

## DC274-301L

### Image, Optics, and Cinematic Motion

Lab Instructor: TBD

Office Hours: By Appointment Only

Email: TBD

Thursdays 9am - 11am Section 301L

Student Center 364

Class Instructor: John Klein

## Lab Policies and Procedures

### POLICIES

- Attendance is mandatory and there is a participation grade.
- You will be able to make up missed labs with an assigned 3-page paper. (Email for details.)
- Three or more labs missed without makeups will result in an automatic failing grade for the lab and therefore the class.
- Be in your seat at the beginning of every class, otherwise you will be marked late. Two late marks will result in one absence.
- Labs are due one week from the day assigned. Late work loses 10% after the first week.
- After two weeks the maximum points possible drops to 50%.
- **Absence does not excuse a lab deadline.** See me by apt. or email me regarding any conflicts.
- You must have access to a removeable storage device (USB thumbdrive, hard drive, Dropbox, etc.).
- Back up all your work. Computers crash and papers/pictures/videos/files go missing, be responsible.
- Never email me your assignment unless instructed to do so. You will not receive a grade. **All work and submissions must be submitted to d2L.**

### GRADING

- Lab assignments and grades are posted via d2L.
- All resubmissions will be due before the final. Specific deadlines will be announced in class.
- **Notify me by email if you resubmit an assignment to d2L**, otherwise I have no way of knowing it has been resubmitted.
- Grades will be posted within 1 week from the assigned due date.

### D2L

You must use d2L to submit all assignments. Access the site at <https://d2l.depaul.edu/> using your Campus Connect login and password. Emails sent to students will default to their email address associated with Campus Connect so make sure that you have it set to an email account you check often.

### Lab Assignments & Resources

If I haven't said so enough...**all assignments must be submitted to d2L!** DO NOT email me your assignments. Sometimes you may be required to use Adobe Photoshop or After Effects. Lab resources and availability can be located below. All students registered in at least one CDM course will have access to that classroom.

**Students must activate their accounts every quarter to access that lab space's computers.**

(<https://accountactivate.cti.depaul.edu/>)

CDM BUILDING - RM 400, 632, 634, 722, 801, 819, 922

DEPAUL CENTER - RM 106A, 106B, 106C

LINCOLN PARK STUDENT CENTER - RM 363, 364