

DC274: IMAGE, OPTICS, AND CINEMATIC MOTION

Lab Policies

Lab Instructor: Kaitlin Creadon
Email: kaitlin.creadon@gmail.com
TUESDAY, 9 am-11 am, Section 301L
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 one missing lab with an assigned paper.
- You must email me either before the missed class or the day of. Absence does not excuse lab deadlines and I will not accept emails the day after a missed lab for a make-up.
- Labs are due before the following lab 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. This ranges from footage to photos to worksheet documents.

GRADING and d2L

- Submissions must be uploaded to the appropriate d2L dropbox folder, not emailed. All grades will be posted on d2L.
- 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

- Unless otherwise stated:** For the group projects, one member from each group will upload the project to d2L. Each members' name must be listed in the comments section.
- When stated by the lab instructor, each student will individually upload their project.
- Lab projects must be uploaded before the assigned deadline to avoid grade loss.