Course Introduction and First Assignment

Read the information below. Then, complete the assignment at the bottom of the page.

Instructor:

David Harris
harrisd@dixie.edu
435-879-4269
Jennings 143

Consultation Hours:
T 3:00pm--4:00pm

Course Description:

This course is an introduction to the elements of modern telecommunication, including an understanding of the history, trends, devices, services, practices, and societal issues associated with the use of modern digital media technologies in interpersonal, group, organizational and mass communication settings.

Greeting:

Hello and welcome to our course! My name is David Harris, and I'm a full-time instructor of communication at Dixie State College. I've spent most of my life learning about, creating, and enjoying technology.

My Master's Degree is in Professional Communication, and I have spent the last 20 years producing video for television and the Internet. I'm a nerd and computer-geek. My hobbies include web programming, electronics, and embedded systems programming. I also love to read technical manuals.

I hope you enjoy this course and that it prepares you well for your life goals. We are in the midst of a new
Industrial Revolution as a result of all these new technologies. No matter what you choose to do, personally or in your career, you will encounter the need to understand how these technologies work and how they are affecting our lives. For this reason, this course is a required course for all Communication majors at Dixie State College.

**Course Requirements:**

1. **Web Access Needed:** This course requires you to have access to the Internet, since all assignments involve use of the Web. You must also have an e-mail account that is capable of handling attachments. If you do not have access to the Web or to e-mail at present, you may use the one provided to you by the college.

2. **Assignments:** Your assignments will consist of activities assigned to you by the instructor for each chapter. You will be required to do some homework each week for each topic and to submit your findings on the Web in the manner specified in the assignment. Assignments are generally brief, involving just one or two pages of information.

3. **Class Discussions:** As a "blended" course, this class meets once each week either in a classroom setting or using the Virtual Classroom. Your attendance at these class sessions is required.

4. **Term Research Paper:** You will write one major term research paper for this class. You are expected to use the system of analysis learned in this class to provide a complete analysis of a particular device, service, or company associated with the new digital media. The subject for your paper must be approved in advance by the instructor. More details regarding the term paper are available on the home page for this course, click "Term Paper." The term paper is due July 13, 2010.

5. **Quizzes:** There will be three unit quizzes during the semester, each one covering the material for that unit only. The schedule for these quizzes is posted in the course calendar and also below:
   
   Quiz 1: June 15, 2010  
   Quiz 2: June 29, 2010  
   Quiz 3: July 20, 2010

6. **Adding the Class:** You must register for this class by June 2, 2010 if you wish to do so without instructor approval. Thereafter, instructor signature is required to add the class. Beginning June 8, 2010 there is a $25 late registration/payment fee assessed. The last day to add classes is June 14, 2010.

7. **Withdrawing from Class:** You must withdraw by June 9, 2010 if you want a refund and June 9, 2010 if you wish to avoid a “W” grade. Thereafter, you may withdraw from or choose to audit a class until July 2, 2010, but will receive no refund or adjustment. The last day for complete withdrawal from school is July 9, 2010.

8. **Other Important Dates:** The semester officially ends on July 23, 2010. Final exams for this term are July 23, 2010.

9. **Written Work:** All written work must be in APA style and on one side only of 8.5 x 11 inch plain white paper. Every page of each assignment must bear your name, a page number (except the first page), and the assignment title. Do NOT bind your papers in any way, other than to staple pages together.
10. **Timeliness of Papers:** Papers are due immediately at the beginning of class on the day that they are due. If your paper is turned in after this time, it will be considered late. There is a one-grade deduction for late papers, and an additional grade deduction for each day thereafter that it is late.

11. **Grading Papers:** Written assignments will be graded against professional business standards rather than against the performance of other students in the class. A paper which meets professional standards with some revision will be graded at a "C" level. Better quality papers, requiring less editing and demonstrating above average critical analysis will receive higher grades. Mechanical correctness is required, and one point will be subtracted for each spelling, grammatical, and/or usage error. Factual correctness is also required, and major errors in fact will be penalized significantly.

