

**Multimedia Mass Communication**  
JOUR 4900/6900-001  
Spring 2013  
1:00-2:25 p.m./TR/Meeman Jour Bldg 202

Andrew A. Smith  
Office Hours: By appointment  
Cell: (901) 672-3662  
Email: capncomics@aol.com

## **COURSE REQUIREMENTS**

### **CATALOGUE/COURSE DESCRIPTION:**

Using computers to learn process/software/production design concepts involved in multimedia primarily designed for computer communication; digital editing of still images, off-line video editing, animation and production techniques for assembling all into a single CD or video to convey advertising, public relations, or news editorial concepts.

### **PREREQUISITE:**

J3900

### **TEXTBOOKS:**

*The Non-Designer's Presentation Book* by Robin Williams (2010), Peachpit.

### **Recommended (from J3900):**

*The Non-Designer's Design Book Third Edition* by Robin Williams (2010), Peachpit.

### **HARDWARE REQUIREMENTS:**

- One Flash Drive (also called Thumb Drive or Jump Drive), at 2GB capacity.
- Blank CDs or DVDs as necessary for burning projects.

### **CLASSROOM FORMAT:**

Lecture/Lab

## **GRADING:**

Grades will be based on

- **Participation and attendance - 20 percent.** You are allowed two absences no questions asked; you will be docked for each additional absence regardless of reason. These two absences are for illnesses or work or athletic events or whatever you choose to use them for. You are responsible for finding out from your classmates what happened in class, and exams or in-class assignments cannot be made up. If you expect child care or job issues, please make backup plans that will allow you to continue your education. If you miss more than six times regardless of reason or then-current grade, you will earn an F for the course. Subjective assessment of skill level during the use of various software.
- **Skills assessment – 20 percent. iMovie project – 20 percent.** Your project must be worked on during class time (and any additional lab time you find). The Helmsman office is NOT the classroom lab. Projects that are primarily completed outside class time will not be accepted. Late work will not be accepted.
- **PowerPoint project I - 20 percent.** Your project must be worked on during class time (and any additional lab time you find). The Helmsman office is NOT the classroom lab. Projects that are primarily completed outside class time will not be accepted. Late work will not be accepted.
- **PowerPoint project II - 20 percent.** Your project must be worked on during class time (and any additional lab time you find). The Helmsman office is NOT the classroom lab. Projects that are primarily completed outside class time will not be accepted. Late work will not be accepted.
- **Exam - 20 percent.** The only written exam is in multiple choice/matching/true-false format. When the first person finishes an exam, no one else coming in late can take that exam. **Note: There is no final exam for this course.**

0-59 F  
60-69 D  
70-72 C-  
73-78 C  
79 C+  
80-82 B-  
83-88 B  
89 B+  
90-92 A-  
93-99 A  
100 A+

## **TENTATIVE TIMETABLE:**

**Jan. 12:** Introduction  
**Jan. 17:** Theory  
**Jan. 19:** PowerPoint tutorial, begin PowerPoint Project I  
**Jan. 24:** PowerPoint Project 1  
**Jan. 26:** PowerPoint Project 1  
**Jan. 31:** PowerPoint Presentations  
**Feb. 2:** PowerPoint Presentations  
**Feb. 7:** Review  
**Feb. 9:** Test  
**Feb. 14:** PowerPoint project II  
**Feb. 16:** PowerPoint project II  
**Feb. 21:** PowerPoint project II  
**Feb. 23:** PowerPoint project II  
**Feb. 28:** PowerPoint project II  
**Mar. 1:** PowerPoint project II  
**Mar. 6:** Spring Break  
**Mar. 8:** Spring Break  
**Mar. 13:** PowerPoint presentations/J6900 paper due  
**Mar. 15:** PowerPoint presentations  
**Mar. 20:** PowerPoint presentations (if needed)  
**Mar. 22:** iMovie tutorial  
**Mar. 27:** iMovie projects  
**Mar. 29:** iMovie project  
**Apr. 3:** iMovie project  
**Apr. 5:** iMovie project  
**Apr. 10:** iMovie project  
**Apr. 12:** iMovie project  
**Apr. 17:** iMovie project presentations  
**Apr. 19:** iMovie presentations  
**Apr. 24:** iMovie presentations (if needed)

## **POWERPOINT PROJECT REQUIREMENTS**

- 10-minute presentation minimum
- Must be informative in nature (run topics by me)
- Must follow principles of theory from lectures.
- Must be presented to the class on presentation day

## **iMOVIE PROJECT REQUIREMENTS**

- Three-minute presentation minimum
- Must contain sound
- Must be informative in nature (run topics by me)
- Sound must be timed appropriately to presentation of images
- No black bars
- No corrupt images
- Must include a title frame
- Must be uploaded to iTunes
- Must be presented to the class on presentation day

## **GRADUATE STUDENTS**

**Additional requirement for 6900 students:** Five-page research paper (no substitution of projects) in standard APA style, on the multimedia design topic of your choice, will be submitted on the day listed in the syllabus. The page count does not include the cover or the references. You need at least five references, absolute bare minimum, which should be from a variety of sources. Your grade for this work will be included in the projects, etc., portion of the grading.

