

## Troubleshooting, Syllabus, Spring 2015

### Instructor and Class Information

<b>Instructor Name</b>	Edward Hale
<b>Email</b>	<a href="mailto:HaleE@westerntc.edu">HaleE@westerntc.edu</a>
<b>Phone</b>	608-785-9131
<b>Office Location</b>	Coleman 105A
<b>Instructor Web Site</b>	<a href="http://learn.westerntc.edu/halee/">http://learn.westerntc.edu/halee/</a>
<b>Section Number</b>	0003
<b>Start Date</b>	1/5/2015
<b>End Date</b>	4/23/2015
<b>Meeting Times</b>	9:10-11:20am, Monday & Thursday
<b>Meeting Location</b>	Coleman 109B
<b>Course Website</b>	<a href="http://learn.westerntc.edu/halee/troubleshooting.html">http://learn.westerntc.edu/halee/troubleshooting.html</a>

### Course Information

<b>Course Number</b>	10201156
<b>Course Title</b>	Comprehensive Design and Troubleshooting

### Pre/Corequisites

Prerequisite(s): 10201109 Adobe Illustrator; 10201185 Adobe Photoshop

### Learner Supplies

Digital storage devices; Flash drives or external hard drives

### Core Abilities

- 1 Demonstrate ability to think critically
- 2 Demonstrate ability to value self and work ethically with others in a diverse population
- 3 Transfer social and natural science theories into practical applications
- 4 Use effective communication skills
- 5 Use technology effectively

## Program Outcomes

- 1 Apply the principles of design to develop strategic marketing and communication products and services
- 2 Demonstrate proficiency in the use of design software, tools and technology
- 3 Implement creative solutions from concept through completion using a formal process
- 4 Apply effective legal and ethical business practices and project management skills
- 5 Communicate artwork rationale in formal and informal settings

## Course Competencies

- 1 Design packaging for a product.
- 2 Design a Website for an existing client.
- 3 Design a presentation that graphically represents data
- 4 Demonstrate effective use of prior design knowledge
- 5 Critique your own and other designer's work in person.
- 6 Qualify the basis of your design solutions.
- 7 Influence others to believe in your design solutions
- 8 Assume responsibility for your own ethical behavior

## Instructor Grading Information

- A = 90% – 100%  
B = 80% – 89%  
C = 70% – 79%  
D = 60% – 69%  
F = 0% – 59%

## Attendance

Rationale: The college seeks to encourage a professional work ethic in you—one including reliability, responsibility, resourcefulness and an ability to work in a team.

Your participation and interaction in class have a positive impact on your learning as well as that of the students around you. In addition, the college is responsible for developing patterns of behavior that will lead to success in the professional workplace. Your future employer and clients will expect you to honor commitments and to be present for scheduled meetings.

1. You are required to attend every class entirely.
2. **If you miss five classes** (excused or unexcused), you may be required to drop from the class or receive a failing grade for the class. If you choose to drop the class, you are required to process the drop paperwork with the registrar's office.
3. **If you are late for class** (up to 10 minutes) you will be counted as tardy. If you are over 10 minutes late, you will be counted absent for half a day. You may still enter the room as quietly as possible.
4. **Two tardies** will count as one half-class absence.
5. Come to class all the time. We are going to learn lots of neat stuff.

## Assignments

Most assignment due dates are listed in Blackboard.

Try to finish assignments before the due date — if fate makes you miss class, you will still be safe.

1. An assignment turned in after the due date will receive 50% of the points earned.
2. Assignments turned in more than seven days late will receive zero points.
3. Missing class does not excuse you from submitting assignments. If you are going to miss class, find another way to get your assignment to your instructor on time.
4. Missed quizzes and in-lab assignments may not be made up.
5. Every assignment must be submitted printed following the assignment guidelines.
6. Web sites must be uploaded to a web server.
7. Every assignment must also be submitted electronically to the Drop Box server. Submit a folder and include all supportive images. Name the folder with your last name first, e.g. smith-john-assn1.
8. You must complete every project to pass this class, even if the project is too late to earn any points.
9. Save all of your assignments until you receive your final grade. Save electronic files and graded printouts. If there is a mistake in your grade sheet, it is your responsibility to prove which assignments you have completed. Back up everything!
10. Assignments with a typographic error will drop one letter grade.

## Classroom Conduct

The college has a responsibility to provide a safe and secure environment for your learning. It is important that the conduct of students be governed by a reasonable set of rules.

1. You must conduct yourself in a professional manner while in class. Anyone who is being disruptive, distracting, or offensive will be required to leave the classroom.
2. Respect the health, safety, and rights of others. Refrain from profanity, crude jokes, put-downs, harassment, practical jokes, or teasing.
3. No food or beverages in the computer labs.
4. Turn off cell phones during class and labs.
5. Do not wear headphones or ear buds during lecture or labs.
6. Do not visit social networking sites, such as facebook, during class. If you visit facebook during class, you will be marked absent for the day (see attendance policy).
7. When you first sit at your computer, start up the software you will use during the lesson, and take out your pen or pencil and paper for note taking.
8. Please consult the Student Handbook for a description of Student Rights and Code of Conduct. The student handbook can be found on the Western web site.

