NEWM N100
Foundations of New Media

Department of Human-Centered Computing
Media Arts and Sciences Program
Indiana University School of Informatics and Computing, Indianapolis
Fall 2019

Section No.: 22930  Credit Hours: 3
Time: MW 9:00am –10:15am
Location: IT 152, Informatics & Communications Technology Complex
535 West Michigan Street, Indianapolis, IN 46202 [map]
First Class: August 26, 2019

Instructor: Joseph Defazio, Ph.D. Associate Professor
Office Hours: by Appointment
Office: IT 465 Informatics & Communications Technology Complex
535 West Michigan Street, Indianapolis, IN 46202 [map]
Phone: (317) 278-4148 (Office),
Email: jdefazio@iupui.edu

Prerequisite: None

COURSE DESCRIPTION

Course Description:

This course presents an introduction to the history, theory, and practice of new media with a focus on technological, communicative, and cultural contexts. Characteristics of digital media including interactivity, hypermedia, immersion, and storytelling are explored in depth. There are readings, demonstrations, discussion topics, examples, creative hands-on projects, and a written assignment.

Required Text(s): None

Required: Access to Top Hat

Students are required to register access to Top Hat, an interactive course platform for this class. We will be using Top Hat – to record class attendance and as a classroom engagement platform used to enhance the education experience through participation. For students unfamiliar with Top Hat, review the tutorial video in Canvas/Files.

Software required:
• Adobe Acrobat Reader
• Microsoft MS Word and PowerPoint
• Graphic editor (e.g., Adobe Photoshop, etc.)
Teaching and Learning Methods

The course structure is composed of the following:

- Lectures
  - This activity will be the majority of class time. It will include critical review of convergent digital media as appropriate to class. Use of software for assignments is required.

- Assignments:
  - Topic Discussions will be assigned weekly.
  - Students will engage in interactive responses during class using Top Hat.
  - Homework assignments must be completed for credit in this class.

- Exams and Quizzes:
  - A Mid Term and Final Exam are required.
  - Several quizzes will be administered throughout the semester.

LEARNING OUTCOMES

<table>
<thead>
<tr>
<th>Upon completion of this course, the student will</th>
<th>RBT†</th>
<th>PLUS†</th>
<th>PLO</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrate analytical, evaluative and critical thinking skills.</td>
<td>3, 4, 5</td>
<td>P1.1; P1.4</td>
<td>2, 5</td>
<td>Assignments 1-2-3-5</td>
</tr>
<tr>
<td>2. Investigate and describe differences between analog and digital technologies.</td>
<td>2, 3, 4</td>
<td>P1.1; P2.3</td>
<td>6</td>
<td>Assignment 1</td>
</tr>
<tr>
<td>3. Interpret visual artifacts to convey ideas effectively.</td>
<td>4, 5</td>
<td>P1.1; P3.2</td>
<td>6</td>
<td>Assignment 2</td>
</tr>
<tr>
<td>4. Analyze and synthesize storyboarding concepts using digital animation.</td>
<td>3, 4, 6</td>
<td>P2.1; P3.2</td>
<td>4, 7,8</td>
<td>Assignment 3, 4</td>
</tr>
<tr>
<td>5. Build communicate using communication among peers in programmed topic discussions.</td>
<td>2, 6</td>
<td>P4.1; P4.4</td>
<td>7, 10,</td>
<td>Discussion Topics 1-11</td>
</tr>
<tr>
<td>6. Synthesize and demonstrate skillsets using new knowledge from course lectures</td>
<td>4, 5, 6</td>
<td>P3.3; P3.4</td>
<td>2, 8, 11</td>
<td>Assignment 5 Quizzes Exams</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Media Arts and Science B.S. Program-level Learning Outcomes</th>
<th>†Profiles of Learning for Undergraduate Success (PLUS)</th>
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<tbody>
<tr>
<td>1. Understand digital media and its effective use as a form of communication.</td>
<td>P1.1 Communicator – Evaluates Information</td>
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</table>
| 2. Communicate ideas effectively in written, oral, and visual form to a range of audiences. | P1.4 Communicator – Conveys Ideas Effectively  
P1.2 Communicator – Listen Actively*  
P3.2 Innovator – Creates/Designs** |
| 3. Work effectively as a member of a team to achieve a common goal. | P2.2 Problem Solver – Collaborates  
P1.3 Communicator – Builds Relationships* |
| 4. Analyze a problem, identify and evaluate alternatives, and plan an appropriate solution. | P2.1 Problem Solver – Thinks Critically  
P3.1 Innovator – Investigates* |
| 5. Evaluate media from multiple perspectives using the theories, concepts, and language of digital media with an appreciation for the history, theory, and traditions of digital media. | P2.3 Problem Solver – Analyzes, Synthesizes, and Evaluates |
| 6. Demonstrate mastery of the concepts, techniques, and tools in one or more digital media specialties. | P2.4 Problem Solver – Perseveres  
P3.2 Innovator – Creates/Designs* |
| 7. Develop professional quality digital media productions by promptly applying knowledge and skills including best practices and standards. | P3.2 Innovator – Creates/Designs  
P3.3 Innovator – Confronts Challenges* |
| 8. Explain the impact of digital media on individuals, organizations, and society. | P4.4 Community Contributor – Anticipates Consequences  
P4.1 Community Contributor – Builds Community* |
| 9. Acknowledge diverse opinions regarding professional, ethical, legal, and social issues with a global perspective. | P4.3 Community Contributor – Behaves Ethically  
P4.2 Community Contributor – Respectfully Engages Own and Other Cultures* |
EXPECTATIONS, GUIDELINES, AND POLICIES

