

## GRA: 3194 / TECHNOLOGY & PROCESS

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tuesday: fac 316 > periods 5 - 7 (11:45 - 2:45)  
thursday: fac 316 > periods 5 - 7 (11:45 - 2:45)

office: 302c (graduate studio)  
office hours: tuesdays 3:00 - 5:00

# 1

### WELCOME TO TECHNOLOGY & PROCESS...

In order to remain current in your professional design practice, it is imperative that you incorporate internet technologies such as web design and animation into your repertoire. This course will provide instruction in Macromedia's DreamWeaver and Flash products, as you utilize them in your creative process.

### SECTION 01

Project ONE based on:

- > Lesson : Intro to HTML / CSS
- > Lesson : Drawing Tools
- > Lesson : Simple Animation
- > Lesson : Putting Flash Online

Project TWO based on:

- > Lesson : Buttons
- > Lesson : Movie Clips
- > Lesson : Movie Control With Buttons

Project THREE based on:

- > Lesson : Working with Photos
- > Lesson : Working with Sound

Project FOUR based on:

- > Lesson : Working with Text
- > Lesson : Building Slideshows with Sound

### SECTION 02

Main Project: TBD.

### COURSE STRUCTURE

In class: Each class may begin with a lecture on the current project skill requirements, followed by individual in-class work on your own. You should be prepared, at your desk with any required research, images or other materials necessary at the beginning of the class period. After the lecture portion you will have time to work, in-class on your assignment. Some class periods may be reserved for completing projects and/or critique. On those days, go to your station and begin work, do not wait for instruction.

Out of class: Each student is expected to spend ample time each week working on assignments, utilizing tutorials from lynda.com and researching innovative design directions. Your work will reflect your out of class commitment.

### TEXTS

There are no required text books, however all students are required to register with [www.lynda.com](http://www.lynda.com) as this is considered your text. I will also provide handouts from time to time and there will be reading materials at the Fine Arts library.

### TIMELINES

All deadlines and due-dates will be announced in class and posted in handouts. It is your responsibility to be aware of these dates and any changes to the schedule. Not knowing is not a valid excuse. If you have any questions please ask.

### GRADE PERCENTAGES

- 50% > sum of section 01 projects
- 50% > sum of section 02 master project

### OBJECTIVES

At the end of this course, each student should:

01. be proficient with Flash as a tool for building websites, animations and compiling design constructed with other programs.
02. be confident with html/css in the DreamWeaver authoring environment in order to "hold" Flash files.
03. be able to upload files to a web server.
04. have a working website as a portfolio piece.

### GRADE SCALE

- A (100% - 90%) superior work, all criteria have been surpassed in a distinguished manner  
B+ (89% - 85%) very good work, all criteria have been surpassed  
B (84% - 80%) above average work  
C (79% - 70%) adequate, average work  
D (69% - 60%) barely meeting criteria  
E (59% - 0%) failure to meet criteria

### GRADING + EVALUATION

The purpose of grading is to clearly and accurately pinpoint the strengths and weaknesses of your progress. You will receive grades on the four (4) section 01 projects and will be given a progress report at midterm to prevent any surprises. This report will evaluate progress, note strengths as well as areas for improvement. Your overall grade will be based on understanding of the information / ideas discussed, formal / technical progress as demonstrated in projects and exercises, and professionalism.

Students will be evaluated through exercises, participation, research, presentations, and technical proficiency with the various software applications, their aesthetic application, and problem solving.

### EXPECTATIONS FOR CLASS PARTICIPATION

Participation is critical to your success in this course. Excellent participation includes contributing to ongoing classwork, technical critiques, suggesting alternative ways of approaching problems along with a thoughtful process and strong work ethic. On work days it is imperative that everyone participate. Active participation in the verbal elements of this course will result in a better final grade

### ATTENDANCE + PARTICIPATION

Good attendance and punctuality are expected for this course and will strongly affect your grade. Only two (2) absences, excused or unexcused, will be tolerated. Every absence beyond this will lower your grade by a letter grade. A total of seven absences, excused or unexcused, will result in you receiving a failing grade for the course. Excused absences include religious holidays, a verifiable death in the immediate family or with a doctor's note.

- > Roll will be taken promptly.
- > Late arrivals will be marked tardy, leaving early will be marked as a tardy.
- > It is your responsibility to see that the record is corrected from an absence to a tardy if you are late.
- > If you arrive to class without the proper materials or research needed for that class this will be considered an unexcused absence.
- > Any absences will be reflected in your final grade.
- > If you miss more than 7 class meetings you will fail the course.
- > Changes to the course calendar, demonstrations, or classroom critiques demand your presence; compensatory work of another kind cannot be accepted in lieu of missed instructions in this area.

### GENERAL UNIVERSITY POLICIES + SERVICES

#### UF STUDENT GUIDE

This resource covers most policies and procedures important to students - <http://www.dso.ufl.edu/stg/>

Accommodations for students with disabilities  
Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. Disability Office  
<http://www.dso.ufl.edu/OSD/>

#### UNIVERSITY COUNSELING SERVICES

Includes personal, academic, crisis and career services. 392-1575. <http://www.counsel.ufl.edu/>

#### STUDENT HEALTH CARE

911 for medical emergencies.  
392-1161 for urgent after-hours medical questions.  
392-1171 for after-hours mental health assistance.  
<http://www.health.ufl.edu/shcc/>

#### SAFETY + SECURITY

University Police Department - <http://police.ufl.edu/>  
911 for emergencies, 392-1111 otherwise.

#### READING DAYS

The two days prior to the start of examinations in the fall and spring semesters, generally a Thursday and Friday, are designated reading days. No classes or exams are held on these days. Instead, students are encouraged to use these days for study and review.

#### 12 DAY RULE

Students who participate in official athletic or scholastic extracurricular activities are permitted twelve (12) scholastic day absences per semester without penalty. In any case, it is the student's responsibility to maintain satisfactory academic performance and attendance.

#### RELIGIOUS HOLIDAYS

Students, upon prior notification of their instructions, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. A student who believes that he/she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

#### HONESTY

An academic honesty offense is defined as the act of lying, cheating, or stealing academic information so that one gains academic advantage. As a University of Florida student, one is expected to neither commit nor assist another in committing an academic honesty violation. Additionally, it is the student's duty to report observed academic honesty violations. These can include: cheating, plagiarism, bribery, misrepresentation, conspiracy, or fabrication.  
<http://www.dso.ufl.edu/judicial/academichonestystudent.html>

### COMPUTER USE AND ACCEPTABLE USE POLICY

All faculty, staff, and students of the University of Florida are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate.

<http://www.circa.ufl.edu/computers/>

<http://www.cio.ufl.edu/aupolicy.htm>

### NOTES:

### DISRUPTIVE BEHAVIOR

Faculty, students, Administrative and Professional staff members, and other employees [hereinafter referred to as "member(s)" of the University], who intentionally act to impair, interfere with, or obstruct the mission, purposes, order, operations, processes, and functions of the University shall be subject to appropriate disciplinary action by University authorities for misconduct, as set forth in the applicable rules of the Board of Regents and the University and state law governing such actions. A detailed list of disruptive conduct may be found at <http://www.aa.ufl.edu/aa/Rules/1008.htm>  
Be advised that you can and will be dismissed from class if you engage in disruptive behavior.

### CRITICAL DATES ON THE UNIVERSITY CALENDAR

<http://www.reg.ufl.edu/dates-critical.html>

**Turn off cell phones before entering the class, please.**

**If it rings in class... you do the macarena for one minute.**