

# MMC6278 Advanced Web Topics 2

UNIVERSITY OF FLORIDA MAMC

SYLLABUS • SPRING 2020

4 CREDIT HOURS

## Instructor

Blakeley Kilgore

blakeleykilgore@ufl.edu • (251) 591-2290 • [linkedin.com/blakeleykilgore](https://www.linkedin.com/blakeleykilgore)

## Contact

Email is the best way to contact me. I will respond to emails within **24 hours**. I am also available via text **after 6pm EST Monday - Thursday** for emergencies only.

## Office Hours

If you feel you need further instruction or have an issue that can not be resolved via email, I am available to set up 1-on-1 meetings **after 6pm EST Monday-Wednesday**.

## Instructor Bio

As a lifelong artist, my journey into the world of web design began with a BA in Studio Art from Auburn University. Throughout my undergraduate years, I began to focus in on digital art and started working as a graphic designer. As my client-base grew, so did my desire to turn my designs into interactive web experiences, leading me to the Web Design and Online Communications MAMC program at UF. Post graduation, I began working as a front-end web developer, and I have since moved onto a JavaScript developer role. Through teaching, I hope that I can share my passion for solving coding puzzles with others.

## Course Website and Login

Your course is in Canvas (UF e-Learning):

- Go to <http://elearning.ufl.edu>
- Click the orange “Log in to e-Learning” button
- Login with your GatorLink account

Your course may appear on your Dashboard. If it is not on the dashboard, the course will be in the Courses menu on the left navigation. Click on “All Courses” on this menu. After clicking “All Courses”, you have the option to put the course on your dashboard by clicking on the star to the left of the course’s name.

Contact UF Helpdesk <http://helpdesk.ufl.edu> or (352) 392-HELP (4357) if you have any trouble with accessing your course.

## Canvas Shell

Your Canvas Shell is where you will find all of the course content and weekly modules. You will submit all assignments through Canvas.

Canvas Course Direct Link: <https://ufl.instructure.com/courses/387327>

## Zoom Classroom

Prerecorded lessons for each module will be recorded and shared via Zoom, and we will use Zoom for live class meetings. Instructions on how to download and operate Zoom can be found here: <https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-PC-and-Mac>

Zoom Classroom Direct Link: <https://ufl.zoom.us/my/advancedweb2>

## Course Description

This course will prepare students to enter the ever-growing world of front-end web development by arming them with the most sought after front-end coding skills. Having taken *Web Design Principles* and *Advanced Web Topics 1*, students will be expected to be comfortable coding responsive HTML5 and CSS3 websites and have practiced using basic JavaScript in order to focus their learning efforts on creating interactive experiences with intermediate JavaScript and advanced CSS techniques.

## Course Objectives

By the end of this course, students will be able to:

- Be comfortable using Visual Studio Code and its Terminal shell
- Code a responsive website using the Bootstrap framework
- Style a website using the LESS CSS preprocessing language
- Proficiently code vanilla JavaScript to create interactive web experiences
- Use simple API requests in a JavaScript-based web page element
- Have a basic understanding of TypeScript and an Angular app
- Demonstrate a basic understanding of cookies and web personalizations
- Summarize what tools can benefit front-end developers and optimize websites
- Outline the various methods of agile development

Students will be able to answer the following questions by the end of this course:

- What are front-end web development frameworks?
- What are SASS/LESS and how do they benefit project flow?
- What is the DOM and how do you interact with it with JavaScript?
- How do you create various UI elements with JavaScript?
- What is an API and how do you use it?
- What is TypeScript and how do you set up an Angular project?
- What is Node.js and why is it needed to run an Angular app?
- What tools are available to help web developers optimize their websites?
- What is Agile Development?

# Course Layout

This is a 16 week course.

## Course Sections

This course is divided into 4 sections:

- Section 1 - A Solid Developer's Foundation
- Section 2 - Vanilla JavaScript and Objects in Depth
- Section 3 - How to Build a Web App
- Section 4 - Web Optimizations

## Section Deliverables

- Module Notes (4)
- Section Assessment (4)
- Project (3)

## Course Modules

Each section is comprised of 4 modules. Modules begin and end on Sundays at 11:59pm EST/EDT, with the exception of holiday weeks. There is a live lecture in the Zoom classroom every Thursday from 6:00pm – 7:30pm EST/EDT.

