

LIS3361 Web Page Design and Management Syllabus Fall 2014

Course Information:

Semester: Fall 2014

Course number: LIS3361 Section 721 and 722 (online)

Instructor: Diane Austin, Associate Director and Senior Instructor, School of Information

Email: Thru Canvas or directly at dianeastin@usf.edu (best way to reach me)

USF Office: CIS 2016

USF phone: 813.974.6364 (leave a message, but email is best way to reach me)

Office Hours: Virtual and Live Hours by Appointment

Optional Help Sessions (online or on Tampa Campus CIS Building) may also be conducted throughout the semester if we need them. They will be announced as they are scheduled.

Office Location: School of Information, University of South Florida, 4202 E. Fowler Avenue CIS 2016, Tampa, FL 33620-7800

Course Web Site: Through the USF portal at <https://my.usf.edu> (Canvas) or directly at <http://learn.usf.edu/>

Instructor website: <http://dianeastin.myweb.usf.edu/>

Course Goals:

Using the textbook, online resources, assigned practice activities, hands-on projects, and reflective narratives, students will be able to:

- understand and effectively use the most current versions of HTML, XHTML, and CSS languages in order to produce basic Web pages,
- understand and effectively use structure tags, format tags, hypertext links, graphics, images, media, tables, forms, and other concepts in the creation of web pages,
- be able to critically evaluate the design and effectiveness of web pages,
- design attractive, dynamic, and effective Web sites,
- become familiar with emerging trends and technologies used in web design,
- efficiently announce and promote their Web sites.
- find a domain name and understand how to procure web space.

Note: This is a foundational course. Some topics may not be covered in this course that the student would like to use in developing their web pages. Students are encouraged to study these topics on their own according to their own interests. However, resources, including instructor or TA support, *may* be provided to assist the student with their individual interests, but are *not guaranteed* to be available.

Note: You may not use, recreate, or distribute any of the materials for this course, other than for your individual use as a registered student without the explicit permission of the instructor.

Note: The syllabus is subject to change to meet the learning needs of the class as determined by the instructor. Adequate notice will be given for any changes and will not detrimentally affect students.

Required textbook/readings:

This semester we will be using the following text. The text is available at the USF Bookstore or you can order it through online retailers such as Amazon.com (search <http://www.amazon.com>) or similar retail book outlets, directly from the publisher, or from a digital library, such as Safari (30 day trial if you are waiting for you hardcopy, otherwise subscription required).

Buy, rent, or download your book. There are several options available to you. However, you must have your book no later than the second week of class.

Learning Web Design, **4th Edition** A Beginner's Guide to HTML, CSS, JavaScript, and Web Graphics
Author: Jennifer Niederst Robbins Publisher: O'Reilly Media Released: August 2012 Print ISBN: 97814493-19274, ISBN 10: 1449319270; Ebook ISBN: 9781449337537, ISBN 10: 1449337538

- 1) USF Bookstore Options: Rental \$24.50: Buy - Used if available \$37.50, New \$50.00, eTextbook \$22.80
- 2) You can get a print copy new or used from AMAZON.com (pay the \$3.99 next day shipping if needed).
- 3) Download a Kindle or e-edition immediately (also available as an Amazon.com option).
- 4) Order an e-edition or print copy directly from the publisher at <http://shop.oreilly.com/product/0636920023494.do>
- 5) Safari Books Online Digital Library: <http://my.safaribooksonline.com/book/-/9781449337513> (you need to subscribe or a trial version gets you through the first few weeks of the semester if you are waiting for a print copy).

Other readings may be assigned from the web, Tampa library databases or digital library collection.

Attendance

Attendance will be taken through Canvas the first week of class according to USF policies. Students who are registered for the online sections of this course must check into Canvas before the end of drop/add week. Check into the course by introducing yourself on the discussion board no later than Thursday at 11:59 p.m. of drop/add week. Post your introduction to the course Discussion board. Those who do not check in as instructed *may* be dropped from the class. However, do not assume you will be dropped or depend on this method if you choose not to take the class. Go to OASIS and drop the class yourself if your intention is not to participate in the class. If you added the class after Thursday 11:59 p.m., introduce yourself on the discussion board and email your instructor that you" checked in".

General grading policies

This class will use the plus-minus grading system for the purpose of assigning final grades. This course involves the following assignments, activities, and quizzes:

Assignments (see schedule for due dates; specific details TBA in Canvas) - 100 Points Total

5% - Set Up for Success (SU4S) Assignment – using your USF web space and posting a practice page

10% - Web Page Project 1 – Creating a website using a structured learning module

20% - Web Page Project 2 – Start building a portfolio website based on what you learned.

