# SYLLABUS

## Course Title: Multimedia Digital Applications

**Course Prefix:** ARCH  
**Course No.:** 1273  
**Section No.:** P01

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### "Creativity is the sudden cessation of stupidity." – Edwin Land

<table>
<thead>
<tr>
<th>School of Architecture</th>
<th></th>
</tr>
</thead>
</table>
| Department: Architecture ☑  
Art ☐  
Construction Science ☐  
Community Development ☐ |

<table>
<thead>
<tr>
<th>Course Location:</th>
<th>Nathelyne Archie Kennedy Building, Room 223 (Main Computer Lab 2nd Floor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Meeting Days &amp; Times:</td>
<td>Tuesdays &amp; Thursdays: 7:00AM-8:20AM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Catalog Description:</th>
<th>Credit 3 semester hours. &quot;Development of computer literacy with emphasis on document preparation and basic computer graphics.&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisites:</td>
<td>N/A</td>
</tr>
<tr>
<td>Co-requisites:</td>
<td>N/A</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Mode of Instruction:</th>
<th>☐ Face-to-face ☐ On-line ☑ Hybrid</th>
</tr>
</thead>
</table>

### Instructor:

Jason Spencer, Lecturer

### Office Location:

School of Architecture, Prairie View A&M University

### Office Telephone:

(979) 308-0417 (text first to identify yourself)

### Fax:

(936) 261-9826

### Email & Website Address:

jspencer@tamu.edu  
jay@jasonspencer.tv  
https://www.linkedin.com/in/jasonrspencer/

### U.S. Postal Service Address:

Prairie View A&M University  
P.O. Box 519  
Mail Stop 2100  
Prairie View, TX 77446

### Office Hours:

Students are advised to make appointments with the professor ahead of time and be specific with the subject matter to be discussed. Students must be prepared for their appointment by bring all applicable materials and information to the meeting. Meetings will be conducted in person or via telephone or teleconference depending upon regulations related to COVID-19.

### Virtual Office Hours:

TUE 10-12, WED 10-12 AND THURS 10-12 BY VIRTUAL APPOINTMENT

### Required Text:

N/A

### Optional Text:

N/A

### Recommended Text/Readings:

Course Goals and Overview:

The goal of this course is to help students obtain an introductory skill set for using computer-based multimedia technologies, such as Adobe Acrobat, Photoshop, & Illustrator, which will further help assist them in their studies and practices. The primary objective is to help improve their research, productivity, presentation & communications through the effective use of graphic technology, with an emphasis on developing their personal capacity & creativity.
Course Outcomes/Learning Objectives

At the end of this course, the student will:

1273.1 Incorporate various formats of files and digital tools necessary to create quality designs. (Communication)
1273.2 Communicate design ideas through oral and visual presentations. (Communication)
1273.3 Define, document, and represent design ideas using industry leading software. (Critical Thinking)
1273.4 Produce quality images and publications to be used in studio projects and personal portfolios, while developing skills and knowledge of multimedia for use in professional careers. (Communication)
1273.5 Understand the difference between appropriation and plagiarism. (Personal Responsibility)

Course Requirements & Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

- **Projects:** Three (3) assignments structured to measure the effective usage of computer software and demonstrating critical thinking related to creative ability and capability to use in multiple formats (design, technical, and communication). At the end of each assignment the student will be assessed using an in-class survey tied to a rubric on their experiences.

- **Presentations:** Demonstration of communication skills will be tied to creating designs, compiling and organizing the information/data/ideas, and achieving an effective presentation. Students will receive an evaluation/assessment of their presentations by the professor.