At the beginning of each module, pre-recorded lectures will become available to you. **You are expected to have watched these recorded lessons prior to the live class meeting.**

## Module Deliverables

- Current Event Post (16)
- Current Event Post Response
- Homework Assignment (16)

## Required Text

There are no required textbooks for this course. However, there will be required readings assigned in each module. Content from these readings will be applied in module homework assignments and section assessments. These readings will always be free to access and available online.

## Prerequisite Knowledge and Skills

You are expected to have master knowledge of the following:

- CSS3
- Semantic HTML5
- Responsive Web Design and Development
- JavaScript Primitive Types

You are expected to be familiar with the following:

- The HTML DOM
- JavaScript Loops and Conditionals
- JavaScript Functions
- Git and Version Control

## Teaching Philosophy

As a front-end web developer, my goal is to afford you the most up-to-date and relevant skills that are recommended for the jobs of front-end web developers or web designers. I am fortunate to work in an environment where research and evolving your skill-set is encouraged, and I hope to bring the same atmosphere to this course.

Lessons and Lectures will help you become familiar with some of the most trending front-end web concepts and code. Assignments, assessments, and projects are intended to help you demonstrate the topics learned.

# Course & Assignment Details

## Weekly Lectures

For each module, there will be prerecorded lessons available to you at the beginning of the week. These recordings typically run between 30 and 60 minutes. There will then be a live class lecture on Thursday of each week from 6:00pm EST/EDT to 7:30pm EST/EDT. **You are expected to have watched the prerecorded lessons before the live class lecture.**

Attendance of the live class meeting is not reflected in your final grade, but it is strongly encouraged. If you are unable to attend a live class meeting, please let me know prior to the start of the class. A recording of each live meeting will be available to you in Canvas within 24 hours of the completion of that lecture.

## Assignment Details

### Current Event Posts

Each week by Wednesday at 11:59pm EST/EDT you are to post a news or blog article in the Discussion section of Canvas. This article must be current (less than 6 months old) and relevant to the field of web development or web design. You are to post a link to the article along with a short summary of the article and why it is important to our field. There is no required length for the summary, but it must be long enough to show that it is relevant.

You are then to reply to one other student's current event post by Sunday at 11:59pm EST/EDT. This reply does not have a required length, but it must be long enough to show thoughtful analysis of the article. You may write about how the article impacts the field of web development or design, whether you agree with the topic, or how it is relevant to this course.

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10 Points - 16 Total - 16% of Grade

## Homework Assignments

Each week you will be asked to complete a homework assignment in which you will demonstrate or explain the module's lesson topics. Homework assignments will typically be coding exercises submitted via GitHub links, or essay assignments that you will submit as Google Docs. Other homework types you may be assigned include worksheets or other technical exercises, such as downloading a program. Homework Assignments are due by 11:59pm EST/EDT on the Sunday of the corresponding week.

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10 Points - 16 Total - 16% of Grade

## Module Notes

We will cover a lot of information in this course, so it is important that you keep track of it all. In lieu of a class attendance grade, you will be assigned module notes for each of the four sections in this course. Your notes are to be broken down by module topics and be thorough enough that the notes can help you demonstrate and explain the topics learned. This will be graded for participation and the level of effort put into note taking. Module Notes are due by 11:59pm EST/EDT on the Sunday of the corresponding week.

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30 Points - 4 Total - 12% of Grade

## Assessments

There will be 4 assessments throughout this course to test your knowledge of topics covered. Each assessment will be 20 multiple choice questions. Each assessment is worth 60 points, making each question worth 3 points. Assessments are due by 11:59pm EST/EDT on the Sunday of the corresponding week.

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60 Points - 4 Total - 24% of Grade

### **Project 1**

This is a group project in which you will collaboratively design and code a 5-page website for a non-profit organization using Git, LESS, and the Bootstrap framework.

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120 Points - 1 Total - 12% of Grade

### **Project 2**

For this project, you will design and code a highly interactive 3-page website for a small business in order to demonstrate your understanding of using JavaScript to manipulate the DOM. This project will require a minimum of 4 customly coded UI elements, including the use of an API. jQuery will not be allowed.

