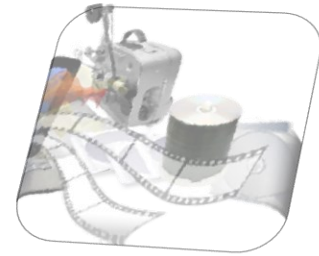# Course Syllabus CPSC 3105 – Spring 2022

Course Information

Course name and number: CPSC 3105 Digital Multimedia Development (CRN 27499)

Credit Hours: 3

Course Description: This course teaches the student digital design principles and techniques. Students will learn how to create digital multimedia that can be used in software applications and Web sites. As part of this, students will develop an understanding of digital image theories, develop an understanding of how to create digital multimedia, analyze the needs associated with creating this multimedia, become familiar with the digital multimedia development process and available tools, and then implement this process while applying their knowledge to create a working, digital multimedia application or Web site.

Prerequisite(s): CPSC 2125 with a minimum grade of C or CPSC 2125H with a minimum grade of C

SCHEDULE CHANGE (ADD/DROP with 100% Refund): by Jan 21, 2022

Deadline to withdraw with a WP: by March 4, 2022

Instructor Information

- Name: Aurelia Smith

- E-mail: smith_aurelia@columbusstate.edu

- Office Hours (Virtual): MW 5:30-7:00 pm or by appointment

- Phone: 706-507-8170 (CS department office)

Required/Recommended Textbooks and Materials

There is no required textbook for this course. This course will use all online educational resources that are freely available. The resources will be made available throughout the semester in respective modules, using the Perusall tool.

Student Learning Outcomes

By the end of this course, you should be able to:

Course Objectives

- identify the different types of multimedia and understand the nature of digital data

- identify the computer hardware and software needed to create, edit, and use digital multimedia

- understand and implement digital multimedia development processes

- create and edit digital multimedia including text, graphics, sound, and video

- create and implement digital animation

- demonstrate an understanding of professional issues in multimedia development including ethical issues, copyright, and digital rights management

Assignment Requirements

In each module you will have various learning and assessment activities you will need to complete. The learning activities include reading the material provided or linked in the module and studying the Perusall materials provided. Some modules also have videos that you need to watch. The assessment activities include quizzes and hands-on lab exercises as well as discussions. There are also the midterm exam and the final exam. The Course Schedule has the tentative dates for all the activities. The due dates for the assessment activities will be posted in the beginning of every week.

You will have two attempts for each quiz and the greater score of the two attempts will be recorded as your score. For midterm and final exams, you will have one attempt.

Lab exercises will provide you an opportunity for hands-on experience with the material we learn. Some of the labs will be on NetLab and some will use other resources.

About Discussions: you must first post your response to the topic. Then you should pick at least two other student's posts and comment further on them. Please comment in a way that adds to the topic. "New to me", "Great job", etc. are not substantive additions, Your score in discussions will be determined by the quality of your post and your responses to other posts.

The instructions for each assessment activity and the rubric detailing the evaluation criteria for each activity are provided with the assignment. You will also have a midterm exam, a final exam, and a project that you will present at the end.

You can compose your lab assignments using MS Word / MS Office or Open Office (free download from openoffice.org). ALL assignments must be saved in the Word equivalent that saves the document with the file extension ending in 'docx'. Correct spelling, grammar, and punctuation are required and part of the grading rubric for each assignment. Place your name and the number of the assignment at the top of the page. Save the document using your name and the assignment number. For example, if your name were Susan Williams, you would submit your assignment 1 as Williams_Susan_1. Save a copy of all submitted work and save the graded work when it is returned to you.

Grading

Your final grade will be based upon completing the following learning activities and exams. I will provide additional guidelines and requirements for all your assignments. Instructions will

typically include the assignment's purpose, the tasks involved, and the evaluation criteria. You will be able to track your grades and progress in the course through "Grades" under the Assessments tab on the main page. Please note that the grade is a "weighted grade", using the percentages shown.