- **Class Attendance/Participation:** Daily attendance and participation in class discussions

Grading Matrix

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Value (points or percentages)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project One:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project: Publication</td>
<td>25% of Final Grade</td>
<td></td>
</tr>
<tr>
<td>Design &amp; Creativity</td>
<td>10% of Publication Grade</td>
<td>2,000</td>
</tr>
<tr>
<td>Execution &amp; Presentation</td>
<td>15% of Publication Grade</td>
<td>3,000</td>
</tr>
<tr>
<td><strong>Project Two:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Future Entrepreneur:</td>
<td>25% of final grade</td>
<td></td>
</tr>
<tr>
<td>Design &amp; Creativity</td>
<td>10% of Future Entrepreneur Grade</td>
<td>2,000</td>
</tr>
<tr>
<td>Execution &amp; Presentation</td>
<td>15% of Future Entrepreneur Grade</td>
<td>3,000</td>
</tr>
<tr>
<td><strong>Final Project:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital Portfolio:</td>
<td>30% of Final grade</td>
<td>6,000</td>
</tr>
<tr>
<td>Class Attendance/Participation</td>
<td>20% of Final grade</td>
<td>4,000</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td>20,000</td>
</tr>
</tbody>
</table>

Grade Determination:

- A = 90-100 points (18,000 – 20,000 points)
- B = 80–89 points (16,000 – 17,800 points)
- C = 70–79 points (14,000 – 15,800 points)
- D = 60–69 points (12,000 – 13,800 points)
- F = 59 points or below (10,000 – 11,800 points)

Late Work Policy:

**Late work isn’t preferred, but understood and is redeemable. There will be a specific day towards the end of the semester where a 24-hour period will be given to complete missing assignments per the original guidelines and requirements, for up to full credit for the assignment work product itself, not a missed presentation, discussion board postings, or an in-class assignment.**
## Course Procedures

### Taskstream

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be considered an “artifact,” an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in Canvas.

### University Attendance Policy:

Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet. Excessive absenteeism, whether excused or unexcused, may result in a student’s course grade being reduced or in assignment of a grade of “F”. Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University’s attendance policy in each course syllabus.

### Instructor’s Attendance and Participation Policy

As a student in a Multimedia Digital Application course at Prairie View A&M University you are expected to attend each class. Class attendance is recorded on roll sheets that are circulated to record your name and signature. If you do not sign the roll, even if you attend the class, you will still be considered absent. Since attendance is critical to the learning objectives and the class discussions, a **200 point involvement grade is awarded for each class period.** Attentiveness is important. For example, things that could cause you to lose points would be sleeping in class, working on other assignments in class, being late, being rude or being disruptive, excessive use of social networking sites, such as Instagram, Facebook, Twitter or other websites which do not pertain to what we are learning. At the end of the semester, the instructor will use attendance as a basis to determine any growth points, which may help you to earn the grade you desire.

Participation and absences are accumulated beginning with the first day of class on **August 24, 2020.** If you do not come to class, you may assume that you have received zero (0) points for the class period unless you have a university approved excuse in one of the following classifications:

1. Participation in an activity appearing on the University authorized activity list.
2. Death or major illness in a student’s immediate family.
3. Illness of a dependent family member.
4. Participation in legal proceedings that requires a student’s presence.
5. Religious holy day.
6. Confinement because of illness.
7. Required participation in military duties.

If you miss class for one of these reasons, you must provide a memorandum plus supporting documentation to clear the absence from your record. These documents will be accepted for **ONE WEEK AFTER THE ABSENCE HAS OCCURRED.** There will be NO exceptions to this rule. This includes student-athletes who are to provide university forms for reporting absences to participate in approved competitions. Emails will not be accepted to clear these absences. **After that, the involvement grade stands.** If you have another reason other than these seven for being absent, you may submit a memorandum with supporting documentation requesting that the absence be removed from your record for **ONE WEEK AFTER THE ABSENCE HAS OCCURRED.** There will be NO exceptions to this rule. All requests will be reviewed and approved or disapproved based upon the justification that you provide in your memorandum. While other reasons for being absent are rarely approved; it is understood that you might feel that there is a higher priority that requires you to miss class. In accepting your decision to miss class, you must also be willing to accept the instructor’s decision to not award you involvement points for the class or classes that are missed.

### Personal Conduct

Students and faculty are expected to conduct themselves in ways that support individual learning and the learning of others. To that end members of the classroom community will
Prairie View A&M University School of Architecture

**Conduct of the Class and Care of the Facility**

Please note the following rules for the conduct of the class.