30% - Web Page Project 3 - Final Version of your own web design and development project.

Quizzes, Activities, and Other (see course schedule / calendar for dates)

15% - Quizzes (QZ) or Homework (HW) Activities assigned throughout the semester.

10% - Participation - Points awarded for participation in surveys, discussions, or any other activities assigned by the instructor throughout the semester. There is no other extra credit. Participation is expected during online class meetings during the semester. The instructor will announce required online class meetings in advance. The sessions will be recorded so that students that cannot attend have the opportunity to watch/listen to them. Those students who attend and participate will get full credit for participating in the session. Those students who do not attend will be required to complete assigned session review questions to get credit for the session.

10% - "Reflections" - The student will be asked to maintain a reflective journal during the duration of the class. The journal should be kept up-to-date and may be required to be submitted at various times during the semester if requested by the instructor. The format of the journal will be discussed in online class meetings/recordings. Guiding questions are provided to assist students in writing a meaningful and thoughtful reflection of their process, experience, and work. The entire reflective journal will be required to be submitted through Canvas at the end of the semester. The journal will be graded as complete/incomplete. Although the journal will not be graded for style and grammar, poorly written or those not meeting journal guidelines will not be graded as incomplete or may be returned to the student for rewriting and resubmission.

NOTE: Assignments are due no later than midnight Eastern Time on the scheduled due date.

Assignments received after this time may receive a grade penalty, at the discretion of the instructor, if arrangements are not made *in advance of the due date*.

Some assignments are graded as complete/incomplete. You will receive the total points or zero points depending on whether you submitted it through Canvas and by the due date.

S/U Grading Policy

This course has S/U grading as an option. The S/U option must be requested via e-mail to the instructor within the first three (3) weeks of the term.

Plagiarism and or Cheating

Plagiarism is a serious offense. The copying of all or a portion of another Web page, either from another student or from anywhere on the Internet, and representing the work as your own work will be considered plagiarism. Anyone caught plagiarizing will receive a zero (0) for the assignment and may be disciplined under the academic dishonesty policies outlined in the USF undergraduate catalog. All content and images used in assignments must be appropriately credited or permission obtained from the source.

Incomplete Grade Policy

For this course, a final grade of incomplete (I) will be awarded only if no more than one (1) of the student's assignments is missing or incomplete, and only if the student is otherwise earning a passing grade. An incomplete grade will not be awarded unless the student requests it at least 48 hours prior to the time at which the instructor must submit final grades to his department.

Participation policies

Students have the responsibility of observing the class schedule and any changes made thereto, and keeping up with all readings, assignments, online communications, and quizzes. Students should check their USF email frequently. Students are strongly encouraged to visit the course web site at least twice per week in order not to miss timely announcements and additional course information. Regular attendance will also be calculated into the participation grade (see Attendance).

Religious Preferences

All students, faculty, and staff at the University of South Florida have a right to expect that the University will reasonably accommodate their religious observances, practices and beliefs. Students who anticipate the necessity of being absent from class or not being able to complete work based on the course calendar due to the observation of a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second class meeting.

Students are expected to attend classes and take examinations as determined by the University. The University will, at the beginning of each academic term, provide written notice of the class schedule and formal examination periods. The University, through its faculty, will make every attempt to schedule required classes and examinations in view of customarily observed religious holidays of those religious groups or communities comprising the University's constituency. No student shall be compelled to attend class or sit for an examination at a day or time prohibited by his or her religious belief. Students are expected to notify their instructors if they intend to be absent for a class or announced examination, in accordance with this policy, prior to the scheduled meeting. Students absent for religious reasons will be given reasonable opportunities to make up any work missed. In the event that a student is absent for religious reasons on a day when the instructor collects work for purposes of grading (homework, pop quiz, etc.), the student shall be given a reasonable opportunity to make up such work or shall not have that work averaged into the student's grade at the discretion of the instructor.

Students with Disabilities

If you are a student with any type of disability, it is your responsibility to make this known to the USF Student Disabilities Office in order to receive any type of accommodation in this course. Please notify and provide a copy of your letter from the Student Disability Services Office to the instructor within the first week if a reasonable accommodation for a disability is needed for this course. Information for the USF Student Disability Services Office can be found on the USF website.

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