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100 Points - 1 Total - 10% of Grade

### **Project 3**

This project will test your understanding of basic TypeScript by asking you to create a simple Angular app. The App will be a random meal generator with sections for breakfast, lunch, and dinner.

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100 Points - 1 Total - 10% of Grade



## Course Expectations

This is a 16 week course that covers a lot of information. While there are topics in this course that you will be expected to master, there will be a few topics that you will only be expected to understand, but not necessarily put into practice. This is intended to familiarize you with a topic and set you up to continue learning more about it.

## Lectures and Attendance

There will be a live class meeting in each module to allow for demonstrations of the lessons covered in the prerecorded lessons, and to allow students to ask questions or troubleshoot issues with their assignments. Attendance is not counted towards your final grade, but it is strongly encouraged, as discussing topics with your peers will help you to better grasp the concepts covered. If you are unable to attend a live meeting, please let me know before class time.

**Prerecorded Lessons: Available Saturdays at 11:59pm EST/EDT**

**Live Lectures: Every Thursday from 6:00pm – 7:30pm EST/EDT**

## Interactions

It is important to collaborate with other students in an online course. Each week, you are required to respond to another student's current event post. An optional discussion board will also be open for you to discuss topics with your fellow classmates. You are encouraged to utilize this discussion board to ask for help or share coding tips and tricks.

During live classes, you are expected to take an active role. You are encouraged to share any problems you are having with concepts from prerecorded lessons or assignments. Please make sure to adhere to the netiquette communications guidelines posted on Canvas.

## **Accountability**

You are expected to interact with your fellow students in a professional manner, both in and outside of Zoom class meetings, and you are expected to properly manage your time to turn in assignments on time. I will be checking in with you on your projects' progresses throughout the semester, but it is your responsibility to make sure you plan for enough time to put quality work into your assignments.

## **Group Work**

The first project assigned this semester will be a group project. This is intended to evaluate your Git, version control, and collaborative skills, as well as introduce you to each other. You are expected to contribute equally to group projects and treat group members respectfully. If you have any issues while working in a group setting, please reach out to me so we can get it resolved.

## **Ownership Education**

As graduate students, you are not passive participants in this course. All students in this Program have a background in marketing, advertising, public relations, journalism, or similar fields. This class allows you to not only take ownership of your educational experience but to also provide your expertise and knowledge in helping your fellow classmates. The Canvas shell will have an open Q&A thread where you should pose questions to your classmates when you have a question as it relates to an assignment or an issue that has come up at work. Your classmates along with your instructor will be able to respond to these questions and provide feedback and help. This also allows everyone to gain the same knowledge in one location rather than the instructor responding back to just one student which limits the rest of the class from gaining this knowledge.

# Course Policies

## Attendance Policy

You are expected to watch the prerecorded lessons and attend the live class meeting each week. Attendance to live classes does not affect your final grade, but it is imperative to your success in this course. If you are unable to attend a live class meeting, please email me to let me know before the class meeting time. Live class meetings will be recorded, and the recording will be available to you to watch in no later than 24 hours after the class has ended.

## Coursework Submissions

- Weekly Current Event Posts      Discussion Post in Canvas
- Homework Assignments      Link to GitHub Repo or Google Doc in Canvas
- Section Notes Submission      Link to Google Doc in Canvas
- Assessments      In Canvas
- Projects      Link to GitHub Repo in Canvas

## Grading

Your work will be evaluated according to the following distribution:

- Section Notes (4) - 12%
- Weekly Current Event Posts (16) - 16%
- Homework Assignments (16) - 16%
- Assessments (4) - 24%
- Projects (3) - 32%

Your final grade will be rewarded as follows:

A	100%	to	93.5%	C	< 76.5%	to	73.5%
A-	< 93.5%	to	89.5%	C-	< 73.5%	to	69.5%
B+	< 89.5%	to	86.5%	D+	< 69.5%	to	66.5%
B	< 86.5%	to	83.5%	D	< 66.5%	to	63.5%
B-	< 83.5%	to	79.5%	D-	< 63.5%	to	59.5%
C+	< 79.5%	to	76.5%	F	< 59.5%	to	0%

## Deadlines

Note that some of the days assignments are due may change around a holiday week to compensate for time out of classes.

