



School of Arts and Sciences

2015-16

**COURSE SYLLABUS**

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| **Course Number**  CMD107 A | **Course Title**  Media Techniques: Wordpress | | | |
| **Fall Semester** | | **Spring Semester**  XX | **Summer Semester** | **Credit Hours** 1 |
| **Name of Instructor**  Barry C Erdeljon | | | | |
| **Meeting Day, Time, and Room Number**  1/21, 1/28, 2/4, 11, 18  TH 6:30-9:15 P.M. Rowley Hall, Room G215 (Mac lab) | | | | |
| **Final Exam Day, Time, and Room Number** 2/18 TH 6:30 -9:15 P.M. Rowley Hall, Room G215 (Mac lab) | | | | |
| **Office Hours, Location, Phone**  TU 3:30-4:30, WED 3:00-5:00, TH 3:30-4:30 Gailhac G106, 703-284-1652. Other times by appointment | | | | |
| **E-mail** [barry.erdeljon@marymount.edu](mailto:barry.erdeljon@marymount.edu) **Course** **Web Site** <http://mudesign.net/wordpress/index.html> | | | | |
| **Course Description:** Provides an opportunity for students to study emerging topics in communication media techniques and varies from semester to semester. Topics will include but are not limited to video lighting, video finishing techniques, and color printing. Students may enroll in this course more than once. (1) | | | | |

**UNIVERSITY STATEMENTS**

**ACADEMIC INTEGRITY**

By accepting this syllabus, you pledge to uphold the principles of Academic Integrity expressed by the Marymount University Community. You agree to observe these principles yourself and to defend them against abuse by others. Items submitted for this course may be submitted to TurnItIn.com for analysis.

**STUDENT COPYRIGHT INFORMATION**

For the benefit of current and future students, work in this course may be used for educational critique, demonstrations, samples, presentations, and verification. Outside of these uses, work shall not be sold, copied, broadcast, or distributed for profit without student consent.

**ACCOMMODATIONS AND ACCESSIBILITY CONCERNS**   
Please address any special challenges or needs with the instructor at the beginning of the semester. Students seeking accommodations for a disability must complete the required steps for obtaining a Faculty Contact Sheet from the Office of Student Access Services (SAS). Students are then responsible for meeting with their instructors at the beginning of the semester to review and sign the Faculty Contact Sheet and develop a specific plan for providing the accommodations listed. **Accommodations cannot be granted to students who fail to follow this process.** Appointments with the SAS director can be scheduled through the Starfish "Success Network" tab in Blackboard. For more information, check the SAS website, e-mail [access@marymount.edu](mailto:access@marymount.edu" \t "_blank), or call **[703-284-1538](tel:703-284-1538" \t "_blank)** to reach the SAS director or an academic support coordinator.

**EMERGENCY NOTIFICATION POLICY**

When students are absent due to a crisis situation or unexpected, serious illness and unable to contact their individual instructors directly, the Division of Student Affairs can send out an Emergency Notification. To initiate an Emergency Notification, students should contact the **Division of Student Affairs** **[703-284-1615](tel:703-284-1615" \t "_blank)** or [studentaffairs@marymount.edu](mailto:studentaffairs@marymount.edu). Emergency Notifications are **NOT** appropriate for non-emergency situations (e.g. car problems, planned absences, minor illnesses, or a past absence); are **NOT** a request or mandate to excuse an absence, which is at the sole discretion of the instructor; and are **NOT** a requirement for student absences. If a student contacts instructors about an emergency situation directly, it is not necessary to involve the Division of Student Affairs as arrangements are made to resolve the absence.

For non-emergency absences, students should inform their instructors directly.

**ACCESS TO STUDENT WORK**

Copies of your work in this course, including copies of any submitted papers and your portfolios, may be kept on file for institutional research, assessment, and accreditation purposes. All work used for these purposes will be submitted anonymously.

**UNIVERSITY POLICY ON WEATHER AND EMERGENCY CLOSINGS**

Weather and Emergency closings are announced on Marymount’s web site: **www.marymount.edu**, through **MUAlerts**, area radio stations, and TV stations. You may also call the **Weather and Emergency Hotline at (703) 526-6888** for current status. Unless otherwise advised by local media or by official bulletins listed above, students are expected to report for class as near normal time as possible on days when weather conditions are adverse. Decisions as to inclement closing or delayed opening are not generally made before 6:00 AM and by 3:00 PM for evening classes of the working day. Emergency closing could occur at any time making **MUAlerts** the most timely announcement mechanism. **Students are expected to attend class if the University is not officially closed.** If the University is closed, course content and assignments will still be covered as directed by the course instructor. Please look for communication from the course instructor (e.g., Blackboard) for information on course work during periods in which the University is closed.

**1. BROAD PURPOSE OF COURSE**: Provides an opportunity for students to study emerging topics in communication media techniques and varies from semester to semester. Topics will include but are not limited to video lighting, video finishing techniques, and color printing. Students may enroll in this course more than once. (1)

**2. COURSE OBJECTIVES:** Upon successful completion of this course students will be expected to: Demonstrate a proficiency using the basic tools and commands of Dreamweaver software and uploading Web pages to the Internet.

**3. TEACHING METHOD:** This course will be comprised of computer demonstration, hands-on computer experience, class discussion, and critiques.

**4. GRADING POLICY**

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| **Grade Breakdown:**  Weekly Assignments/Exercises 25pts  Web site design 50pts Final in class site design 25pts  **Total 100pts** | **Grading Scale:**  100-91 = A  90-81 = B  80-71 = C  70-61 = D  60-00 = F |

**Friday, February 12, 2016 is the last day to withdraw from a class without academic record.**

**Friday, March 18, 2016 is the last day to withdraw from a class with a grade of W.**

**5. CLASS SCHEDULE** Class schedule of Lecture and demo topics and assignments are on the Web site: <http://mudesign.net/wordpress/index.html>

Friday, February 12, 2016 is the last day to withdraw from a class without academic record.

Friday, March 18, 2016 is the last day to withdraw from a class with a grade of W.

**6. REQUIRED TEXT & SUPPLIES:**

Active MU e-mail account

USB 2.0+ Flash Drive at least 8GB — ***A second USB flash drive is recommended***   
**Suggested drive:** Kingston Digital DataTraveler SE9 32GB USB 2.0 Flash Drive

Recommended Text:

Neuman, Jessica & Beck, Matt. WordPress: Visual QuickStart Guide (3rd Edition).   
CA:  Peachpit Press, 2013

SUGGESTED READINGS

Lynda.com. *Online Training Library*, WordPress &Photoshop CS6 tutorials

Online help, tutorials, and manuals:  WordPress and Adobe for Photoshop

Photoshop CS6 for Windows and Macintosh (Visual QuickStart Guide)  
by Elaine Weinmann and Peter Lourekas

Mac OS X Lion or Mavericks: The Missing Manual by David Pogue

Periodicals: CA How Print