### **Here is the outline for the graduate paper:**

- Five pages (half page over or under is OK), plus title page, plus references page
- Three to six references
- References, not Works Cited
- Use in text citations (Smith, 2008)
- APA style
- Double spaced
- Times New Roman (not Arial, etc.)
- 12 point type (no bold)
- One-inch margins top, bottom, left, right
- NO first or second person; no I, me, my, we, our, you, your, etc.
- Fully sourced and cited
- Standard academic paper form – introduction with thesis, body paragraphs, conclusion
- A thesis should be the last sentence of the first paragraph. It should include the main point you would like to make.
- Direct quotations should not exceed 10 percent of the paper.
- All information should be based on sources, and all information that is based on sources should be cited; in other words, some 75 percent or more of the sentences should have a cite.
- Choose any topic related to course material, but it run it by me first
- Submit electronically as Word document (not Works, not WordPerfect) through DropBox by deadline

## **MISCELLANY:**

- Getting behind on software is not pretty. For you own benefit, please be in class.
- Class projects must be completed primarily during class time. Enough time will be allotted. The Helmsman is not the classroom.
- If you must miss class, please get notes from a classmate.
- Texting and surfing the web for non-course-related purposes are unacceptable.
- Keep phones on vibrate or off and take important calls in the hall.
- Late work cannot be accepted.

- Do not be late for exams; when one person leaves the room, another person cannot enter to start an exam. Exams can be taken only in the classroom.
- Exams are thorough. Read the assignments. Keep detailed notes on the lectures.
- If you need to contact me, please feel free to e-mail me at the address at the head of this syllabus. If there is an emergency, e-mail.

**OTHER ISSUES:**

Projects are due the last week of the semester—no later than the date of the final exam. Special circumstances, which may arise to prevent project completion on time, such as serious illness or “family emergencies” will require an explanation in writing.

**ASSESSMENT**

**PROFESSIONAL VALUES AND COMPETENCIES FOR J4900:**

- Upon completion of this course, students will be able to understand the basic principles of putting together a multimedia project.
- Students will have a solid understanding of the importance of navigation and interactivity in the creation of a multimedia production.
- Students will be able to devise a multimedia project based on the client’s needs and demands.

**HOW PROFESSIONAL VALUES AND COMPETENCIES WILL BE MET:**

**Cognitive Objectives To Be Mastered (Ability To Explain, Analyze, Understand, Think Critically):**

- Upon completion of this course, students will be able to understand the basic principles of putting together a multimedia project.
- Students will have a solid understanding of the importance of navigation and interactivity in the creation of a multimedia production.
- Students will be able to devise a multimedia project based on the client’s needs and demands.

**Performance Standards To Be Met (Demonstrable Skills, Abilities, Techniques, Applied Competencies):**

- Upon completion of this course, students will be able to research and design a project for a multimedia production.
- Students will be able to create a storyboard outline of the proposed multimedia project.
- Students will be able to design individual slides for the multimedia project using different layout programs such as Adobe Indesign or Photoshop.
- Students will be able to present the slides in CD format using Adobe Acrobat including audio files, video files, still images and an appropriate amount of text.
- Students will be able to do testing of the multimedia project to identify potential problems.

### **HOW ASSESSMENT OF STUDENT LEARNING WILL BE MET FOR J4900/J6900:**

- This is a self-directed project requiring research, accumulation and preparation of the visual material and putting the project in final form as an interactive presentation.
- The project subject is up to the individual but personal themes such as fraternal, church or other affiliations, celebrations or ceremonies are discouraged. The project has a minimum length of 15 pages and must contain a video.
- The interactive portion of the project should have a navigable index as well as internal navigation allowing the user to move from page to page, back to the index, etc.
- Each page should contain appropriate illustration and text. Students are cautioned that any material taken from the Web will be copyright protected and while it is generally permissible under “fair use” to use said material for the project, it cannot be used for any other purpose without the copyright holder’s(s) permission(s).
- While most prefer to use Photoshop as the main software program to produce the project, it is possible to use pagination programs such as InDesign. This decision is left to the individual.
- Final assembly and linking of the various elements is done in pdf format using Adobe Acrobat.