- Current Event Discussion Post 11:59 PM EST/EDT Wednesdays
- Current Event Discussion Reaction 11:59 PM EST/EDT Sundays
- Homework Assignments 11:59 PM EST/EDT Sundays
- Sections Notes 11:59 PM EST/EDT Sundays
- Assessments 11:59 PM EST/EDT Sundays
- Projects 11:59 PM EST/EDT Sundays

## Assignment Extensions

Because so much information is covered in this course, it is important for you to turn in assignments on or before the due date in order to keep pace with the weekly material.

Extensions for submitting an assignment must get approved by me **prior to the assignment's due date**. I am willing to work with you if you contact me early enough to show that you are planning your time appropriately and not waiting until the last minute to work on the assignment.

## Late Work Penalties

Late work will be penalized if an extension is not approved.

- Less than 24 hours late 10% deduction
- More than 24 hours late but less than 48 hours late 20% deduction
- More than 48 hours late 30% deduction
- More than 72 hours late Not accepted at all

## **Deadlines and Technical Difficulties**

Technical difficulties will not be considered a valid excuse for not submitting an assignment on time. If you are having technical difficulties with Canvas, there are other means to submit completed work.

Any requests for make-ups or extensions due to technical issues that occurred in the assignment's due date **MUST** be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You **MUST** e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up or extension. You can contact the UF helpdesk at (352) 392-HELP.

## **Emergency and Extenuating Circumstances Policy**

Students who face emergencies, such as a major personal medical issue, a death in the family, serious illness of a family member, or other situations beyond their control should notify their instructors immediately.

Students are also advised to contact the Dean of Students Office if they would like more information on the medical withdrawal or drop process: <https://www.dso.ufl.edu/care/medical-withdrawal-process/>

Students **MUST** inform their academic advisor before dropping a course, whether for medical or non-medical reasons. Your advisor will assist with notifying professors and go over options for how to proceed with their classes. Email your academic advisor and put "dropping a course" in the subject line. Your academic advisor will reply with the necessary procedures.

## Section and Module Dates

### Section 1 – A Solid Developer’s Foundation

Week 1 - Text Editor Setup & Git Refresh: **Monday January 6 – Sunday January 12**

Week 2 - Front-end Frameworks: **Sunday January 12 – Sunday January 19**

Week 3 - CSS Preprocessors: **Sunday January 19 – Sunday January 26**

Week 4 - P1 Proposals & Review Week: **Sunday January 26 – Sunday February 2**

### Section 2 – Vanilla JavaScript & Objects in Depth

Week 5 - Objects & Functions Deep Dive: **Sunday February 2 – Sunday February 9**

Week 6 - DOM & DOM Events: **Sunday February 9 – Sunday February 16**

Week 7 - API’s: **Sunday February 16 – Sunday February 23**

Week 8 - P2 Proposals & Review Week: **Sunday February 23 – Friday February 28**

### Section 3 – How to Build a Web App

Week 9 - ES6, TypeScript, and Node.js Intro: **Sunday March 8 – Sunday March 15**

Week 10 - Angular Intro & CLI Walkthrough: **Sunday March 15 – Sunday March 22**

Week 11 - Angular Development with TypeScript: **Sunday March 22 – Sunday March 29**

Week 12 - P3 Proposals and Review Week: **Sunday March 29 – Sunday April 5**

### Section 4 – Web Optimizations

Week 13 - Cookies & Web Personalization: **Sunday April 5 – Sunday April 12**

Week 14 - 508 Compliance & Page Speed: **Sunday April 12 – Sunday April 19**

Week 15 - Agile Development: **Sunday April 19 – Wednesday April 22**

Week 16 - Final Exam Period & Wrap-up: **Saturday April 25 – Wednesday April 29**

# Course Schedule

## Week 1 (1/6–1/12) – Text Editor Setup & Git Refresh

### Topics

- Visual Studio Code
- Git and Version Control
- .gitignore

### Lectures

- Recorded Lessons Available Sunday January 5th 11:59pm ET
- Live Lecture Thursday January 9th 6:00pm - 7:30pm ET

