

We will begin using this book immediately and most of our projects for the semester will be taken from it.

In addition, it will provide you with a number of useful Flash Portfolio items for you to use in the future.



Content Goals and Performance Objectives

Students completing the course will:

- be able to communicate technical terminology to non-technologically savvy people
- be familiar with the basic multimedia applications
- be familiar with the basic multimedia concepts
- be familiar with the processes involved in creating multimedia applications and interactive products
- be familiar with basic multimedia tools
- plan and design presentations using storyboards
- exhibit efficient work techniques to maximize the use of time for project completion
- be able to plan, develop, and edit multimedia animation and video
- be able to plan and develop an interactive multimedia product/
Presentation

Course Tools

Software: You will also need access to Flash 9.0 Professional, also known as Flash CS3.

You can receive a 30 day demo of this program by going to

http://www.adobe.com/devnet/flash/articles/intro_flash.html

To access the instructional materials, you will need access to a computer that has Acrobat Reader and Flash Player installed. You can download Acrobat Reader and Flash Player from www.adobe.com. You can read the instructional resources on-line or print them. However, you may not print the material using the equipment in the lab.

You will need a CD-R or Flash drive for backing up and archiving your files. You will be given 1 GB of network storage space on the cotech.uh.edu server. Your account will be deleted at the end of the semester and servers do crash, so it is recommended that you frequently back up your work and make a final CD of your files at the end of the semester. You will also need an inexpensive set of headphones to use with the computer in the lab.

Course Credit

This course is divided into lecture/lab and is governed by the University of Houston policy as well as policies of the accrediting bodies. First, students should understand that each hour of class credit requires three hours per week: one hour in lecture and two hours personal study/homework. Thus, a three-hour course requires nine hours per week: three in class and six on your own. However, lab earns in-class credit at one-third the rate of lecture. Thus, it takes three hours of lab to earn one hour of lecture credit. This course requires you to spend two hours in lecture. For those two hours, you receive two hours of credit. The three hours of lab, counted together, are worth one hour of credit. Thus, you spend five hours per week in a three-hour lecture/lab class. You still owe the instructor a total of nine hours per week. Thus, you should spend four hours per week on your own reading, studying, and working on homework. That's the expectation of this course.

Attendance

Regular and punctual attendance is required of each student. Students will be permitted a total of three unexcused absences from class and lab (inclusive). After three unexcused absences the student's final grade will be lowered by one letter grade for each subsequent absence. In addition to the University's policy, it is the instructor's decision as to what will constitute an excused absence based on academic and professional growth opportunities outside the class. If there is any question as to the nature of the absence, the student should seek out the instructor prior to the absence. The lab is available at times other than the scheduled periods. It is not to be used in lieu of the normal lab time, but rather in addition to the lab time. In accordance with University policy students will be informed in advance, whenever possible, of any cancelled class meetings and are expected to wait no longer than 15 minutes for an instructor if there has been no announcement.

Excused Absences are defined as follows:

- Illness with a doctor's note
- Participation in a university function with a note from the advisor
- Death in the family with appropriate documentation

Submitting Late Assignments

One of the most important requirements in the real world is dependability. When you are working with others it is important that you meet the specified deadline. For this reason, this class also emphasizes the importance of turning in your work as scheduled. I understand that there are times when "bad things happen to good people" but it is important that you plan for possible problems. If you wait until the last minute to complete an assignment, I can almost promise you that something will happen that you did not think would happen. Not only should you have a "plan B" in case of problems, but also, you should anticipate that you might have to use it.

There is a great deal of work for this course. You can very quickly fall behind. Unless otherwise noted, and assignment will be considered late if not turned in during the day and time it is due. Assignments will be reduced one letter grade for each lab/class period late.

Students With Disabilities

Any student who may be in need of additional help under the ADA guidelines should contact the instructor directly after the first class meeting.

Grading

Projects 10 @ 50 points	500
Quizzes 10 @ 25 points	250
Final Project	<u>250</u>
Total Points	1000

Letter Grades:

A 940-1000 A- 900-930

B+ 870-890 B 840-860 B- 800-830

C+ 770-790 C 740-760 C- 700-730

D+ 670-690 D 640-660 D- 600-630

You can obtain information regarding your grade at any time by going to your personal secure grade sheet on the web at: <http://www.mygradebook.com> and selecting single class. Your class word will be **GRTC4376Fall08** (Please note that this classword is case sensitive) and the password is the last four digits of your Student ID (Peoplesoft) number. This is a secure site. Do not share your password with others. You will normally receive an email from the instructor each time your grade sheet is updated. It is your responsibility to check your email, grade sheet and the discussion board for instructor responses on a weekly basis.

An "incomplete" grade will only be issued if the student is maintaining an acceptable level of achievement and cannot, due to some factor beyond his/her control, complete one or more major assignment. If a student wishes an "incomplete", he/she must explain the situation to the instructor in advance and make specific arrangements to complete the missing work no later than one year from the date the grade is given.

Exams will not be "open note," nor "open book." Questions may be drawn from notes as well as the text. There will be weekly quizzes over past lectures. Quizzes and Exams will be given at the beginning of a class or lab period. No Quiz or Exam will be given to a student who is 5 minutes or longer late to class. No make-up exams or quizzes! No exceptions! Classroom/Lab Policies

Please adhere to the following classroom rules:

- Please turn off all cell phones before entering class.
- Do not jump up to go in the hall and answer your phone.
- No electronic devices allowed during the exam(s)
- No profanity/ obscenity
- No talking during lecture/exam unless the instructor asks a question.
- Do not use the Lab computers to surf the Internet, check your email, etc. You are supposed to be working on your class projects.
- During Lecture portion of the class, all computers should be turned off.

Important Dates to Remember

- August 29Class Begins.
- September 1 Labor Day Holiday
- September 8..... Official Date of Record. Last day to withdraw without receiving a W.
- November 4..... Last Day to Withdraw from class 5:00 p.m.
- November 26-30 Thanksgiving Holiday
- December 12..... On-site Final Project Presentation
- December 15..... Final grades available on student grade sheet.

PROPOSED SCHEDULE OF TOPICS

The schedule of weekly topics may be found on the class WebCT site. They are subject to change by the instructor, depending on the progress of the class.