

TA Syllabus

Contact info:

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Office hours: Tues, Thurs 12-1 or by appointment.

Class Website: <http://www.classes.brewerthompson.com>

Class Calendar: <http://ical.mac.com/carathompson/multimedia>

Course Description: Continued studio experience in planning and producing computer assisted, visually driven multimedia messages. Emphasis is placed on the creative use of electronic presentation systems.

Required Books

- Flash CS3 Professional Advanced for Windows and Mac. (or same for CS4) (optional)
- Final Cut Pro- by Rick Young ISBN: 0240519256 (optional)

Attendance:

School policy: Regular class attendance is obligatory. An instructor may recommend that a student be dropped from a course for poor achievement due to excessive absence. A student who is dropped after the deadline for dropping courses may be assigned a grade of E.

Thompson policy:

If you are well, you are expected to be in class .

If you have a fever, STAY HOME and contact myself and your assigned TA! You will be expected to make up any work you have missed.

If you are well: Attendance in class is required. Students are required to be present in class for the entire duration of the class period. Missing class does not excuse you from turning in projects on time. It is up to you to get your work to me on time. **Unexcused absences will negatively affect your grade.**

Tardiness: Class starts on time. Repeated tardiness will be accrued as absences and will affect your participation grade.

Behavior:

All forms of misconduct in the classroom as defined by the provisions in the Student Handbook may result in disciplinary action in the form of one or more sanctions listed in Section 44. When misconduct occurs, the student will meet with the instructor and receive a letter documenting the misconduct and actions agreed upon by both parties, including a warning that further misconduct may cause more severe disciplinary action from the Office of Judicial Affairs.

In addition to guides set forth in the Student Handbook, do not operate equipment, use tools or materials you have not been instructed in. Bleepers and cell phones are to be turned off during class time.

Intellectual Integrity on the part of all students is basic to individual growth and development through college coursework. When academic dishonesty occurs, the teaching/learning climate is seriously undermined and student growth and development are impeded. For these reasons, any form of intellectual dishonesty is a serious concern and is therefore prohibited.

The full intellectual integrity policy can be found at:
http://www.oswego.edu/administration/registrar/policy_text.html#cpii.

Grading criteria:

A: (100-90) Outstanding, dedicated effort, extremely successful work- both in concept and execution. Turned in on time. Sets a standard for other students.

B: (89-80) Good to very good work exhibiting understanding of subject matter, Better than average performance with some evidence of going beyond the basic requirements.

C: (79-70) acceptable work. Assignment shows some potential, but is not (conceptual or technically) carried through fully. Average effort.

D: (69-60) Poor or incomplete work. Minimal effort, marginal understanding.

E: (59 and below) Unacceptable work.. Incomplete or lacking understanding of material.

Grade allocation:

•Participation / self direction/ professionalism. Students are expected to be in class and take part in all discussions and critiques. An "A" student will show evidence of self-direction and intellectual curiosity in solving problems and will actively participate in discussions and critiques. An "A" student sincerely challenges themselves on all projects and activities.

- Daily activity , lab hours 70%
- Presentation 10%
- Project 20%

Students taking the class as GST credit, instead of Art credit may choose to skip the presentation. Please notify me of this.

Disabilities: If you have a disabling condition which may interfere with your success in this class, please contact the Disabled Student Services (DSS), 183 Campus Center x 3358. Additionally, please see me privately to discuss your accommodations.

Project

In order to be an effective instructor, you must practice what you teach. You will be asked to work on and complete one project of your choosing during the semester. Common Criteria rules apply (see below.) You will also be asked to make a presentation on your project at some point in the semester.

Presentation

Presentation must include a handout or web page for permanent reference as well as live presentation to the class.

Lab Hours

All TAs must put in a minimum of 5 hours in open lab over the course of the semester. You will be asked to post and notify the students of your availability. Try to spread them around so that you are not working all your 5 in the space of a few weeks.

Student Mentorship

You will be expected to prioritize helping students during class. Additionally, you will be assigned a section of students who might email you with questions. These students will be assigned to you during the first week of class.

I will be asking you to rotate your duties during class time. In some cases, we will not need all of you on the floor. You must confer with each other and come up with a schedule so that one of you can be working in the sound studio on your project while the other 2 are helping students. This should rotate from class to class. You may be asked back out onto the floor if we feel we need you.

Daily activities include:

- helping students with problems/problem solving
- taking and recording attendance
- help with grading
- copying, handing out documents
- checking in and out equipment
- participating in critiques
- help maintain the class website
- misc help I may request

Common Criteria for turning in projects: all projects must be turned in on Lisa French. Assignments will only be counted on time according to the date stamp on Lisa French. Electronic files should be turned in with all files appropriate for viewing as well as your original Flash file. (typically, this will mean an html file, swf and Flash file. Images and sounds used in Flash files should not be included unless they are linked and not embedded). An alias of your URL should be placed in your directory as well. Uploaded, or "published" files should be placed in a separate directory from working files. ALL files should be prefixed with your initials and class number. (EX: ct309_myfile fla) Unnecessary files should not be included. If you are not sure what is "unnecessary", ask me or a TA!

All projects must be accompanied by an electronic Process Book.

Process Books :

400 level process books should be placed and ORGANIZED in a directory along with your project files. This should include: scanned sketches, notes (screen captures of problems, research..., roughs. Your process book is your chance to convince me of how hard you worked and what you learned. Include any references, email (if working with a client, for example). If applicable, your project proposal sheet should be included as well. A one-page typed electronic critique synopsis should be turned as well. (You will be expected to write these after critiques

309/409 calendar can be accessed at

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iCal users may subscribe and instantly see changes on their computer