FILM254-401L
Image, Optics, and Cinematic Motion

Lab Instructor: Linh Tran
Email: mylinhtran.film@gmail.com
Office Hours: By Appointment Only
Time: Tuesdays 9am – 11am
Location: Online
Class Instructor: John Klein

Lab Policies and Procedures

POLICIES

- You will be able to make up **one missed lab** with an assigned 3-page paper. (Email for details.) All other missed labs must be made up as described with necessary equipment.
- Three or more labs missed without makeups will result in an automatic failing grade for the lab and therefore the class.
- Labs are due one week from the day assigned. Late work loses 10% for every day late.
- After one week the maximum points possible drops to 50%.
- **Absence does not excuse a lab deadline except in extreme cases.** See me by apt. or email me regarding any conflicts.
- You must have access to a removeable storage device (USB thumb drive, 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 you check often.

Lab Resources

Sometimes you may be asked to use software on a phone or laptop computer that you will have to download. Please refer to the class syllabus for details.

Access to a smartphone and a phone-friendly tripod is required for this course, as the equipment cage will not be available and every assignment is designed for remote instruction and individual completion. Each lab will specify the needs for completing the assignment; *you must contact the instructor if you have issues with the technology involved.*

Please contact the instructor if you would like to use a different camera or setup.