1. **Class will begin at the appointed time.**
2. **Class is dismissed when so indicated by the instructor.** Students are expected to be on time and stay throughout the entire class period. Leaving the classroom before the class is dismissed without prior approval from the instructor will result in a loss of participation points for that class.
3. **All class members are required to keep the classroom in a clean and orderly manner to facilitate the number of students using it each day.** Failure to maintain the classroom as requested by the instructor will result in a deduction in participation points for all class members for that date of instruction.
4. **Lecture Notes and Handouts** will be sent to your official university email. Handouts distributed during a class period will not be distributed at any other time. It is the student's responsibility to get a copy from another student or source.

**Submission of Assignments:**

Projects are due at the scheduled time. No late work will be accepted without proper documentation.

**Formatting Documents:**

Microsoft Word is the standard word processing tool used at PVAMU. If you are using other word processors, be sure to save the document in either the Microsoft Word, Rich-Text, or plain text format.

**Exam Policy:**

Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook).

**COVID-19 Campus Safety Measures**

To promote public safety and protect students, faculty, and staff during the COVID-19 pandemic, Prairie View A&M University has adopted policies and practices for the Fall 2020 academic term to limit virus transmission. Students must observe the following practices while participating in face-to-face courses and course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.).

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.
- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) must be properly worn in all non-private spaces including classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource and support offices, and outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain.

- **Physical Distancing** - Physical distancing must be maintained between students, instructors, and others in course and course-related activities.

- **Classroom Ingress/Egress** - Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Students should leave classrooms promptly after course activities have concluded, should not congregate in hallways and should maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.

- **Face-to-face Class** - To attend a face-to-face class, students must wear a face covering (or a face shield if they have an exemption letter). If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office for Student Conduct for adjudication. Additionally, the faculty member may choose to teach that day’s class remotely for all students.

- **COVID-19 Guidelines for Student Conduct Adjudication** - The mandatory COVID-19 Training/Certification taken by all students serves as the 1st Warning for violation of COVID-19 Guidelines.
  - 1st incident: upon review of Incident Report and finding of responsibility — Conduct Probation
  - 2nd incident: upon review of Incident Report and finding of responsibility — Suspension
  - Consult the Code of Student Conduct in the Student Planner or Student Conduct website for additional information on Conduct Probation and Suspension.

**Personal Illness and Quarantine** - Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.

### Professional Organizations and Journals

### References

### University Rules and Procedures

| Disability Statement (See Student Handbook): | Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator. Students should also inform the instructor of their need for accommodations immediately at the outset of the course so that a solution designed to be successful in class can be produced. |
| Academic Misconduct (See Student Handbook): | You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Planner, especially the section on academic misconduct (see University Administrative Guidelines on Academic Integrity). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the PVAMU Undergraduate Catalog, Graduate Catalog, and the Student Planner, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed or to have attempted to commit the following academic misconduct may also be subject to disciplinary review and action as outlined in the PVAMU Student Planner. |
### Forms Of Academic Dishonesty:

<table>
<thead>
<tr>
<th>Cheating:</th>
<th>Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a “cheat sheet” on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plagiarism:</td>
<td>Careless or deliberate use of the work or the ideas of another; representation of another’s work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another’s paper or answers, failure to identify information or essays from the Internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another’s words with quotation marks.</td>
</tr>
<tr>
<td>Multiple Submission:</td>
<td>Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.</td>
</tr>
<tr>
<td>Conspiracy:</td>
<td>Agreeing with one or more persons to commit an act of academic/scholastic dishonesty.</td>
</tr>
<tr>
<td>Fabrication of Information/Forgery:</td>
<td>Use or submission of contrived, invented, forged, or altered information in any assignment, laboratory exercise, or test; tampering with or production of a counterfeit document, particularly documents which make up the student’s academic record. Examples: making up a source or citing nonexistent publication or article; representing made up data as real for an experiment in a science laboratory class; forging a change of grade or student withdrawal record; falsifying any document related to a student academic exercise.</td>
</tr>
</tbody>
</table>

### Nonacademic Misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either: (1) the instructor’s ability to conduct the class; (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

### Sexual misconduct (See Student Handbook):

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university’s sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance (titleixteam@pvamu.edu) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance, or have questions, they may contact the Title IX Coordinator at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at the Title IX Webpage including confidential resources available on campus.