Attendance:

Class Attendance

Class attendance is crucial to your success in this course. If you have a documented family or medical emergency, you must notify your instructor as soon as possible so you can receive an excused absence. Note: you must turn in documentation to receive an excused absence. You are allowed one unexcused absence. After you first absence, each additional unexcused absence will negatively affect your final grade. Multiple unexcused absences may result in your failure in the course. Attendance is verified using Top Hat.

Incomplete:

The instructor may assign an Incomplete (I) grade only if at least 75% of the required coursework has been completed at passing quality and holding you to previously established time limits would result in unjust hardship to you. All unfinished work must be completed by the date set by the instructor. Left unchanged, an Incomplete automatically becomes an F after one year. http://registrar.iupui.edu/incomp.html

Deliverables:

You are responsible for completing each deliverable (e.g., assignment, quiz) by its deadline and submitting it by the specified method. Deadlines are outlined in the syllabus or in supplementary documents accessible through Canvas. Should you miss a class, you are still responsible for completing the deliverable and for finding out what was covered in class, including any new or modified deliverable. In fairness to the instructor and students who completed their work on time, a grade on a deliverable shall be reduced 10%, if it is submitted late and a further 10% for each 24-hour period it is submitted after the deadline.

Teaching Assistants:

The Professor is assisted by a teaching assistant in the administration of this course. Your Professor should be the first point of contact. Feel free to email your TA if you have questions about your Discussion topic responses. The TA will also assist the Professor in grading your work, but all grade decisions are the sole responsibility of the Professor. If you have a dispute about the grade on an assignment, contact the Professor directly. The TA does not have the authority to change or modify grades.

Grading Information

Course Organization:

Readings: This course contains a significant amount of reading. You should read all the assigned readings prior to attending the lectures. While the lectures cover many of the readings in depth, it does not cover all content in the readings. You are responsible for the content in the assigned readings. Your knowledge of the readings will be tested in both quizzes and exams, so it is critical that you do not fall behind in the readings.
Assignments: There are a variety of assignments for this course. Please check the syllabus or weekly schedule carefully and make note of the due dates. All assignments are due on the recorded time (see the Syllabus or Weekly Schedule or Handouts or the Canvas Calendar. Assignments turned in after the deadline will not be accepted and will not be graded. There are no exceptions.

Attendance: Attendance for N100 is required. Since our class meets two times per week, it is imperative that you make every attempt to attend each class. You will receive 5 points toward your final grade for each class you attend. You are allowed (1) unexcused/excused absence.

Two Exams: There are two exams in this course. There are no make-ups available for the exams. If you miss the exam on the day and time it is offered, you will lose these points.

Each exam focuses on a particular part of the course. Midterm Exam #1 focuses on Lecture content from August to Mid-October. Final Exam #2 will cover Lecture content from Mid-October to December. The exams will be online (open book and open notes). The two exams together total 200 points.

Four Quizzes: There are 4 quizzes that will be given throughout the semester. There are no make-ups available for the quizzes. If you miss the quiz on the day and time it is scheduled, you will lose these points. The quizzes are all multiple-choice questions. Check the syllabus to find out which weeks have quizzes. Each quiz is worth 50 points. The quizzes will cover topics raised in lecture, readings, and guest lectures. If you miss the quizzes on the day and time it is offered, you will lose these points.

Eleven Discussion Postings: During the first part of this course, you will become part of a group (team). During specific class meetings (see the Weekly Schedule); you will meet with your team to discuss the content that will be posted to your Topic in Canvas. There are 11 required topic postings for this class; each is worth 10 points for a total of 110 points.

Discussion Assignments are assigned on Monday. They are always due on Friday (same week) at (11:59pm). If you miss this deadline you will lose the points. Late uploads or deliverables are not graded.