### **PROFESSIONAL VALUES AND COMPETENCIES FOR JOURNALISM PROGRAM:**

The Accrediting Council on Education in Journalism and Mass Communication requires that, irrespective of their particular specialization, all graduates should be aware of certain core values and competencies and be to

- understand and apply the principles and laws of freedom of speech and press, for the country in which the institution that invites ACEJMC is located, as well as receive instruction in and understand the range of systems of freedom of expression around the world, including the right to dissent, to monitor and criticize power, and to assemble and petition for redress of grievances;
- demonstrate an understanding of the history and role of professionals and institutions in shaping communications;
- demonstrate an understanding of gender, race, ethnicity, sexual orientation and, as appropriate, other forms of diversity in domestic society in relation to mass communications.
- demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of mass communications in a global society.
- understand concepts and apply theories in the use and presentation of images and information;
- demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity;
- think critically, creatively and independently;
- conduct research and evaluate information by methods appropriate to the communications professions in which they work;
- write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve;
- critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness;
- apply basic numerical and statistical concepts;
- apply tools and technologies appropriate for the communications professions in which they work.

### **ASSESSMENT OF STUDENT LEARNING FOR JOURNALISM PROGRAM:**

The Council seeks to promote student learning and encourages experimentation and innovation. Assessment is a system of evaluation of student learning at the course or unit level (as opposed to grading at the individual level). Three criteria should guide assessment of student learning:

- Awareness: familiarity with specific information, including facts, concepts, theories, laws and regulations, processes and effects.
- Understanding: assimilation and comprehension of information, concepts, theories and ideas.
- Application: competence in relating and applying skills, information, concepts, theories and ideas to the accomplishment of tasks.

### **DEPARTMENT POLICIES**

#### **EMAIL:**

You must have your UM email account activated. If you are using another provider such as Google, you are required to have your UM email forwarded to that account. Go to the <http://iam.memphis.edu> website to implement forwarding of UM email. You are required to check your email daily. You are responsible for complying with any email sent to you by your professor or the University.

#### **CELLPHONES:**

You must turn them off during class.

#### **ATTENDANCE:**

Class attendance is mandatory in the Department of Journalism. You may be assigned a failing grade for the semester for nonattendance, or habitual late arrival. No late work will be accepted without prior arrangements, which are acceptable to your professor. Students may not be permitted to make up any missing work unless it is for an absence due to illness or other catastrophic emergency such as a death in the family that can be documented (e.g. with a doctor's note or a copy of the newspaper obituary). This is a professional program for journalists who are expected to understand and comply with deadlines. If you have some problem making it to class on time make arrangements to fix the problem or consider taking another class. You should consider this class your "job" in the educational process and be on time just as you would elsewhere.

#### **CHEATING:**

In addition to university-wide policies stated in the Code of Student Rights and Responsibilities, the Department of Journalism considers making up quotes from sources, turning in substantially the same assignment for credit in two different courses, or a student receiving any assistance from others for work assigned to be done on his/her own, as acts of cheating punishable to the degree determined appropriate by the course instructor and department chair. That may include grade reductions or seeking dismissal of the student from the university.

"Your written work may be submitted to Turnitin.com, or a similar electronic detection method, for an evaluation of the originality of your ideas and proper use and attribution of sources. As part of this process, you may be required to submit electronic as well as hard copies of your written work, or be given other instructions to follow. By taking this course, you agree that all assignments may undergo this review process and that the assignment may be included as a source document in Turnitin.com's restricted access database solely for the purpose of detecting plagiarism in such documents. Any assignment not submitted according to the procedures given

by the instructor may be penalized or may not be accepted at all.” (Office of Legal Counsel, October 17, 2005)

**ONLINE SETEs:**

You are urged to complete the SETEs evaluation of this course. Once your instructor has posted your grade, you can immediately see that grade, provided you completed a teacher evaluation for that class. How to access your evaluation forms: Log in using your UUID and email password; click on the gray “Student” tab; complete an evaluation for each course listed and hit the “Submit” button at the bottom of the form. It will only take a few minutes of your time. We take the evaluations very seriously and use them to improve courses and instructional quality. Your feedback is essential and will be appreciated.

**DISABILITY:**

Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Office for Disability Services at (901) 678-2880 in 110 Wilder Tower Hall to coordinate reasonable accommodations for students with documented disabilities.

**EXIT EXAM FOR ALL JOURNALISM MAJORS:**

All Journalism majors are required to take the Journalism Exit Exam their last semester before graduation. Please contact the Journalism office staff anytime during the semester to sign up. You may take the test anytime there are open lab hours during the semester. You will not be certified to graduate until you have completed the test.