### Pregnancy, Pregnancy-related, and Parenting Accommodations

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students’ Office for additional information and to request accommodations. More information can be found at this webpage.

### Non-Discrimination Statement

Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity in its programs and activities. The University is committed to supporting
students and complying with the Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies, and can be reached at Harrington Science Building, Suite 109 or by phone 936-261-1744 or 1792.

**Student Academic Appeals Process**

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint. Students can file Academic Complaints and/or Grade Appeals at this [webpage](#).

**Student Support and Success:**

| **John B. Coleman Library** | The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University's core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Phone: 936-261-1500; Website: J. B. Coleman Library. |
| **Academic Advising Services** | Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when the student is unsure of the best resource for their needs. Some students are supported by faculty advisors in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. You can find your advisor's location by academic major at the [Academic Advising Website](#), Phone: 936-261-5911. |
| **The University Tutoring Center** | The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support is offered face-to-face in the UTC, in virtual face-to-face sessions, and through online sessions at PVPlace. Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; Website: University Tutoring Center. |
| **Academic Early Alert** | Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alert helps students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PVPlace and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: [Academic Early Alert](#) |
| **Student Counseling Services** | The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and provides assistance to students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. The unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and provides assistance to students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. |
**Office of Testing Services**
Testing Services serves to create opportunities by offering suite of exams that aid in the students’ academic and professional success. Currently we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Website: Testing Services.

**Office of Diagnostic Testing and Disability Services**
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include: learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hardware and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: Disability Services.

**Center for Instructional Innovation and Technology Services (CIITS)**
Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assisted and 2-way video course delivery. For more details and contact information, visit: CIITS Student Webpage; Phone: 936-261-3283.

**Veteran Affairs**
Veteran Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: Veteran Affairs.

**Office for Student Engagement**
The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: Office for Student Engagement.

**Career Services**
Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: Career Services.

### Technical Considerations for Online and Web-Assist Courses

<table>
<thead>
<tr>
<th>Minimum Hardware and Software Requirements</th>
<th>Minimum Recommended Hardware and Software:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>• Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*</td>
</tr>
<tr>
<td></td>
<td>• Smartphone or iPad/Tablet with Wi-Fi*</td>
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<tr>
<td></td>
<td>• High speed Internet access</td>
</tr>
<tr>
<td></td>
<td>• 8 GB Memory</td>
</tr>
<tr>
<td></td>
<td>• Hard drive with 320 GB storage space</td>
</tr>
<tr>
<td></td>
<td>• 15” monitor, 800x600, color or 16 bit</td>
</tr>
<tr>
<td></td>
<td>• Sound card w/speakers</td>
</tr>
<tr>
<td></td>
<td>• Microphone and recording software</td>
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</tbody>
</table>
### Keyboard & mouse
- Most current version of Google Chrome, Safari or Firefox

*Smartphone, Google Chrome books and Android tablets may not be supported. iPads are the only tablets supported.

**Note:** Be sure to enable Java & pop-ups in the Web browser preferences

### Participants should have a basic proficiency of the following computer skills:
- Sending and receiving emails
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

**Netiquette (online etiquette):**
Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others as it can be interpreted as yelling. Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.” Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and the message might be taken seriously or sound offensive.

**Video Conferencing Etiquette**
When using Zoom, WebEx or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during session. Before class session begins, test audio, video and lighting to alleviate technology issues.

During the first week of class each student will be required to acknowledge by replying to a Posting stating that you have reviewed and understand the following Online Netiquette Policy for the course.