Top Hat Responses: There are 14 Top Hat Response Sessions. Participation, providing the correct response for each item is worth 20 points for each session.
A weekly schedule is provided for all students. The Weekly Schedule lists lecture topics, reading assignments, assignment due dates, and dates for quizzes and exams.

**The Weekly Schedule is in the Files Section in Canvas.**

**Grading Information:** Grade Breakdown (1325 points total)

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>5 points per class session</td>
<td>130 points</td>
</tr>
<tr>
<td>Top Hat</td>
<td>14 Response sessions @20+ points ea.</td>
<td>285 points</td>
</tr>
<tr>
<td>Assignment 1</td>
<td>Technology Comparison Paper</td>
<td>100 points</td>
</tr>
<tr>
<td>Assignment 2</td>
<td>Illustration – Graphics</td>
<td>100 points</td>
</tr>
<tr>
<td>Assignment 3</td>
<td>Storyboard Assignment</td>
<td>100 points</td>
</tr>
<tr>
<td>Assignment 4</td>
<td>My Career – My Future</td>
<td>100 points</td>
</tr>
<tr>
<td>Assignment 5</td>
<td>Signature Assignment</td>
<td>100 points</td>
</tr>
<tr>
<td>Topic Postings</td>
<td>[11 postings x 10 points each]</td>
<td>110 points</td>
</tr>
<tr>
<td>Quizzes</td>
<td>[2 quizzes x 50 points each]</td>
<td>100 points</td>
</tr>
<tr>
<td>Exam</td>
<td>[Mid Term and Final Exam 100 points ea.]</td>
<td>200 points</td>
</tr>
</tbody>
</table>

**Grade Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1230 – 1325</td>
<td>Excellent and thorough knowledge of the subject matter</td>
</tr>
<tr>
<td>B</td>
<td>1100 - 1229</td>
<td>Satisfactory quality of work</td>
</tr>
<tr>
<td>C</td>
<td>970 - 1099</td>
<td>Minimal work, does not demonstrate mastery</td>
</tr>
<tr>
<td>D</td>
<td>835 – 969</td>
<td>Unacceptable work</td>
</tr>
<tr>
<td>F</td>
<td>834 - 0</td>
<td>Fail</td>
</tr>
</tbody>
</table>

**POLICIES CONCERNING ASSIGNMENT DEADLINES**

- **NO LATE ASSIGNMENTS WILL BE ACCEPTED.**
- Any assignment will be assigned a score of 0 (zero) points if not turned in by the stated project deadline.
- Please check Canvas assignments to determine when your project is due. It is your responsibility to understand due dates.
- Please check Canvas assignments to determine the proper way to turn in the project due. All projects will be turned in through the assignment tab on Canvas.
- Please label all media appropriately. Points will be taken off for improperly labeled media and assignments
  - Example for file: lastName_firstInitial.fileExtension
    - Smith_J.doc
• Midterm and Final exams/presentations will only be administered during set class times. A score of 0 (zero) points will be assessed on any exams not taken during class.
• In-class quizzes that are missed will be scored a zero and no make-up quizzes will be administered.

OTHER CONSIDERATIONS

• Please come to class on time and be prepared to start on time.
• Students will develop and present individual projects unless otherwise approved in writing from the instructor.
• Social sites such as Facebook, Twitter, or any others, may not be accessed during class time.
• Work for other courses may not be done during this class time.
• If you need to leave class early, please inform the instructor in advance.
• Laptops should only be used for taking notes, not for running advanced software.
• The outcomes and artifacts developed for any one class in Media Arts and Sciences at IUPUI cannot be the same or overly similar between semesters or in the same semester for one student or group of students or one faculty or group of faculty. The project must be differentiated, the expectations for the project outlined, and the faculty involved, notified and in agreement prior to the semester beginning. In other words, all projects must be unique and may not be used from one class to another without instructor permission.

CODE OF CONDUCT

All students should aspire to the highest standards of academic integrity. Using another student’s work on an assignment, cheating on a test, not quoting or citing references correctly, or any other form of dishonesty or plagiarism shall result in a grade of zero on the item and possibly an F in the course. Incidences of academic misconduct shall be referred to the Department Chair and repeated violations shall result in dismissal from the program.

All students are responsible for reading, understanding, and applying the Code of Student Rights, Responsibilities and Conduct and in particular the section on academic misconduct. Refer to The Code > Responsibilities > Academic Misconduct at http://www.indiana.edu/~code/. All students must also successfully complete the Indiana University Department of Education “How to Recognize Plagiarism” Tutorial and Test. https://www.indiana.edu/~istd You must document the difference between your writing and that of others. Use quotation marks in addition to a citation, page number, and reference whenever writing someone else’s words (e.g., following the Publication Manual of the American Psychological Association). To detect plagiarism instructors apply a range of methods, including Turnitin.com. http://www.ulib.iupui.edu/libinfo/turnitin
Academic Misconduct:

1. **Cheating:** Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.
   a. A student must not use external assistance on any “in-class” or “take-home” examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
   b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advanced authorization from the instructor to whom the work is being submitted.
   c. A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet.
   d. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student’s individual work.
   e. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
   f. A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.
   g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the work is being submitted.
   h. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.

