AD14401 – Computer Mediated Presentations  
Spring 2013

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Office: N/A  
Schedule (class times and day(s)): W: 6:30-9  
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Boston College Mission Statement
Strengthened by more than a century and a half of dedication to academic excellence, Boston College commits itself to the highest standards of teaching and research in undergraduate, graduate and professional programs and to the pursuit of a just society through its own accomplishments, the work of its faculty and staff, and the achievements of its graduates. It seeks both to advance its place among the nation's finest universities and to bring to the company of its distinguished peers and to contemporary society the richness of the Catholic intellectual ideal of a mutually illuminating relationship between religious faith and free intellectual inquiry.

Boston College draws inspiration for its academic societal mission from its distinctive religious tradition. As a Catholic and Jesuit university, it is rooted in a world view that encounters God in all creation and through all human activity, especially in the search for truth in every discipline, in the desire to learn, and in the call to live justly together. In this spirit, the University regards the contribution of different religious traditions and value systems as essential to the fullness of its intellectual life and to the continuous development of its distinctive intellectual heritage.

Course Description
Computer graphics, presentation software, the World Wide Web, and other emerging technologies change the way we structure and present professional and personal information. Creating, interpreting and revising data are highly desired skills. Competitive environments demand persuasive professional presentations that match medium and message, combine clear organization, succinct organization and attractive design. Explores the use of color, graphic design, electronic photography, web interactivity digital and other media. No auditors.

Course Objectives
Gain Factual knowledge as to be able to comprehensively deliver above average to professional presentations to potential clients or in future work situations.

Develop creative capacities as to view presentations from not purely a technical standpoint but from an interpersonal medium.

Develop confidence, clarity, and acuity when delivering information to others.

1. The student will demonstrate knowledge across cultural settings and will learn the impact of culture, gender, and age in presentation technology and methodology as demonstrated by the current state of technological offerings and societal expectations with regards to presentations.”

2. The student will demonstrate ethical skill and/or competency, pertaining to presentation skills as demonstrated by the current state of technological offerings and societal expectations with regards to presentations.”

Grading
Course grading will be based on the following areas. Percentages of grade are approximate and subject to change with notice:

1. Homeworks (approx. 10) - 25%
2. Presentation 1 – 25%
3. In Class Final – 25%
4. Presentation 2 – 25%
**WCAS Grading System**
The undergraduate grading system consists of twelve categories: A (4.00), A- (3.67), excellent; B+ (3.33), B (3.00), B- (2.67), good; C+ (2.33), C (2.00), C- (1.67), satisfactory; D+ (1.33), D (1.00), D- (.67), passing but unsatisfactory; F (.00), failure; I (.00), incomplete; F (.00), course dropped without notifying office; W (.00), official withdrawal from course. The graduate grading system is A (4.00), A- (3.67), Excellent; B+ (3.33), B (3.00), good; B- (2.67), C (2.00), passing but not for degree credit; F (.00), failure.

Grade Reports. All students are required to log into the web through Agora to access their semester grades. Students must utilize their BC username and password to log on. If your username or password is not known, the Student Learning and Support Center in the O’Neill Library Computer Center will issue a new one. The SLSC requires a valid picture ID (a BC ID, driver’s license or passport) to obtain your password.

**Text(s)/Readings (Required)**
There are no books for the class however there will be a few online assigned reading and video watching assignments when the course material calls for it.

**Important Policies**
[http://www.bc.edu/content/bc/schools/advstudies/guide/academicinteg.html](http://www.bc.edu/content/bc/schools/advstudies/guide/academicinteg.html)

**Written Work**
Graduate and undergraduate students are expected to prepare professional, polished written work. Written materials must be typed in the format required by your instructor. Strive for a thorough, yet concise style. Cite literature appropriately, using APA, MLA, CLA format per instructors decision. Develop your thoughts fully, clearly, logically and specifically. Proofread all materials to ensure the use of proper grammar, punctuation, and spelling. You are encouraged to make use of campus resources for refining writing skills as needed [http://www.bc.edu/libraries/help/tutoring.html].