1. **Discussion/Zoom / Webcam Behavior**
   - When in a Zoom meeting or utilizing your webcam, be sure to act and dress as professionally as you can. You should look the same as you would if we were meeting face-to-face in the instructor’s office or in class. You should be sitting up in a chair and not laying down. Consider how you might look if you were going to be interviewed for a job via Zoom. If you feel as though your behavior or appearance would reflect negatively on you during that situation you are advised against it. You should also try to keep your physical environment where you are working on the class to be as quiet as possible. If there is a television or loud music playing in the background try to limit it, as it can inhibit your ability to be easily heard and understood.
   - Be properly dressed- hair bonnets, caps, pajamas, etc., will not be acceptable when attending class and participating in the discussions.
   - Be punctual
   - Be kind to each other
   - Please mute microphones when lecture is in session
   - Have fun!

2. When posting discussions or e-mailing one another, please be respectful of what you write. Inappropriate language will not be tolerated, and the instructor has the right to determine what is inappropriate. **Disrespectful students are subject to discipline or dismissal from the online learning platform for this course.** All activities in the classroom will follow standards set in the Student Handbook

3. When creating/posting images do NOT use graphics that have sexual, political or religious implications. If you are unsure if you are unsure if a certain graphic is appropriate, email your instructor privately.
4. Address your peer or instructor with their names for each post or email.
5. Do not use ALL CAPS for postings or unnecessary exclamation marks, and not use text messaging-style for official assignment postings & email to the instructor. Caps where appropriate, example proper nouns and at the beginning of each sentence.
6. When posting critiques, try to be positive with your remarks, at the same time well-seasoned with ideas and comments how your peers can improve their work.
7. This course requires that you give support and feedback to your classmate’s works. If you see that someone does not have any comments made, please review your classmate’s works by posting feedback.
8. Aim at getting your discussion assignments & projects in early. (The instructor permits revisions for better grades, most important personal enrichment and improvement if assignment is posted before the due date.) Late assignments or discussions can slow the class down and will not benefit you as the learner.
9. Include references with your answers when it is cited from. Do not violate copyright laws. Respect examples of Students Works posted online. They are posted as a guide.

**Technical Support:**

Students should go to the Password Reset Tool if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services (CIITS) at 936-261-3283 or email ciits@pvamu.edu.

**Submission of Assignments-On Line Courses:**

Assignments, Papers, Exercises, and Projects will be distributed and submitted through your online course. Directions for accessing your online course will be provided. Additional assistance can be obtained from the Office of Distance Learning.

**ASSIGNMENTS** are due at the start of the class session. No late work will be accepted without proper documentation.

All DISCUSSION FORUMS have two due dates. The first one is the **deadline to post your substantive post** (without losing credit), and the second one is to finish up with your responses. This is designed to allow ample time after everyone has answered the question for class discussion. Be sure to check the due dates on the assignment and schedule documents for each module.

Last-minute posts that do not provide time for other students to respond will not be counted as ‘substantial’ replies. This is the same as shouting as a response as you walk out of a room. Your substantive replies should be posted in time for others to respond. The final due date of the discussion is for finishing up the discussion. If you have questions about this, don’t hesitate to post in the class FAQ forum.

**Grade and Evaluation**

Grades for assignments, submissions and exams will be posted within five (5) business days from the due date. You will be notified if those circumstances change. Responses will usually provide a grade and written feedback as well.

**Emails will be responded via email within 24 hours Monday-Friday before 11:59 PM.** There will not be a response to emails asking about the class discussion (check your weekly schedule).

Please send all correspondences to the instructor’s Canvas’ portal. Do not send any course materials, assignments, questions or any email(s) to the instructor’s PV’s webmail Outlook account. This method will allow the instructor to track you and all correspondences to better serve your needs in a timely manner.

**Discussion Requirement-On Line Courses:**

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished using the discussion forum. The exact use of the discussion board will be determined by the instructor.