Graded Learning Activities and Exams	Percentage
Getting to Know Assignments, Course Evaluation	5%
Multimedia Projects - (5 projects - 15% each) for each project, students will be expected to analyze requirements of the problem, use the appropriate language/tool to implement the requirements. Projects turned in after the due date are considered late. Late assignments, when accepted, may incur a penalty. All assignment work must be submitted through the CougarView drop box. (see additional instructions below)	75 %
Perusall Comments - On required readings. (see scoring example below)	10 %
Final Exam (hands-on)	10 %
Total Possible	**100%**

Approx. % Range	Final Grade	
90-100%	A	• fulfills or exceeds all of the assigned content requirements. • knowledge of the subject is accurate throughout • exhibits convincing range and quality of knowledge, having done appropriate research, if applicable.
80-89%	B	• fulfills all of the important assigned content requirements • knowledge of the subject is accurate throughout except in minor details. • seems informed on the subject, having done appropriate research, if applicable
70-79%	C	• fulfills most of the important assigned content requirements. • knowledge of the subject is generally accurate, though flawed • exhibits limited range or quality of knowledge, having done limited appropriate research, if applicable.
60-69%	D	• fulfills some of the important assigned content requirements • knowledge of the subject is generally accurate, though flawed • exhibits limited range or quality of knowledge, having done minimal appropriate research, if applicable.
59% and below	F	• fails to address the important requirements of the course. • knowledge of the subject is generally inaccurate and/or lacks range or quality

Additional Project Information:

Each project you complete must be accompanied by a planning document and a reflection or it will not be graded!
The planning document template is posted in the Resources module in CougarView.
The reflection document template is posted in the Resources module in CougarView.

Storyboard guide: https://www.techsmith.com/blog/video-storyboard/#:~:text=A%20storyboard%20is%20a%20visual,movement%20the%20viewer%20will%20see.

Note that I want you to feel free to challenge yourself and take on projects that interest you. You will have opportunities to get feedback from me on your projects. You can also get feedback from classmates by posting to the project's discussion board. In addition, if you want to improve a project after you submitted it, and then resubmit it for regrading, you can do that! The expectation in this junior level course is portfolio quality work that you would be able to use in applying for internships or jobs. All projects must be submitted by the last day of classes.

You must select your 5 projects from at least 4 different categories, unless you get permission from the instructor

Project List

Digital Graphics	Multimedia Storage and Retrieval
Comic strip collection or graphic story	MMDB
Digital Art collection (examples: album or book covers)	MMDBMS
Noun Project Icon Collection - theme	

Digital Audio	Multimedia Research Project
Podcast series	Annotated Bibliography
Audio drama	Research Presentation (video and slides)
Digital music album	

Digital Video	Digital Animation
Instructional video	Animated Tutorial
Short film	Short animated film
Music video	Animated short story or poem

Interactive Media	Data Visualization
Interactive Tutorial	Infographic series
Interactive Fiction	Interactive infographic
Virtual Tour (2D or 3D)	

You can work in pairs or small groups. This is a great way to gain the benefits of collaboration and group creativity. However, you will be expected to turn in a multiplier of final product proportional to the group size. For example, if two of you work on the noun project icon collection you should have twice the number of icons. You can turn in a single planning document you work on together, but should each turn in your own reflection.

Projects due by April 30

Perusall Scoring Example (see image at left)

Total number of annotations	4
Total number of annotations submitted on time	4
Average quality of top 3 annotations submitted on time 2 = demonstrates thorough and thoughtful reading and insightful interpretation of the reading, 1 = demonstrates reading, but no (or only superficial) interpretation of the reading, 0 = does not demonstrate any thoughtful reading or interpretation	1.67
Distribution of annotations 0 = clustered, 5 = evenly distributed throughout assignment	4.6
Annotation content score target Maximum 100% for this component	83%
Assignment score scores range from 0 to 3	2

Perusall takes your top 3 scoring posts (you can make as many posts as you like). Two points comes from the average of the quality scores. The other point comes from distribution and content.

Make sure you use the assignment link within each module to ensure that your score gets transferred into CougarView. If you have a grade in Perusall, but not in CougarView, you likely did not use the assignment link in the module. This is easily fixed according to Perusall:

"However, this can be fixed retroactively -- if the student launches the Perusall assignment from the corresponding assignment-specific link in the LMS (and then just closes the browser, if the assignment is already complete), that will allow the LMS to send the information to Perusall it needs to do a grade sync, and that student's grade will then be sent back to the LMS. (Most grades sync immediately, although it may take up to an hour for a grade update to be reflected in the LMS.)"

So, if your grade isn't showing up in CougarView, click the link from the assignment (within the specific module) and then close the browser.

Expectations

WHAT YOU CAN EXPECT FROM ME

- I will provide feedback and post grades within ten days of submission dates.

- I will respond to your e-mail within 48 hours.

- I will be available to discuss questions about the course with you (see Instructor Information for availability).

WHAT IS EXPECTED OF YOU?

- You are expected to be fully prepared to participate in the scheduled activity for each class.