### Required Readings

- Available on the Module Page in Canvas

### Assignments

- DUE: Current Event 1
- DUE: Homework 1
- ASSIGN: Section 1 Module Notes
- ASSIGN: Project 1 (Group Project)

## Week 2 (1/12–1/19) – Front-end Frameworks

### Topics

- Front-end Frameworks
- Bootstrap 4

### Lectures

- Recorded Lessons Available Saturday January 11th 11:59pm ET
- Live Lecture Thursday January 16th 6:00pm - 7:30pm ET

### Required Readings

- Available on the Module Page in Canvas

### Assignments

- DUE: Current Event 2
- DUE: Homework 2
- CONTINUE: Section 1 Module Notes
- CONTINUE: Project 1 (Group Project)

## **Week 3 (1/19–1/26) – CSS Preprocessors**

### Topics

- CSS Preprocessors
- Sass and LESS

### Lectures

- Recorded Lessons Available Saturday January 18th 11:59pm ET
- Live Lecture Thursday January 23rd 6:00pm - 7:30pm ET

### Required Readings

- Available on the Module Page in Canvas

### Assignments

- DUE: Current Event 3
- DUE: Homework 3
- CONTINUE: Section 1 Module Notes
- CONTINUE: Project 1 (Group Project)

## **Week 4 (1/26–2/2) – Project 1 Proposals & Review Week**

### Topics

- Present Project 1 Mockups and Style Guides
- Review of Section 1 Topics

### Lectures

- Recorded Lessons Available Saturday January 25th 11:59pm ET
- Live Lecture Thursday January 30th 6:00pm - 7:30pm ET

### Required Readings

- Available on the Module Page in Canvas

### Assignments

- DUE: Current Event 4
- DUE: Homework 4
- DUE: Section 1 Module Notes
- CONTINUE: Project 1 (Group Project)
- DUE: Assessment 1



## **Week 5 (2/2–2/9) – Objects & Functions Deep Dive**

### Topics

- Review of JavaScript Types
- JavaScript Objects in Depth
- Beginner and Intermediate JavaScript Functions

### Lectures

- Recorded Lessons Available Saturday February 1st 11:59pm ET
- Live Lecture Thursday February 6th 6:00pm - 7:30pm ET

### Required Readings

- Available on the Module Page in Canvas

### Assignments

- DUE: Current Event 5
- DUE: Homework 5
- ASSIGN: Section 2 Module Notes
- CONTINUE: Project 1 (Group Project)
- ASSIGN: Project 2

## **Week 6 (2/9–2/16) – DOM & DOM Events**

### Topics

- The DOM
- DOM Events
- Working with Loops and the DOM
- JavaScript 'this'

### Lectures

- Recorded Lessons Available Saturday February 8th 11:59pm ET
- Live Lecture Thursday February 13th 6:00pm - 7:30pm ET

### Required Readings

- Available on the Module Page in Canvas

### Assignments

- DUE: Current Event 6
- DUE: Homework 6
- CONTINUE: Section 2 Module Notes
- CONTINUE: Project 1 (Group Project)
- CONTINUE: Project 2

## **Week 7 (2/16–2/23) – API's**

### Topics

- Simple API Integration

### Lectures

- Recorded Lessons Available Saturday February 15th 11:59pm ET
- Live Lecture Thursday February 20th 6:00pm - 7:30pm ET

### Required Readings

- Available on the Module Page in Canvas

### Assignments

- DUE: Current Event 7
- DUE: Homework 7
- CONTINUE: Section 2 Module Notes
- CONTINUE: Project 1
- CONTINUE: Project 2

## **Week 8 (2/23–2/28) – Project 2 Proposals & Review Week**

### Topics

- Present Project 2 Mockups and Style Guides
- Review of Section 2 Topics

### Lectures

- Recorded Lessons Available Saturday February 22nd 11:59pm ET
- Live Lecture Thursday February 27th 6:00pm - 7:30pm ET

### Required Readings

- Available on the Module Page in Canvas

### Assignments

- DUE: Current Event 8
- DUE: Homework 8
- DUE: Section 2 Module Notes
- DUE: Project 1
- CONTINUE: Project 2
- DUE: Assessment 2

## **Spraaannggg Breeeaaakk (2/29-3/8)**

No lessons or lecture this week.