Students are required to log-on to the course website often to participate in discussion. It is strongly advised that you check the discussion area daily to keep abreast of discussions. When a topic is posted, everyone is required to participate. The exact use of discussion will be determined by the instructor.
When you are required to participate in the ‘Discussion Forum’ reply with your comments and respond to at least one of your classmates. All comments must be posted by the deadlines to receive credit. You will not receive any credit if you copy comments from readily available resources word for word (ex: online text, lectures, textbook, etc.). Last-minute posts that do not provide time for other students to respond will not be counted as "substantial" replies. This is the same as shouting as a response as you walk out of a room. Your substantive replies should be posted in time for others to respond. The final due date of the discussion is for finishing up the conversation or assignment.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their computer, a removable drive, cloud storage, email, etc. before posting to the discussion forum. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; and 2) grammatical errors can be greatly minimized using the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the discussion board.

### ACCREDITATION/ASSESSMENT CRITERIA Table No. 1-NAAB CRITERIA

This course is structured to assist the student meet the following criteria shown in Table No. 1 as established by the National Architectural Accreditation Board (NAAB). To view the entire list, go to the NAAB website, [www.naab.org](http://www.naab.org) and access “2014 NAAB Conditions for Accreditation.”

<table>
<thead>
<tr>
<th>Performance Criteria:</th>
<th>Ability ✓</th>
<th>Understanding ✓</th>
<th>Course Learning Competencies (T, R, I)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>T Taught R Reinforced I Utilized/Integrated</td>
</tr>
</tbody>
</table>

**REALM A: Critical Thinking and Representation**

**A.1. Professional Communication Skills (Ability)**

| ✓ | ✓ | R |
## COURSE OUTLINE: EVENT AND LECTURE SCHEDULE

This schedule is subject to change as the semester proceeds in order to cover the most important material in the time allotted. Any revisions will be duly noted and announced in class. All referenced readings are taken from the required text.

### Registration/Assembly Dates

Dates exam scores will be posted

### Key Dates

Holidays

### Graduation Applications

Guest lectures

### Dates for Exams

Project Team Workshop

### 16 WEEK CALENDAR

#### Week One: Topic August 24-28, 2020

Review Syllabus, Course Objectives, University Policies & Regulations; Introduction of Professor & Students; Class expectations, etc.

**Chapter(s):** Adobe Photoshop Classroom in a Book (APC) Chapter 1 Getting to know the Work Area

**Assignment(s):** Introduction to Class, Syllabus and Technologies

**University Events:**

- **August 24, 2020**
  - TUITION AND FEES PAYMENT DUE DATE

- **August 24-26, 2020**
  - LATE REGISTRATION BEGINS AUGUST 24TH; ENDS AUGUST 26TH (FEE: $50.00)

- **August 24-31, 2020**
  - ATTENDANCE REPORTING PERIOD (ND/SH). Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled!

#### Week Two: Topic Aug 31- Sept 4, 2020

Adobe Photoshop Lecture; Project One: Publication (Introduction)

**Chapter(s):** Adobe Photoshop Classroom in a Book (APC) Chapter 2 Basic Photo Corrections & Chapter 3 Working with Selections

**Assignment(s):** Issue of Vocabulary Words, Begin research, Q&A

**University Events:**

- **September 7, 2020**
  - LABOR DAY (University Closed)

- **September 9, 2020**
  - CENSUS DATE (12TH CLASS DAY)

- **September 10, 2020**
  - FINAL DAY TO DROP/withdraw FROM COURSE WITHOUT ACADEMIC RECORD.

