

Web Design Projects: *Interfacing with Intimacy*

Film and Media Studies Department, Hunter College, New York

Department Office 695 Park Avenue, Room 433 Hunter North. (212) 772-4949

Course Number	Semester	Classroom	Class Times
MEDP 345	Spring, 2007	HN 432	Tuesdays, 3:10PM - 6:00PM

Katherine Behar, Instructor **Website:** <http://www.katherinebehar.com/edu/courses/07S345/index.html>
Office HN 515. Office hours held in lab HN 432, Mondays 6-7 kb@katherinebehar.com

Course Policies

CLASS WEBSITE

While the policies below will remain in effect, the course syllabus is subject to change. The current version of the syllabus will always be found on the class website:

<http://www.katherinebehar.com/edu/courses/07S345/index.html>

Students are responsible for keeping abreast of changes by regularly checking the website and monitoring email.

REQUIRED MATERIALS

- Steve Krug, *Don't Make Me Think: A Common Sense Approach to Web Usability* (Second Edition). Berkeley: New Riders, 2006.
- Time outside of class to work!
- USB Flash Drive
- A sketchbook in which to sketch and take notes
- Personal email account

COMMUNICATION

My office hours are on Tuesdays following class from 6-7PM in room HN 432. Between weekly class meetings, all communication will be carried out over e-mail. At the beginning of the semester all students must provide an e-mail address at which they can be reached during the semester. It is imperative that students regularly check, read and respond to e-mails sent over the week. *The instructor's office hours are limited.* The instructor's email address is listed on this syllabus and on the class website

GRADE POLICY

There will be no exams, tests, quizzes, etc. of any kind. Your performance in presentations, critiques, homework, and your overall participation and attendance in the course is the primary basis for your grade. Your midterm assignment is to conduct an in-class user testing session. Your final assignment is the completion of your group's design project.

Grades will be determined as follows:

Attendance and Participation	15%
Homework, Reading, and Discussions	15%
Student Website Presentation	10%
Milestone 1 (Abstract)	10%
Milestone 2 (Paper Prototype)	10%
Milestone 3 (Midterm – User Test)	10%
Final Project	30%

Assignments will be evaluated on the following points:

1. The creativity and innovation of the approach
2. The energy and integrity of the effort
3. The quality and originality of the interpretation of the assignment
4. The conceptual and technical success of the work
5. The formal and conceptual coherence of the work

Grades for Collaborative Work:

The majority of your work for this class is team-based. To encourage a fair division of labor, you will have some input in grading your collaborative work. Twice during the semester, you will assign grades to (1) your

group project, (2) yourself, and (3) each of your collaborators. This will occur once at Midterm and once upon the completion of your final projects.

Note on Incompletes:

Granting "Incompletes" to eligible students is at the discretion of the instructor. I will grant incompletes only in cases of documented emergency.

COLLABORATION

Much like "real world" production environments, this class involves a significant amount of teamwork. You are each responsible for negotiating a clear division of labor within your group, for "pulling your own weight," and for figuring out how and when a compromise can serve the best interests of your project. Your group will work closely and you will need to meet frequently out of class. When, not if, conflicts arise (and you should be prepared for them to arise at some point during this process), you should try to resolve them professionally together. If you decide you need an outside opinion, arrange to meet with me during office hours.

See "Grades for Collaborative Work" above.

ATTENDANCE

Attendance to all classes is required and attendance is taken at the beginning of each class. A significant part of your final grade will be determined by class attendance. If you need to miss a class, contact the instructor **prior** to the date and make alternative arrangements. After the fact explanations do not work. More than three absences will result in an 'F' (failure) for the class. No exceptions. This is standard policy across digital media courses. Class begins on time, so you must be punctual. Two late arrivals equal one absence.

Absence Policy Formula:

15 MINUTES (arrive late / leave early)	=	1 TARDY
2 TARDIES	=	1 ABSENCE
3 ABSENCES	=	F (FAILURE)

Before any absence or tardy, contact me by email (kb@katherinebehar.com) and save a copy of your outgoing email with the time and date stamp. Note that excused and un-excused absences are decided at the discretion of the instructor.

PARTICIPATION

Because we are working as a community, your participation is a critical aspect of this class. You are accountable for your own education as well as for contributing to each other's. As an active participant in your education, you are responsible for exhibiting a professional attitude toward your work and the work of your peers, arriving to class on time and prepared, being engaged and vocal during lectures and critiques, and speaking up whenever you need clarification or wish to make observations. **Always let me know if you are having difficulties mastering a technique presented in class and I will help you or direct you to appropriate resources.** Your evaluation will be based on willingness to engage in the exploration of creative and intellectual challenges, demonstrated development of sensitivity and skills relating to peer evaluation, and evidence of growth in terms of working with and for fellow students.

READING AND WRITING

Homework readings will be assigned weekly. Each student will lead a class discussion of one reading. Participation in all discussions is mandatory.

There are several labs at Hunter that are available for students to use outside of class to complete homework assignments. The computer lab schedule will be available on the departmental website and will be posted on the door.

* See below "Statement on Originality of the Work."

Hunter's Reading/Writing center is where students receive tutoring in reading and writing skills, critical reading, and the writing process. Students can apply for a weekly appointment with a tutor and/or use drop-in services during scheduled hours. Students may also attend workshops offered at the Center throughout the academic year. <http://rwc.hunter.cuny.edu/>

LATE WORK

If a student finds they will not be able to hand in a critique assignment on the scheduled day, it is the student's responsibility to notify me prior to that day. Under no circumstances will I accept the work if I have not been notified and arrangements made prior to that day.

All assignments are due on time. Late work will be downgraded one grade per week late.

STATEMENT ON ORIGINALITY OF THE WORK

All work completed for this course must be completed by the student enrolled in the course. All work for this course must be made in this course and not fulfilling the requirements of another prior or current course unless pre-approved by the instructor. Plagiarism is a very serious academic offense which will result in penalties ranging from reduction of class grade to failure in the course. Plagiarism occurs when the ideas, images, and words, published or unpublished, of others are presented as one's own without citing the original source. Plagiarism also occurs when the papers, research, or creative works of another person are presented as one's own work.

EXTENUATING CIRCUMSTANCES

* If you have a disability which will affect your coursework, please notify the instructor within the first two weeks of class to ensure suitable arrangements and a comfortable working environment. Contact The Office for Students with Disabilities, Hunter East 1119 Phone (212) 772-4882 or 4891, TTY: (212) 650-3230.

* This is a list of numbers which you can use if there is an emergency or crisis situation on the Hunter campus or if you need assistance at other times. Security -B125 West - 772 – 4444; During business hours: Medical Office - Room 307 North - 772 – 4800; Office of Student Services - 1119 East - 772 – 4882 4891 (crisis counseling available), The Women's Center - 801 East - 772 – 4931.

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MEDP 345, Spring 2007

I, _____, have read the syllabus and agree to abide by it to complete the class. I agree to stay informed about updates to this syllabus by checking the class website: <http://www.katherinebehar.com/edu/courses/07S345/index.html>.

Signed

Date