- You are expected to complete the assignments when due, or to request an extension in advance.

- You are expected to be respectful to both your peers and your instructor in all interactions.

- You are expected to regularly check your official CSU email account, and to communicate with me in a professional manner.

Course Communication

NETIQUETTE

It is expected that you will demonstrate a positive attitude and courtesy toward other participants and abide by the netiquette guidelines posted on the [Distance Education Standards and Guidelines web page](#). Netiquette principles include the following:

- Practicing manners and civility in all communication with your Instructor and classmates.

- Respecting your Instructor in all communication ('Dear Professor xxx' not 'Hey').

DISCUSSIONS

- Discussion and student interaction will be through the discussion board. Any discussion questions posted serve to probe for more student-to-student engagement.

- A discussion is an opportunity to voice your thoughts and opinions but remember to be respectful and open-minded to your classmates' varying opinions.

- If provided, the Class Lounge or other similar off-topic discussions offer the opportunity to get to know your classmates.

- You are responsible for abiding by the [Netiquette guidelines](#) included in the Getting Started module.

E-MAIL

- Use your official CSU account for all e-mail communication.

- Follow common sense in writing and sending e-mail. As this course is a semi-public space, be cautious about sharing too much personal information such as address or phone number.

- Read and think about e-mail before sending. Email is a permanent record of your communication.

- As a rule, with all e-mail communication, always identify yourself and the course title.

Course Policies

ACADEMIC HONESTY

All students are expected to recognize and uphold standards of intellectual and academic integrity. As a basic and minimum standard of conduct in academic matters that students be honest and that they submit for credit only the products of their own efforts. Both the ideals of scholarship and the need for fairness require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from all forms of dishonorable or unethical conduct related to their academic work.

To foster an environment of academic integrity and to prevent academic dishonesty, students are expected to discuss with faculty the expectations regarding course assignments and standards of conduct. In addition, students are encouraged to discuss freely with faculty, academic advisers, and other members of the academic community any questions pertaining to the provisions of this policy.

Please refer to the [CSU Student Handbook (2018-2019)](#) for additional information on academic honesty.

ADA AND 504 STATEMENT

Columbus State University provides reasonable accommodations for all qualified persons under the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, Section 504. You may be eligible to receive accommodations to assist in programmatic and/or physical accessibility. We recommend that you contact the Center for Accommodation and Access at CAA@columbusstate.edu or 706-507-8755 as soon as possible if you think you are eligible for accommodations. The Center for Accommodation and Access can assist you in formulating a reasonable accommodation plan and in providing support in developing appropriate accommodations for your disability. Course requirements will not be waived but accommodations may be able to assist you to meet the requirements. Technical support may also be available to meet your specific need.

Title IX Discrimination

Under Title IX of the Education Amendments of 1972, harassment based on sex, including non-consensual sexual contact, stalking, sexual exploitation, domestic and dating violence, and harassment because of pregnancy or related conditions, is prohibited. If a student would like to file a complaint for Title IX discrimination or has any questions, please contact the CSU Title IX Coordinator (Lauren A. Jones, J.D. 4225 University Avenue, Schuster 221, Columbus, GA 31907, jones_lauren3@columbusstate.edu, 706.507.8757) and/or the Office of Civil Rights (Atlanta Office, U.S. Department of Education, 61 Forsyth Street S.W., Suite 19T10, Atlanta, GA 30303-8927, 404.974.9406, OCR.Atlanta@ed.gov).

COUGARVIEW ACCESSIBILITY STATEMENT

From D2L website: "At D2L we believe learning technologies should never limit learning opportunities. Our accessibility program is tightly integrated with our research and development lifecycle to ensure our tools are standards compliant and easy for people to navigate and understand using the assistive technologies and devices that support their needs... At Desire2Learn we use WAI guidelines, such as the Web Content Accessibility Guidelines 2.0 (WCAG 2.0), Authoring Tool Accessibility Guidelines 2.0 (ATAG 2.0) and Accessible Rich Internet Applications Suite (WAI-ARIA) to ensure our designs are consistent with international objectives." For more information go to D2L Accessibility.

CSU COVID and Attendance statement

The University System of Georgia (USG) strongly encourages all faculty, staff, students, and visitors to get vaccinated in order to safely promote the typical student and faculty interactions in and outside the classroom. Face coverings are also strongly recommended while inside campus facilities/buildings regardless of vaccination status. Unvaccinated individuals should wear a face covering indoors and physically distance when possible. Faculty members may request that all students, regardless of vaccination status, wear face coverings in the classroom setting.