- **September 10, 2020**
  - WITHDRAWAL FROM COURSES “WITH ACADEMIC RECORD” (W) BEGINS. ENDS NOVEMBER 2, 2020.
<table>
<thead>
<tr>
<th>Week Four: Topic September 14-18, 2020</th>
<th>Project One: Work Week - Literature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter (s):</td>
<td>Adobe Photoshop Classroom in a Book (APC) Chapter 6 Masks and Channels &amp; Chapter 7 Typographic Design</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Continue writing, impromptu poetry session, Q&amp;A</td>
</tr>
<tr>
<td>University Events:</td>
<td>September 15, 2020 [Tuesday] DROP FOR NON-PAYMENT OF TUITION &amp; FEES @ 5:00 PM.</td>
</tr>
<tr>
<td></td>
<td>September 16, 2020 [Wednesday] PVAMU Construction Science Career Fair 9:00 AM- 3:00 PM held in the Fabrication</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week Five: Topic September 21-25, 2020</th>
<th>Project One: Work Week – Graphic Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter (s):</td>
<td>Adobe Photoshop Classroom in a Book (APC) Chapter 8 Vector Drawing Techniques &amp; Chapter 9 Advanced Compositing</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Sketching ideas of publication, compile graphic ideas, work on magazine layout</td>
</tr>
<tr>
<td>University Events:</td>
<td></td>
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</thead>
<tbody>
<tr>
<td>Chapter (s):</td>
<td>Adobe Photoshop Classroom in a Book (APC) Chapter 10 Painting with Mixer Brush &amp; Chapter 12 Working with Camera Raw</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Polish, Save, Print, Prep final design</td>
</tr>
<tr>
<td>University Events:</td>
<td>October 8-10, 2020 [Thursday-Saturday] Mid-Term Exams</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week Seven: Topic October 5-9, 2020</th>
<th>Project One: Presentation Week - Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter (s):</td>
<td>Adobe Photoshop Classroom in a Book (APC) Chapter 13 Preparing files for web Chapter 14 Producing and Printing Consistent Color</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Submit completed project; Presentation Part A and B</td>
</tr>
<tr>
<td>University Events:</td>
<td>October 8-10, 2020 [Thursday-Saturday] Mid-Term Exams</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week Eight: Topic October 12-16, 2020</th>
<th>Adobe Illustrator Lecture; Project Two: Future Entrepreneur (Introduction)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter (s):</td>
<td>Adobe Illustrator Classroom in a Book (AIC) Chapter 1 Getting to Know the Work Area and Chapter 2 Techniques for Selecting Artwork</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Issue Business Plan Template; begin research</td>
</tr>
<tr>
<td>University Events:</td>
<td>October 13, 2020 [Tuesday] MID-TERM EXAM GRADES DUE</td>
</tr>
</tbody>
</table>

| Week Nine: Topic October 19-23, 2020   | Project Two: Research/Work Week |

ARCH 1273 MULTIMEDIA DIGITAL APPLICATIONS COURSE SYLLABUS

PRAIRIE VIEW A&M UNIVERSITY SCHOOL OF ARCHITECTURE
<table>
<thead>
<tr>
<th>Chapter(s):</th>
<th>Adobe Illustrator Classroom in a Book (AIC) Chapter 3 Using Shapes to Create Artwork for a Postcard and Chapter 4 Editing and Combining Shapes and Paths</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment(s):</td>
<td>Work on Resumes, Business Plan, Brochure Layout</td>
</tr>
<tr>
<td>University Events:</td>
<td></td>
</tr>
<tr>
<td>Week Ten: Topic</td>
<td>Project Two: Work Week – Graphic Design</td>
</tr>
<tr>
<td>Oct. 26-30, 2020</td>
<td></td>
</tr>
<tr>
<td>Chapter(s):</td>
<td>Adobe Illustrator Classroom in a Book (AIC) Chapter 5 Transforming Artwork and Chapter 6 Using the Basic Drawing Tools</td>
</tr>
<tr>
<td>Assignment(s):</td>
<td>Branding: Logo Sketches; idea board for business card/flyer</td>
</tr>
<tr>
<td>University Events:</td>
<td></td>
</tr>
<tr>
<td>Week Eleven: Topic</td>
<td>Project Two: Work Week – Graphic Design</td>
</tr>
<tr>
<td>November 2-6, 2020</td>
<td></td>
</tr>
<tr>
<td>Chapter(s):</td>
<td>Adobe Illustrator Classroom in a Book (AIC) Chapter 7 Drawing with the Pen Tool and Chapter 8 Using Color to Enhance Signage</td>
</tr>
<tr>
<td>Assignment(s):</td>
<td>Finalize all Marketing materials: Logo, Card, Flyer, Brochure</td>
</tr>
<tr>
<td>University Events:</td>
<td></td>
</tr>
<tr>
<td>Week Twelve: Topic</td>
<td>Project Two: Preparation Week – Graphic Design</td>
</tr>
<tr>
<td>November 9-13, 2020</td>
<td></td>
</tr>
<tr>
<td>Chapter(s):</td>
<td>Adobe Illustrator Classroom in a Book (AIC) Chapter 9 Adding Type to a Poster and Chapter 10 Organizing Artwork into Layers</td>
</tr>
<tr>
<td>Assignment(s):</td>
<td>Polish, Save, Print, Prep design and Upload to website</td>
</tr>
<tr>
<td>University Events:</td>
<td></td>
</tr>
<tr>
<td>Week Thirteen: Topic</td>
<td>Project Two: Presentation Week – Final</td>
</tr>
<tr>
<td>November 16-20, 2020</td>
<td></td>
</tr>
<tr>
<td>Chapter(s):</td>
<td>Adobe Illustrator Classroom in a Book (AIC) Chapter 11 Gradients, Blends and Patterns and Chapter 12 Using Brushes to Create a Poster</td>
</tr>
<tr>
<td>Assignment(s):</td>
<td>Presentation Part A and B</td>
</tr>
<tr>
<td>University Events:</td>
<td></td>
</tr>
<tr>
<td>Week Fourteen: Topic</td>
<td>Final Project Introduction: Digital Portfolio</td>
</tr>
<tr>
<td>November 23-27, 2020</td>
<td></td>
</tr>
</tbody>
</table>
Chapter (s): Adobe Illustrator Classroom in a Book (AIC) Chapter 13 Exploring Creative Uses of Effects and Graphic Styles and Chapter 14 Creating Artwork for a T-Shirt