**Scholarship and Academic Integrity**
It is expected that students will produce original work and cite references appropriately. Failure to reference properly is plagiarism. Scholastic dishonesty includes, but is not necessarily limited to, plagiarism, fabrication, facilitating academic dishonesty, cheating on examinations or assignments, and submitting the same paper or substantially similar papers to meet the requirements of more than one course without seeking permission of all instructors concerned. Scholastic misconduct may also involve, but is not necessarily limited to, acts that violate the rights of other students, such as depriving another student of course materials or interfering with another student’s work.

**Request for Accommodations**
If you have a disability and will be requesting accommodations for this course, please register with either Dr. Kathy Duggan (dugganka@bc.edu), Associate Director, Connors Family Learning Center (learning disabilities or AHD) or Dean Paulette Durrett, (paulette.durrett@bc.edu), Assistant Dean for students with disabilities, (all other disabilities). Advance notice and appropriate documentation are required for accommodations. For further information, you can locate the disability resources on the web at [http://www.bc.edu/content/bc/libraries/help/tutoring/specialservices.html](http://www.bc.edu/content/bc/libraries/help/tutoring/specialservices.html).

**Attendance**
Class attendance is an important component of learning. Students are expected to attend all classes and to arrive by the beginning of and remain for the entire class period. When an occasion occurs that prevents a student from attending class, it is the student’s obligation to inform the instructor of the conflict before the class meets. The student is still expected to meet all assignment deadlines. If a student knows that he or she will be absent on a particular day, the student is responsible for seeing the instructor beforehand to obtain the assignments for that day. If a student misses a class, he or she is responsible for making up the work by obtaining a classmate’s notes and handouts and turning in any assignments due. Furthermore, many instructors give points for participation in class. If you miss class, you cannot make up participation points.
associated with that class. Types of absences that are not typically excused include weddings, showers, vacations, birthday parties, graduations, etc. Additional assignments, penalties and correctives are at the discretion of the instructor. If circumstances necessitate excessive absence from class, the student should consider withdrawing from the class. In all cases, students are expected to accept the decision of the instructor regarding attendance policies specific to the class.

Consistent with our commitment of creating an academic community that is respectful of and welcoming to persons of differing backgrounds, we believe that every reasonable effort should be made to allow members of the university community to observe their religious holidays without jeopardizing the fulfillment of their academic obligations. It is the responsibility of students to review course syllabi as soon as they are distributed and to consult the faculty member promptly regarding any possible conflicts with observed religious holidays. If asked, the student should provide accurate information about the obligations entailed in the observance of that particular holiday. However, it is the responsibility of the student to complete any and all class requirements for days that are missed due to conflicts due to religious holidays.

There may be circumstances that necessitate a departure from this policy. Feel free to contact the WCAS at 617-552-3900 for consultation.

**Deadlines**

Assignments are due at the beginning of the class period on the specified dates. Late assignments will be graded accordingly.

Homework have two due dates throughout the semester:

1. At the time of prestation 1
2. At the end of the semester.

Assignments turned in later then the due date will be scored at ½ credit.

**Course Assignments** (readings, exercises and/or experiences)

I'm not sure how in this instance this course would have this involved. It is a very hands on in class/instructor led course and the technology to complete assignments is only available to the large majority of the students in class. [In this section please be clear on how your course will meet the 4 credit hours of instructor led time, for example if our classes met for 3 hours and 20 minutes per week that would clearly be 4 credits worth of instructor led activity. If our classes meet for 2 hours and 30 minutes (as most of them do currently) you could demonstrate through an 'equivalency' that includes out-of-class work that you would lead e.g., lab and research time; on-line instruction through discussion, chat or wiki; recitation sessions; and so forth that would total an additional 11 hours 20 minutes per semester for 4 credits.]

It is expected that 4-6 hours per week of your study time will be spent on out of class assignments and exercises. These are listed below. Please note that some weeks will require more time and some weeks less time but the average is approximately 4-6 hours per week over the semester.