## Communication

- If I need to contact you, it will be via student email or Blackboard announcement.
- Check your student email every day.
- I am best reached via my school email: [HaleE@westerntc.edu](mailto:HaleE@westerntc.edu)
- You can also call my office phone: 608-785-9131

## Back up your files

- Keep at least two copies of electronic files
- I will not extend due dates because of damaged storage devices
- Save everything until you graduate

Keep all of your work and/or computer files. You will need them for your graphic design portfolio. You may need an external hard drive to backup your work. Be sure to always have at least two copies of your computer files—at all times! Investing a little time now to back up your work will pay off when you lose a file or if one of your disks goes bad.

## Open Computer Labs

- There are Macintosh computers running the Adobe Creative Suite software in the Creative Center and the Library computer lab.
- Using the school's computers is cheaper than buying your own.
- Working in the computer labs fosters feedback, collaboration and networking.

## Required College Syllabus Guidelines

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### Western's Academic Dishonesty Statement

Academic dishonesty includes, but is not limited to: plagiarizing; cheating on tests or examinations; turning in counterfeit reports, tests, and papers; stealing tests or other academic material; knowingly falsifying academic records or documents of the institution; accessing a student's confidential academic records without authorization; disclosing confidential academic information without authorization; and turning in the same work to more than one class without informing the instructors involved. Student Expectations: Each student is expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found in violation of academic dishonesty will be subject to disciplinary action as per the guidelines of the Western Student Code of Conduct.

### Western's Student Withdrawal Policy

Students are encouraged to contact their program adviser when withdrawing from a program. The student must drop a program or courses in which the student has chosen not to continue. In addition, students may wish to:

1. Communicate with their instructor(s) and respective division offices (if withdrawing from a program or from college).
2. Contact a college counselor to consider alternative options.

If a student does process an official drop from classes:

1. The permanent record will reflect a withdrawal grade (W).
3. The student may or may not be eligible for future financial aid.
4. The student may receive a refund of fees paid (if within the stipulated allowable time-frame).

Any reduction in fees paid will be refunded to the appropriate funding institution, as mandated by federal guidelines, or to the student. If fees have not been paid in full, a credit will be posted to the student's account.

If a student does not process an official withdrawal:

1. The permanent record will reflect a failing grade (F).
2. The student may or may not be eligible for future financial aid.

[Please click here to get more details.](http://www.westernnc.edu/student_handbook/StudentPlanner.pdf) Or copy and paste this url into the address of your internet browser [http://www.westernnc.edu/student\\_handbook/StudentPlanner.pdf](http://www.westernnc.edu/student_handbook/StudentPlanner.pdf) .

### Western's Attendance Non-Emergent Excused Absence Policy

Students are expected to attend all classes. Faculty will not drop a student for non-attendance, but may assign a failing grade. However, the College reserves the right to drop a student for attendance related issues at any time during the semester, if it is felt to be in the best interest of the student or the College.

Western considers certain class absences to be officially excused without jeopardizing student academic standing. Students shall be excused from classes for: mandatory religious observations, military service, jury duty, and participation in College sponsored events. Students shall not be penalized for excused absences and shall be allowed to make up missed quizzes or tests. [Please click here to get more details](http://www.westernnc.edu/student_handbook/StudentPlanner.pdf), or copy and paste this url into your internet browser [http://www.westernnc.edu/student\\_handbook/StudentPlanner.pdf](http://www.westernnc.edu/student_handbook/StudentPlanner.pdf)

### Western's ADA Statement

It is the policy of Western Technical College to provide reasonable accommodations (when requested) for qualified individuals with disabilities. When a student wishes to request an accommodation, it is necessary for that individual to use the Student Accommodation Request Form, which may be obtained from the Counseling Staff or Instructional Support Specialist located in the Welcome Center, 400 7th Street North, La Crosse, WI 54601. [Click here to access Western's Student Handbook for specific information.](#) Or copy and paste this url into the address of your internet browser  
[http://www.westerntc.edu/student\\_handbook/StudentPlanner.pdf](http://www.westerntc.edu/student_handbook/StudentPlanner.pdf) .

**Western's Tobacco-Free Policy**

Western's Tobacco-Free Policy prohibits use of all tobacco products on College premises or in College vehicles. Only exclusion is private vehicles. [Click here for more information.](#) Or copy and paste this url into the address of your internet browser [http://www.westerntc.edu/student\\_handbook/StudentPlanner.pdf](http://www.westerntc.edu/student_handbook/StudentPlanner.pdf) .