

WEB 110 - 090 Course Syllabus

Date	Class Topics	Assignment
Week #1 8/18- 8/24	Chapter 1: Understanding the Internet Chapter 2: Accessing the Internet	Activity/Quiz/DB
Week #2 8/25-8/31	Chapter 3: Ensuring Internet Security	Activity/Quiz/DB
Week #3 9/2-9/7	9/1 – Durham Tech closed for Holiday Unit 1 Test (Chapter 1-3)	Activity/Quiz/DB
Week #4 9/8-9/14	Chapter 4: Using a Web Browser Chapter 5: Accessing Information Resources	
Week #5 9/15-9/21	Chapter 6: Downloading and Storing Information	Activity/Quiz/DB
Week #6 9/22-9/28	Unit 2 Test (Chapters 4-6)	Activity/Quiz/DB
Week #7 9/29-10/5	Chapter 7: Experiencing Multimedia	Activity/Quiz/DB
Week #8 10/6-10/12	Chapter 8: Using E-Mail	Activity/Quiz/DB
10/14-10/17 – Durham Tech Faculty Workdays – No Class		
Week #9 10/20-10/26	Chapter 9: Asynchronous Communications Chapter 10: Synchronous Communication	Activity/Quiz/DB
Week #10 10/27-11/2	10/27 – Last Day to Withdrawal Unit 3 Test (Chapters 7-10)	
Week #11 11/3-11/9	HTML	Activity/Quiz/DB
Week #12 11/10-11/16	HTML	Activity/Quiz/DB
Week #13 11/17-11/23	HTML	Activity/Quiz/DB
Week #14 11/24-11/30	HTML	Activity/Quiz/DB
Week #15 12/1-12/7	HTML Test	Activity/DB Final Project
Week #16 12/8-12/14	Final Project Due by 11:59 pm on December 14	

Subject to change

Instructor Michele Parrish, parrishm@durhamtech.edu , Newton 420, 536-7235 ext. 8158

Required Text *Internet Systems and Applications, 2nd edition* by Fehl & Marshall Baker, EMC Paradigm, ISBN 978-0-76383-193-6

Class Attendance

Students are required to log in to the course site weekly and to submit all assignments as scheduled. Your "attendance" in this course will be recorded based on your participation in the Discussion Board. For each week of the course, if you post ANYTHING in the Discussion Board, you will be counted "present" for that week. If you post nothing in a week's Discussion Board, you will be counted "absent" for that week. Durham Tech has an 85% attendance requirement. If a student misses more than 15% of the class instructional hours, the student may receive an F. **Translation: If you miss 3 weeks of postings in the Discussion Board, then you have been "absent" for over 15% of the class weeks, and you may receive an F, for lack of attendance.**

To officially withdraw from a class, a student must complete and submit a withdrawal form to the Admissions and Registration Office prior to the official 60 percent point of the semester (**Monday, October 27**). Students who do not follow this procedure for withdrawing from class will not be officially withdrawn from the class and will receive a final grade for the class that takes into account all work completed with zero credit for work that is missed or not completed. **Translation: If you decide you don't want to take this course anymore, you must fill out an official withdrawal slip and turn it in to Durham Tech's registrar's office by Monday, October 27.** Otherwise, you will receive a final grade based on all the work you did (and didn't) do.

Grades

Your final grade for the course will be computed as follows:

- Discussion Board = 15 %
- Activity sheets = 25 %
- Weekly quizzes = 10 %
- Tests (4) = 30 %
- Web project = 20 %

Your final letter grade for the course will be assigned on a ten-point scale:

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

The specific details of each week's assignment will be posted by **5 pm each Monday** (except on holidays) in the "Announcement" area of the course. You have until **11:59 pm on Sunday** to complete and SUBMIT all of the week's assignments. For example I would post the assignment for Week #1 on Monday, August 18. You have until 11:59 pm on Sunday, August 24 to complete and submit that week's assignments.

Discussion Board

Each week, there will be a new forum in the Discussion Board with a question for you to answer. Usually, these questions will not ask for factual information but will require you to state your opinion, to say what you think, or to share your own experience.

Your answer will be evaluated based on whether you answered ALL parts of the question, whether you support your opinions with good information, and how well your answer reflects an understanding of the course material.

Each week, you are also required to read your classmates' answers and to post responses to at least one of them. Your response could be a question or a statement of why you agree or disagree. Responses to your classmates don't have to be long but should be more than just a few words.

When posting on the discussion board, please be professional. You don't have to be formal, but use language and a tone that is respectful and would be acceptable in the work place. There is no spell-checker in the discussion board, so I won't deduct points for typos, but please at least make an effort to use correct grammar and spelling.

