

## Lab Policies and Procedures

### Policies

- Attendance is mandatory and there is a participation grade.
- You will be able to makeup 1 missing lab with an assigned paper. (see me for details)
- Two or more labs missed will result in an automatic failing grade for the lab.
- Be in your seat at the beginning of every class, otherwise you will be marked tardy.
- Two marks of tardiness 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. for any conflicts that may arise.
- You must have access to a removeable storage device (USB thumbdrive or dropbox.com).
- Back up all your work. Computers crash papers 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 ColWeb.

### Grading

- Lab grades are posted to COLweb.
- All resubmissions for the first half of the quarter will be due before the midterm while those from the second will be due before the final. Specific deadlines will be announced in class.
- Notify me by email if you resubmit an assignment to COLweb, otherwise I have no way of knowing it has been resubmitted.
- Grades will be posted 1 week from the assigned date.

### Course Online - COLweb

You must use COLweb to submit all assignments. Access to the site at <https://col.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

All assignments must be submitted to COLweb, 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. (<https://accountactivate.cti.depaul.edu/>)