

	<p style="text-align: center;">School of Arts & Science APPLIED COMMUNICATION DEPARTMENT</p> <p style="text-align: center;">COMM 210 Publishing 3 2008F</p>
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COURSE OUTLINE

*Please note: this outline will be electronically stored for five (5) years only.
It is strongly recommended as a student you keep this outline for your records.*

1. Instructor Information

(a)	Instructor:	Rick Caswell		
(b)	Office Hours:	Monday to Friday, 9 to 4, by appointment		
(c)	Location:	Y315B		
(d)	Phone:	250.370.3396	Alternative Phone:	250.382.7299
(e)	Email:	caswellr@camosun.bc.ca		

2. Intended Learning Outcomes

Upon completion of this course the student will be able to:

1. Produce advanced desktop publishing projects including original digital graphics, complex computer illustrations.
2. Contribute positively to a group environment to plan, design, and produce a complex multi-page publication.
3. Produce advanced web publishing projects including a web site that demonstrates professionalism, effectiveness and efficiency.
4. Produce files for print and web that are technically proficient.
5. Apply design principles and elements to desktop and web publishing projects at an advanced level.
6. Demonstrate an advanced knowledge of industry vocabulary and practices.
7. Assemble a portfolio of projects that demonstrates the student's current professional abilities.

3. Required Materials

Various handouts from class.
Software manuals in Y307.
Online reference material

4. Course Content and Schedule

Weekly workload:

classroom 1.5 hour; lab 4 hours; seminar
estimated out-of-class 2.5 hours

Professional Conduct and Attendance:

I expect attendance and participation at all sessions. With the exception of illness or emergencies, I also expect you to negotiate absences with me prior to class. In the case of illness or emergency, you should leave a message for me at 370-3396 or by email as soon as possible, notifying me of your absence.

5. Basis of Student Assessment (Weighting)

Projects are due by deadlines stated on assignment sheets. Late assignments will lose 10% per week or portion of a week.

Newsletter production	20%
Creating and presenting presentations using PowerPoint	10%
Creating a portfolio website using Dreamweaver	10%
Creating a basic animation using Flash	10%
Creating an illustration using Illustrator.....	10%
PhotoShop — technical and creative	10%
Portfolio (online and traditional)	10%
2 quizzes each worth 10%.....	20%

6. Grading System**Standard Grading System (GPA)**

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy E-1.5 at camosun.ca for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. <i>(For these courses a final grade will be assigned to either the 3rd course attempt or at the point of course completion.)</i>
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College calendar, at Student Services or the College web site at camosun.ca.

STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services and on the College web site in the Policy Section