If you are not able to attend class due to illness, please send an email to indicate that you will be absent. In lieu of attending class, you may access the course materials through CougarView, and participate remotely until such time that you are able to return to class. Please keep me informed on your ability to return to class, in accordance with CDC guidelines, as it is important for me to know when to expect you in-person.

Specific guidelines and procedures regarding Columbus State's response to COVID-19 and what to do if you need to self-report symptoms, exposures, or a positive COVID-19 test are outlined at columbusstate.edu/covid. Since the pandemic is an ever-evolving public health situation, please monitor your official CSU email for notices of updates to this site.

Course Attendance Policy

Accessing class regularly and participating in all class activities is required. You will be expected to participate in ongoing discussions and to interact with other students and your instructor regularly. Additionally, you are expected to:

- Be open and accepting of feedback on your work and try to learn from it.

- Be on time in your work submissions. It is in your best interest to complete the activities and assessments for the course in the time allowed. The due dates for the tasks will be

available in CougarView. You can set your notifications (located in the Profile section in CougarVIEW) to receive email and/or text reminders of due dates or download the [CSU Mobile App](#) to connect to your courses in CougarVIEW.

- In the online environment, problems associated with power outages, networks being down, and ISP troubles inevitably result in legitimate reasons for delays, however, you should still be prepared to deliver your work by the stated deadlines.

- Inform your instructor as soon as possible if you encounter problems meeting your assignment deadlines.

- Exams use Respondus LockDown Browser (LDB). More information on LDB will be provided during the semester.

- The midterm and final exams will be proctored exams. **You will need a webcam for this option. CSU may impose a $10 fee for online proctoring services.**

HOUSE BILL 280

Whether a fully online, blended classroom, or on-ground classroom student, you should become familiar with "campus carry" legislation. For information regarding HB 280 (Campus Carry), please refer to [House Bill 280](#). It is the permit holder's responsibility to know and comply with the law.

STUDENT RIGHTS AND RESPONSIBILITIES

Information regarding student rights and responsibilities can be found in the [CSU Student Handbook](#).

Time Commitment

Taking an online course is not easier or faster. On the contrary, it will take as much time as taking a face-to-face class or more. If you normally go to class 3 hours per week per course, you will need to devote that same amount of time to your online course. In addition to online time, you should spend time studying and working with course materials several hours per week offline. It will be helpful to set aside regular study time when you can work uninterrupted. Offline time could be spent in composing messages to post online, reading, studying, and working homework problems.

The amount of time it will take you to complete the work for the course will depend on many factors, which will vary with each individual. Students can expect to spend anywhere from 8 - 15 hours per week on this course. Consult with the course Calendar and your instructor to be sure you are on schedule, keeping up with the material and submitting assignments and assessments on time.

As a general rule, in this course you will be expected to:

1. Log in regularly to check messages from your instructor and other students.

2. Check the Calendar for announcements from your instructor.

3. Study, read online materials, and work all assigned problems for each lesson.

4. Complete all course work and assignments in the time allowed.

Emotional and Mental Health

Your emotional and mental health is very important and can affect your ability to meet your academic responsibility. Part and full time students have free access to mental health counseling through the [CSU Counseling Center](). If you begin to experience any sort of emotional concerns such as anxiety, depression, or significant life events that are negatively impacting you, please seek help at the counseling center as quickly as possible. Please know that you will find a friendly "virtual" face for your appointments. Hours of operation are 8:00AM to 8:00PM Monday and Tuesday and 8:00AM to 5:00PM Wednesday through Friday. You can call to set up an appointment: 706-507-8740. If you are in crisis during non-business hours, please call the Georgia Crisis Line: 1-800-715-4225.

Technical Requirements

HARDWARE REQUIREMENTS

o Access to a computer (at home, on campus or at work) and broadband internet access.

SOFTWARE REQUIREMENTS

o [Chrome](), Firefox, Safari (latest version- MACs only) or [Microsoft Edge]().

o Permission/ability to install plug-ins or class software

o Check your system here: [CougarVIEW System Check]()

o Software for creating various types of multimedia. (Note that CSU computers in the labs have Adobe Creative Cloud installed for student use)

o Image (vector and raster) creation and editing software (e.g. Adobe Photoshop, Adobe Illustrator, Gimp, Inkscape)

o Audio creation and editing software (e.g. Audacity, Adobe Audition)

o Video creation and editing software (e.g. Adobe Premiere Pro, Apple iMovie, Camtasia, Screencast-o-matic, Screencastify)

o Animation creation and editing software (e.g. Adobe After Effects, Adobe Animate, Adobe Character Animator, Blender, AutoDesk)

o Interactive multimedia software (e.g Adobe Dreamweaver, Google Sites)

o Digital Visualization software (e.g. Python, R, PowerBI, Tableau)