Assignment (s): Introduce Wordpress.comUP, Begin planning and make revisions

University Events: November 25-27, 2020 [Thursday-Saturday] THANKSGIVING (UNIVERSITY CLOSED)

Instructors are to begin restoring studios and lecture rooms to original condition prior to giving Final Exams or conducting final project reviews/presentations. Instructors are to collect items for assessment and accreditation.

Week Fifteen Topic Nov 30- Dec 4, 2020 Final Project Due!!!

Chapter (s):

Assignment (s): Final Class Day, publish website added to Canvas discussion board, final Zoom session closeout

University Events: December 2, 2020 [Wednesday] Last day of class for Fall Semester 2020!

December 2, 2020 [Wednesday] FALL 2020 GRADUATION: Final date to apply for degree conferral. (No ceremony participation or name listed in program.)

December 2, 2020 [Wednesday] Last Day to Withdraw from the University (ALL courses)

Week Sixteen

Dec. 3-9, 2020 [Thursday-Wednesday] FINAL EXAMINATION PERIOD

December 9, 2020 [Wednesday] FINAL GRADES FOR GRADUATION CANDIDATES DUE BY 12:00 PM!

December 12, 2020 [Saturday] COMMENCEMENT

December 14, 2020 [Tuesday] FINAL GRADES DUE FOR ALL STUDENTS BY 11:59 PM!

December 24, 2020-January 1, 2021 [Thursday-Friday] WINTER BREAK (UNIVERSITY CLOSED)

In order to assure that you have read over this entire document you are required to sign the Statement of Agreement on the final page of the syllabus and return it at the start of second class period. This will be our contract that you have read over the entire syllabus and that you understand what is expected of you in this class.
STATEMENT OF AGREEMENT
I have read the Course Syllabus for ARCH 1273-04 for the Fall Semester 2020, including the Class Lecture and Event Schedule, and agree to abide by the conditions for the class as spelled out in this document. My signature indicates my personal commitment to meeting the course objectives and succeeding in this educational endeavor.

________________________________________  ____________
Signature-Student

Student name (Please print neatly)          Student ID #          Date

________________________________________  ____________
Signature-Instructor

Instructors name                                      Date

RETURN THIS PAGE FROM THE SYLLABUS TO THE INSTRUCTOR TO COMPLETE YOUR ENROLLMENT IN THIS COURSE.

RECEIVED WITH STUDENT’S SIGNATURE: _____________________