12. **Exams and Chapter Quizzes:** Exams and chapter quizzes must be taken in class on the day they are administered. NO make-up quizzes or exams will be given. For this reason, attendance in class on those dates is essential to your success. Carefully reading your assignments is important since you may be quizzed on any material assigned and/or discussed prior to that date. The final exam will be comprehensive.

13. **Absences Relate to College Function:** In accordance with Dixie State's policy, students may be excused from class for legitimate college functions such as athletics and student leadership activities. However, any work and/or quizzes or exams that may take place during the student’s absence must be completed before the student leaves for the required activity. In no case can quizzes or exams be taken late, and written assignments turned in after the due date will be considered late (see #2 and #4 above).

14. **Academic Dishonesty:** Academic dishonesty in any form is not tolerated at Dixie State College, including but not limited to plagiarism on written assignment, submitting another person's work as one’s own, and cheating on exams or quizzes. Teachers at Dixie State College may discipline students proven guilty of academic dishonesty by: (1) giving a failing grade on the specific assignment where dishonesty occurred, (2) failing the student in the entire course, (3) immediately dismissing and removing the student from the course, and/or (4) referring the student to Student Affairs, a committee which may reprimand, place on probation, suspend, and/or expel the student. (See DSC Policy 34.1.1-4). In addition, the Communication department may consider dropping such students from its academic degree program.

15. **Disabilities Statement:** If you are a student with a medical, psychological or learning difference and request reasonable academic accommodations due to this disability, you must provide an official request of accommodation to your professor(s) from the Disability Resource Center within the first two weeks of the beginning of classes. Students are to contact the center on the main campus to follow through with, and receive assistance in the documentation process to determine the appropriate accommodations related to their disability. You may call (435) 652-7516 for an appointment and further information regarding the Americans with Disabilities Act (ADA) of 1990 per Section 504 of the Rehabilitation Act of 1973. The office is located in the basement of the Financial Aid and Career Center building.

16. **Library, Writing Center, and Testing Center** statements can be found on the Internet at the following links:

   1. **Library** [http://library.dixie.edu](http://library.dixie.edu)

   2. **Writing Center** [http://new.dixie.edu/English/desc_writing_center.php](http://new.dixie.edu/English/desc_writing_center.php)

   3. **Testing Center** [http://new.dixie.edu/testing](http://new.dixie.edu/testing)
17. **Dmail statement:** Important class and college information will be sent to your Dmail account. This information includes your DSC bill, financial aid/scholarship notices, notification of dropped classes, reminders of important dates and events, and other information critical to your success in this class and at DSC. All DSC students are automatically assigned a Dmail account. If you don’t know your user name and password, go to [www.dixie.edu](http://www.dixie.edu) and select “Dmail,” for complete instructions. You will be held responsible for information sent to your Dmail, so please check it often.

18. **Progressing Through the Course:** The course is divided into three units. Each unit contains a number of chapters. Each chapter has overview information, important terms and concepts, study questions, and assignments. The overview, terms, and study questions are designed to give you information that will help you on the unit test. You do not have to turn in these items. However, the assignments are to be completed and turned in following the directions given for each assignment.

19. **Checking Your Grades:** You can check your grades at any time by clicking "My Grades" in the course menu. As soon as assignments are graded, grades will appear in this section. At the end of the semester, your final grade will also appear.

20. **If Ever You Have Questions:** Send an e-mail to comm2500@commandthemedia.com with the word "Question" in the subject. Then, type your question in the body of the message. I will get back to you ASAP.

21. **First Assignment:** Your first assignment is two-fold--first, you will send a message using an e-mail address that you check often (Yahoo, Hotmail, Google, work, Dmail, etc.) to the course e-mail address: comm2500@commandthemedia.com. In the subject of your e-mail, type the word "Subscribe." This will allow me to communicate with you regarding course activities, grades, etc. Second, you will go back to the course home page and click on the "Discussion Forum" link. After the page loads, type the same e-mail address you used for part one in the space provided. Then, post a biographical sketch in the area provided. If you have any questions, send an e-mail to comm2500@commandthemedia.com with the word "Question" in the subject and type your question in the body of the message.