## **Week 9 (3/8-3/15) - ES6, TypeScript, & Node.js Intro**

### Topics

- ES6 and TypeScript
- Node.js and Yarn

### Lectures

- Recorded Lessons Available Saturday March 7th 11:59pm ET
- Live Lecture Thursday March 12th 6:00pm - 7:30pm ET

### Required Readings

- Available on the Module Page in Canvas

### Assignments

- DUE: Current Event 9
- DUE: Homework 9
- ASSIGN: Section 3 Module Notes
- CONTINUE: Project 2
- ASSIGN: Project 3

## **Week 10 (3/15-3/22) - Angular Intro & CLI Walkthrough**

### Topics

- Angular Project Setup
- Angular Project Structure
- Angular CLI

### Lectures

- Recorded Lessons Available Saturday March 14th 11:59pm ET
- Live Lecture Thursday March 19th 6:00pm - 7:30pm ET

### Required Readings

- Available on the Module Page in Canvas

### Assignments

- DUE: Current Event 10
- DUE: Homework 10
- CONTINUE: Section 3 Module Notes
- CONTINUE: Project 2
- CONTINUE: Project 3

## **Week 11 (3/22–3/29) – Angular Development with TypeScript**

### Topics

- Developing with TypeScript
- Using Components and Routes

### Lectures

- Recorded Lessons Available Saturday March 21st 11:59pm ET
- Live Lecture Thursday March 26th 6:00pm - 7:30pm ET

### Required Readings

- Available on the Module Page in Canvas

### Assignments

- DUE: Current Event 11
- DUE: Homework 11
- Continue Section 3 Module Notes
- CONTINUE: Project 2
- CONTINUE: Project 3

## **Week 12 (3/29–4/5) – Project 3 Proposals & Review Week**

### Topics

- Present Project 3 Mockups and Style Guides
- Review of Section 3 Topics

### Lectures

- Recorded Lessons Available Saturday March 28th 11:59pm ET
- Live Lecture Thursday April 2nd 6:00pm - 7:30pm ET

### Required Readings

- Available on the Module Page in Canvas

### Assignments

- DUE: Current Event 12
- DUE: Homework 12
- DUE: Section 3 Module Notes
- DUE: Project 2
- CONTINUE: Project 3
- DUE: Assessment 3

## **Week 13 (4/5–4/12) – Cookies & Web Personalization**

### Topics

- Browser cookies
- Web Personalization
- GDPR & Privacy Policies

### Lectures

- Recorded Lessons Available Saturday April 4th 11:59pm ET
- Live Lecture Thursday April 9th 6:00pm - 7:30pm ET

### Required Readings

- Available on the Module Page in Canvas

### Assignments

- DUE: Current Event 13
- DUE: Homework 13
- ASSIGN: Section 4 Module Notes
- CONTINUE: Project 3

## **Week 14 (4/12–4/19) – 508 Compliance & Page Speed**

### Topics

- 508 Compliance
- Website Optimization
- Pagespeed tools

### Lectures

- Recorded Lessons Available Saturday April 11th 11:59pm ET
- Live Lecture Thursday April 16th 6:00pm - 7:30pm ET

### Required Readings

- Available on the Module Page in Canvas

### Assignments

- DUE: Current Event 14
- DUE: Homework 14
- CONTINUE: Section 4 Module Notes
- CONTINUE: Project 3

## **Week 15 (4/19–4/22) – Agile development**

### Topics

- Methods of Agile Development

### Lectures

- Recorded Guest Lecture Available Saturday April 18th 11:59pm ET
- There is no live lecture this week (Classes end on Wednesday, April 22nd)

### Required Readings

- Available on the Module Page in Canvas

### Assignments

- DUE: Current Event 15
- DUE: Homework 15
- CONTINUE: Section 4 Module Notes
- CONTINUE: Project 3