Each week's discussion assignment is worth a maximum of 10 points: you can earn up to 6 points for your answer to the week's question, and 4 points each for one response to a classmate. (You can respond to more than 1 classmate if you want, but you

can't earn any more than 4 points total on this each week.) The average of your scores on the Discussion Board will contribute 15% to your final grade.

Activities, Quizzes and Tests

Assignments are due on the date indicated on the syllabus. If an assignment is not turned in by 11:59 pm on Sunday, points will be deducted as stated in the late work policy below. Please review all assignments prior to submitting them. If you do not submit the correct assignment(s), you will be penalized for the missing assignments. Your assignments will need to be submitted using the View/Complete feature. For detailed instructions on how to use the View/Complete feature look under the Additional Resources link in Bb.

Late work policy

All work submitted after the stated deadline will receive a reduced grade due to lateness.

- For work submitted within one day of the deadline, the grade will be reduced by 1 letter grade (or 10 points on a 100 point scale).
- For work submitted within 2 days of the deadline, the grade will be reduced by 2 letter grades (or 20 points on a 100 point scale).
- For work submitted more than 2 days of the deadline, a grade of ZERO will be given.

IMPORTANT: If you submit work late, you **MUST** send the instructor an email specifying what work was submitted late (for example: "Activity 7 and Quiz 7 submitted March 1". Otherwise, you will receive a zero grade. If you do not send me an email and submit the work you will receive a 0. You must email me.

EXCEPTION for DISCUSSION BOARD and week 16: All discussion board postings **MUST** be done by the deadline. If you do not post by the deadline, you will receive a zero grade and be counted absent for the week. Week 16's work must be submitted by the deadline of 11:59 pm on Sunday.

Academic Honesty

Students are expected to uphold the college's [Academic Honesty Policy](#). Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

- Represent the work of others as their own.
- Use or obtain unauthorized assistance in any academic work.
- Give unauthorized assistance to other students.
- Modify, without instructor approval, paper, record, or report for the purpose of obtaining additional credit.
- Misrepresent the content of submitted work.

The penalty for violating the [Academic Honesty Policy](#) is severe. Please refer to the actual policy so you understand the each step. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments. Such collaboration constitutes cheating. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor.

Student Advisement

If you have a question about an assignment, course material or need help, please contact me by email (parrishm@durhamtech.edu) or by phone (536-7235 ext. 8158).

I am also glad to meet with you in person in my office (Newton 420). I have student advising hours set up during the week. You can see these hours under instructor info in Bb. If you can not come in during these times, please call or email me to schedule an appointment.

If you email or call me for assistance, you will receive an email or telephone call within 24 hours. In most cases, you will receive a response the same day. If I am out of the office for an extended period time, the announcement for the course will indicate that I am out of the office and when I will return. I will check my email occasionally on the weekend. Be sure to include your name in every email so I don't have to guess your name. If you are having problems on the weekend, please use your subject line in your email to indicate that you need assistance (example: WEB 110-090 ? on Activity 1). You are encouraged to review your weekly assignments before Thursday and notify me if you are having a problem with any assignment. If the College is closed, I will not be checking my voicemail or email.

Class rules for email

When emailing the instructor be sure to follow the 5 rules listed below. If you do not, I reserve the right to ignore your email message completely.

1. Include your name in every email you send me.
2. If sending an attachment, include a message to me in the BODY of the email (not just in the subject line), explaining EXACTLY what is attached.
3. Always be as specific as possible.

For example, if you are having trouble with an assignment, tell me exactly WHICH assignment, WHICH PART of that assignment, and describe the problem you are having. Like this: *"I am having problems with Activity 4, Exercise B, number 4. When I visit the web site you have listed (<https://www.fortify.net/sslcheck.html>), I receive this error: 'the page you requested cannot be found'. I tried last night at home and again this morning at work. Please help."*

4. DO NOT USE ALL CAPS IN YOUR EMAILS. It comes across to the recipient as if you are shouting at them (plus, it's harder to read).
5. If you have a "spam" filter (or any other kind of filter) on your e-mail account, you are responsible for ensuring that it does not prevent you from receiving messages regarding this course from your instructor or any other emails related to this course. Make sure your "spam" filter is set to allow messages into your inbox that come from parrishm@durhamtech.edu. If you need assistance with this, contact your Internet Service Provider.

Special Assistance:

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 536-7207 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.

Students who need tutorial assistance in a course may be referred to the Campus Learning Center (CLC), on the lower level of the library. This term's schedule of free tutorial services is available in the CLC and is posted on bulletin boards around campus. For more information, call the CLC at 536-7232 ext. 2401 or consult the CLC web pages.

Students enrolled in distance learning courses using Blackboard or whose on-campus classes use Blackboard as a supplement are eligible to use the Online Writing and Reading Centers for any of their courses. These services are intended for those students who do not have easy access to the regular Campus Learning Center on main campus. Before you can use the Online Learning Center, your instructor must complete and send in a referral form for you.