

# DC274: IMAGE, OPTICS, AND CINEMATIC MOTION

## Lab Policies

Lab Instructor: Kaitlin Creadon  
Email: [kaitlin.creadon@gmail.com](mailto:kaitlin.creadon@gmail.com)  
TUESDAY, 9 am-11 am, Section 201L  
Room 364 Student Center  
Class Instructor: John Klein

### POLICIES

- Attendance is mandatory and there is a participation grade.
- You will be marked tardy if you are more than fifteen minutes late.
- You will be able to make up a missing lab with an assigned paper. You must email me either before you miss the class or the day of. Absence does not excuse lab deadlines.
- Labs are due before the following class period. Late work loses 10% after the first week. After two weeks the maximum points possible drops to 50%.
- You **must** have access to a removable storage device — USB thumb drive or [dropbox.com](https://www.dropbox.com).
- Back up all your work when you return to the classroom.

### GRADING and d2L

- All work and submissions must be submitted to d2L. All grades will be posted on d2L.
- Access d2L using your Campus Connect login and password.
- Emails will be sent to the default address associated with your Campus Connect account.

### LAB ASSIGNMENTS AND RESOURCES

- We will be using Adobe After Effects and Adobe Premiere Pro in the lab class.
- All students registered in at least one CDM course will have access to the lab classrooms (listed below).
- Students **must** activate their account every quarter to access that lab space.
  - <https://accountactivate.cdm.depaul.edu/>

CDM Building (Loop): Rm 400, 632, 634, 733, 801, 819, 922

DePaul Center (Loop): Rm 106A, 106B, 106C

Student Center (Lincoln Park): Rm 363, 364

### WEEKLY PROJECTS

- For the group projects, one member from each group will upload their project to the dropbox folder in d2L. Each members name must be listed in the comments section.
- When stated by the lab instructor, each student will individually upload their project.
- When uploading your project, you may upload as a zip file.
- Lab projects must be uploaded before the assigned deadline to avoid grade loss.