

DC274: IMAGE, OPTICS, AND CINEMATIC MOTION

Lab Policies

Lab Instructor: Kevin Hurley

Email: hurleykc@gmail.com

Tuesday, 11 am - 1 pm, Section 501L

243 S Wabash CDM Center, Room 801

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 must email me either before the missed class or the day of. Absence does not excuse lab deadlines
- Two missed labs will result in a failing grade for the lab section
- 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%.
- A single lab can be made up by writing a two page paper on the subject of the missed lab. The paper is due on the day that the missed lab is due.
- 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).

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.