## **Week 16 (4/25–4/29) – Final Exam Period & Wrap-up**

### Topics

- Review of Section 4 Topics

### Lectures

- There are no recorded lessons this week unless requested
- There is no live lecture this week (Classes end on Wednesday, April 22nd)

### Required Readings

- Available on the Module Page in Canvas

### Assignments

- DUE: Current Event 16
- DUE: Homework 16
- DUE: Section 4 Module Notes
- DUE: Project 3
- DUE: Assessment 4

## **University Policies**

### **University Policy on Accommodating Students with Disabilities**

Students requesting accommodation for disabilities must first register with the Dean of Students Office (<http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

Students with Disabilities who may need accommodations in this class are encouraged to notify the instructor and contact the Disability Resource Center (DRC) so that reasonable accommodations may be implemented. DRC is located in room 001 in Reid Hall or you can contact them by phone at 352-392-8565.

### **Netiquette: Communication Courtesy**

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. <http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>

### **Course Evaluation**

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

## **Class Demeanor**

Mastery in this class requires preparation, passion, and professionalism. Students are expected, within the requirements allowed by university policy, to attend class, be on time, and meet all deadlines. Work assigned in advance of class should be completed as directed. Full participation in online and live discussions, group projects, and small group activities is expected.

My role as instructor is to identify critical issues related to the course, direct you and teach relevant information, assign appropriate learning activities, create opportunities for assessing your performance, and communicate the outcomes of such assessments in a timely, informative, and professional way. Feedback is essential for you to have confidence that you have mastered the material and for me to determine that you are meeting all course requirements.

At all times it is expected you will welcome and respond professionally to assessment feedback, that you will treat your fellow students and me with respect, and that you will contribute to the success of the class as best as you can.

## **Other Resources**

Other are available at <http://www.distance.ufl.edu/getting-help> for:

- Counseling and Wellness resources
- <http://www.counseling.ufl.edu/cwc/> 352-392-1575
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

Should you have any complaints with your experience in this course please contact your program director and/or student support coordinator at [distancesupport@jou.ufl.edu](mailto:distancesupport@jou.ufl.edu) or visit <http://www.distance.ufl.edu/student-complaints> to submit a complaint.



## **Academic Honesty**

All graduate students in the College of Journalism and Communications are expected to conduct themselves with the highest degree of integrity. It is the students' responsibility to ensure that they know and understand the requirements of every assignment. At a minimum, this includes avoiding the following:

**Plagiarism:** Plagiarism occurs when an individual presents the ideas or expressions of another as his or her own. Students must always credit others' ideas with accurate citations and must use quotation marks and citations when presenting the words of others. A thorough understanding of plagiarism is a precondition for admittance to graduate studies in the college.

**Cheating:** Cheating occurs when a student circumvents or ignores the rules that govern an academic assignment such as an exam or class paper. It can include using notes, in physical or electronic form, in an exam, submitting the work of another as one's own, or reusing a paper a student has composed for one class in another class. If a student is not sure about the rules that govern an assignment, it is the student's responsibility to ask for clarification from his instructor.

**Misrepresenting Research Data:** The integrity of data in mass communication research is a paramount issue for advancing knowledge and the credibility of our professions. For this reason any intentional misrepresentation of data, or misrepresentation of the conditions or circumstances of data collection, is considered a violation of academic integrity. Misrepresenting data is a clear violation of the rules and requirements of academic integrity and honesty.

Any violation of the above stated conditions is grounds for immediate dismissal from the program and will result in revocation of the degree if the degree previously has been awarded. Students are expected to adhere to the University of Florida Code of Conduct <https://www.dso.ufl.edu/%20sccr/process/student-conduct-honor-code>  
If you have additional questions, please refer to the Online Graduate Program Student Handbook you received when you were admitted into the Program.

## University Policy on Academic Misconduct

Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <http://www.dso.ufl.edu/students.php>

The University of Florida Honor Code was voted on and passed by the Student Body in the fall 1995 semester. The Honor Code reads as follows:

Preamble: In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. A student-run Honor Court and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code.

The Honor Code: "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity." On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied:

"On my honor, I have neither given nor received unauthorized aid in doing this assignment."

For more information about academic honesty, contact Student Judicial Affairs, P202 Peabody Hall, 352-392-1261.