

## 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 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.
- Be in your seat at the beginning of every class, otherwise you will be marked late. Two late marks will be equal to 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 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 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 asked 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.

**Although you should be able to use your student account to sign into each computer, double-check that your account is active. You may have to activate your account to access CDM 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**