CSU Tech Support: https://uits.columbusstate.edu/tech-support/

Minimum Technology Proficiency

Students should be able to complete the following tasks:

- Composing an e-mail

- Attaching a file

- Uploading a file

- Downloading a file

- Saving a file to computer or USB device

- Using a Webcam

- Using the CougarView (D2L) learning management system. (

    - [See the CougarVIEW Student Guide](#)

- Using web conferencing tools and software (Collaborate, Zoom, Google Hangouts Meet)

- Recording presentation via virtual meetings

- Downloading and installing software needed for the course.

- Following written instructions to learn and use specific software tools needed for hands-on exercises with only limited help available remotely from your instructor.

- Save and back up your work files to your computer's hard drive and/or to a secondary repository source such as a flash drive or cloud-based storage.

You can always learn more about how to use CougarVIEW by selecting CougarVIEW (D2L) Student Guide under the Technical Resources menu, located on the right side of the homepage. CougarVIEW runs on Desire2Learn's course management system Brightspace. The Student Guide is available also through the Resources navigation menu. You can learn more about how to use the system while visiting the site.

If you cannot solve your problem after reviewing the knowledge base help pages, you can call help center 24-7 and talk to a Help Center agent. The number is 1-855-772-0423.

Academic Resources

Links to various academic resources are listed on the course homepage under the Academic Resources widget on the right. Please use the links provided on the homepage to get the most up-to-date information about these services.

- Advising Services

- Online Proctor Form

- Tutoring Services

- Campus Bookstore

- Center for Accommodation and Access

- Library Resources

- Galileo

- Microsoft 365 Portal

One resource that may be helpful that is not listed above is the Student Resources site from the Center of Online Learning(COOL). You can access the site through the link below.

[Center of Online Learning (COOL)- Student Resources](#)

Academic Center for Tutoring
The ACT at CSU offers free tutoring for all enrolled CSU students in a variety of courses as well as in writing and resume/cover letter preparation. Tutoring is available online or face to face in Simon Schwob Memorial Library on the Second Floor. An appointment is required. Check our website for hours of availability and more information: https://act.columbusstate.edu/ . If you have questions you can email act@columbusstate.edu or call 706-507-8646.

WEEK	DATE	TOPIC	
Week 1	Jan 18	- Syllabus - Introduction to course - Digital vs Analog Representation **Perusall: USNA Analog to Digital**	Syllabus Getting Started Assignment Module 0
Week 2	Jan 24	- Project introduction - Project planning - Intellectual property - Creativity **Perusall: Copyright and Open Licensing Primer; Planning a Successful Multimedia Project**	Module 1
Week 3	Jan 31	- Digital Graphics Fundamentals - Digital Image capture, creation, and editing **Perusall: Digital Image Basics Guide**	Module 2
Week 4	Feb 7	- Multimedia storage and retrieval - Digital Audio Fundamentals - Digital Audio capture and editing **Perusall: Multimedia database - Wikipedia, Digital Audio Basics**	Module 3 Module 4 **Project 1 suggested deadline**
Week 5	Feb 21	- Multimedia Research - Digital video fundamentals - Digital video capture and editing *(no Class on Friday)* **Perusall: Example of Research Paper, Example of Research Survey Paper**	Module 5 Module 6
Week 6	Feb 28	Digital Video Continued **Perusall: Digital Video Basics, Video Creation Tips**	Module 6 **Project 2 suggested deadline**
Week 7	March 7	2D and 3D Animation - Interactive Multimedia - 2D and 3D **Perusall: animation history and principles** **Perusall: Digital Games, Interactive multimedia**	Module 7 Module 8
Week 8	March 14	**Spring break**	
Week 9	March 21	Data Visualization **Perusall: Why is Data Visualization Important?**	Module 9 **Project 3 suggested deadline**
Week 10	March 28	Multimedia - The Future of Multimedia **Perusall: The virtual made real, The Future of Media**	Module 10 **Project 4 suggested deadline**

Week 11	April 4	• Projects	
Week 12	April 11	• Projects	
Week 13	April 18	• Projects	**Project 5 suggested deadline**
Week 15	April 25	• Projects	
Week 16	May 2	• May 3 - Study Day • May 4-9 Final exams	**Final Exam**