Students are expected to complete the following out of class course assignments. Dates are general as holidays will interrupt depending on a semester basis. The course is largely based on week # and not specific date.
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Reading/Exercises/Experiences</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 1</td>
<td><strong>Introduction to Presentation Technologies</strong></td>
<td>Please submit three paragraphs of writing. The first as to what experience you have had with digital media and digital presentation technology. The second as to when you have used this technology in the past or might in the future. The last paragraph should include what your expectations for the course are and what specific topics you might want to see covered.</td>
<td>Class 2 / Presentation 1</td>
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<tr>
<td>Class 2</td>
<td><strong>Introduction to Multimedia—basic visual media editing.</strong></td>
<td>Homework will consist of practicing image editing techniques needed to best still visual data into presentation software.</td>
<td>Class 3 / Presentation 1</td>
</tr>
<tr>
<td>Class 3</td>
<td><strong>Introduction to Multimedia—advanced graphics skills for presentations</strong></td>
<td>Homework will consist of more advanced techniques in image manipulation and also image graphics creation using image editing software.</td>
<td>Class 4 / Presentation 1</td>
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<tr>
<td>Class 4</td>
<td><strong>Introduction to Multimedia—advanced graphics skills for presentations</strong></td>
<td>Homework will consist of assignments to serve as a wrap up for the digital image portion of the semester. Tutorials will be assigned, as a wrap-up to demonstrate all needed skills are possessed.</td>
<td>Class 5 / Presentation 1</td>
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<tr>
<td>Class 5</td>
<td><strong>Introduction to Multimedia—preparation of audio for presentations</strong></td>
<td>Homework for this week will consist of assignments to show ability to prepare audio for presentations using both Quicktime and Audacity media editing environments.</td>
<td>Class 6 / Presentation 1</td>
</tr>
<tr>
<td>Class 6</td>
<td><strong>Introduction to Multimedia—video manipulation skills</strong></td>
<td>Homework for this week will consist of assignments to show ability to prepare video for presentations using both Quicktime and Audacity media editing environments.</td>
<td>Class 7 / Presentation 1</td>
</tr>
<tr>
<td>Class 7</td>
<td><strong>Introduction to PowerPoint—visual theory</strong></td>
<td>No Homework this week.</td>
<td>N/A</td>
</tr>
<tr>
<td>Class 8</td>
<td><strong>PowerPoint—Presentation Technique Powerpoint Text and Themes</strong></td>
<td>This weeks homework will be prepping and rehearsing your Presentation 1. It will be critiqued in class by myself along with your peers. Remember to practice more than once.</td>
<td>Class 9 / Presentation 1</td>
</tr>
<tr>
<td>Class 9</td>
<td><strong>Presentation 1</strong></td>
<td>This week will be the mid term. All previous homework is due by this time or will not receive full credit.</td>
<td>Presentation 1</td>
</tr>
<tr>
<td>Class 10</td>
<td><strong>PowerPoint Creating custom themes Image Manipulation Working with Layouts and Slide Masters</strong></td>
<td>Homework for this week will include exercises to practice creating your own themes and layouts. Exercises on controlling Master Slides and Layout slides will be assigned as well as working with action buttons. Assignment will also be customized to pick up on shortcomings of presentation 1.</td>
<td>Class 11 / Presentation 2</td>
</tr>
</tbody>
</table>
| Class 11 | **PowerPoint Working with Animation**  
|          | **Adding Multimedia Charts and Graphs**  
|          | **External Media**  
|          | Homework will focus on animation techniques and the when and how to use them. It will also focus on adding multimedia which was discussed in the first half of the semester into our presentations.  
|          | Class 12 Presentation 2  
| Class 12 | **PowerPoint Smart Art, Transitions, Presentation Timing Other Presentation Packages**  
|          | Homework for this week will be practice with Smart Art, Presentation Timing and some advanced features of PowerPoint. In addition to this in class we will look at other presentation software packages along with  
|          | Class 13 Presentation 2  
| Week 13  | **Final In Class Exam**  
|          | This exam consists of about 30 skill questions which will show your competency in the  
|          | N/A  
| Week 14  | **Final Presentations**  
|          | Final Presentations  
|          | N/A  