

**DC 274**  
Image, Optics &  
Cinematic Motion Lab

**Lab Instructor: Patrick Montalvo**  
*Email: [pmontalv@mail.depaul.edu](mailto:pmontalv@mail.depaul.edu)*  
**Wednesday: 9:00am – 11:00am**  
**Section 601L**  
CDM 634

## **Lab Policies and Procedures**

### **Policies**

- Attendance is mandatory and there is a participation grade.
- You will be able to make up one missed lab with an assigned three-page paper. (Email me for details)
- Three or more labs missed without makeups will result in an automatic failing grade for the lab.
- If you are more than fifteen minutes late, 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.** Email me regarding any conflicts.
- You **MUST** have access to a removable storage device (USB thumb drive, hard drive, Dropbox, etc.).
- Back up all of your work. Computers crash and paper, picture, and video 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.

### **Course Online - 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!**  
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.cdm.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**