2. **Fabrication:** A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.

3. **Plagiarism:** Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered “common knowledge” may differ from course to course.
   a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
   b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
      1. directly quoting another person’s actual words, whether oral or written;
      2. using another person’s ideas, opinions, or theories;
      3. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
      4. borrowing facts, statistics, or illustrative material; or
5. offering materials assembled or collected by others in the form of projects or collections without acknowledgment

4. **Interference:** A student must not steal, change, destroy, or impede another student’s work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student’s grade or the evaluation of academic performance. Impeding another student’s work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

5. **Violation of Course Rules:** A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.

6. **Facilitating Academic Dishonesty:** A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

**OTHER POLICIES**

1. **Administrative withdrawal:** A basic requirement of this course is that students participate in all class discussions and conscientiously complete all required course activities and/or assignments. If a student is unable to attend, participate in, or complete an assignment on time, it is the student’s responsibility to inform the instructor. If a student misses more than half of the required activities within the first 25% of the course without contacting the instructor, the student may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and a student who has been administratively withdrawn from a course is ineligible for a tuition refund. Contact the instructor with questions concerning administrative withdrawal.

2. **Civility:** To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in lectures, discussions, group work, and other classroom exercises. Thus, unnecessary disruptions should be avoided, such as ringing cell phones, engagement in private conversations, and other unrelated activities. Cell phones, media players, or any noisy devices should be turned off during a class. Texting, surfing the Internet, and posting to Facebook or Twitter during class are generally not permitted. Laptop use may be permitted if it is used for taking notes or conducting class activities. Students should check with the instructor about permissible devices in class. IUPUI nurtures and promotes “a campus climate that seeks, values, and cultivates diversity in all of its forms and that provides conditions necessary for all campus community members to feel welcomed, supported, included, and valued” (IUPUI Strategic Initiative 9). IUPUI prohibits “discrimination against anyone for reasons of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or veteran status” (Office of Equal Opportunity). Profanity or derogatory comments about the instructor, fellow students, invited speakers or other classroom visitors, or any members of the campus community shall not be tolerated. A violation of this rule shall result in a warning and, if the offense continues, possible disciplinary action.
3. **Communication:** For classroom-based courses, the instructor or teaching assistant should respond to emails by the end of the next class or, for online courses, within two Indiana University working days, which excludes weekends and holidays. The instructor should provide weekly office hours or accept appointments for face-to-face, telephone, or teleconferenced meetings, and announce periods of extended absence in advance.

4. **Counseling and Psychological Services (CAPS):** Students seeking counseling or other psychological services should contact the CAPS office by phone at 274-2548 or email at capsindy@iupui.edu. For more information visit http://life.iupui.edu/caps/.

5. **Course evaluations:** Course evaluations provide vital information for improving the quality of courses and programs. Students are urged to complete one course and instructor evaluation for each section in which they are enrolled at the School of Informatics and Computing with the following three exceptions: (a) The student has withdrawn from the course; (b) fewer than five students are enrolled in the section (in which case maintaining anonymity is difficult); and (c) the section is a laboratory that must be taken with a course having a different section number. Course evaluations are completed at https://soic.iupui.edu/app/course-eval/. Course evaluations are typically open from the eleventh week. Course evaluations are anonymous, which means that no one can view the name of the student completing the evaluation. In addition, no one can view the evaluation itself until after the instructor has submitted the final grades for the course. In small sections, demographic information should be left blank, if it could be used to identify the student.

6. **Disabilities policy:** In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. Please notify the instructor during the first week of class of accommodations needed for the course. Students requiring accommodations because of a disability must register with Adaptive Educational Services (AES) and complete the appropriate AES-issued before receiving accommodations. The AES office is located at UC 100, Taylor Hall (Email: aes@iupui.edu, Tel. 317 274-3241). Visit http://aes.iupui.edu for more information.

7. **Email:** Indiana University uses your IU email account as an official means of communication, and students should check it daily for pertinent information. Although you may have your IU email forwarded to an outside email account, please email faculty and staff from your IU email account.

8. **Emergency preparedness:** Safety on campus is everyone’s responsibility. Know what to do in an emergency so that you can protect yourself and others. For specific information, visit the emergency management website. http://protect.iu.edu/emergency

9. **IUPUI course policies:** A number of campus policies governing IUPUI courses may be found at the following link: http://registrar.iupui.edu/course_policies.html

10. **No class attendance without official enrollment.** Only those who are officially enrolled in this course may attend class unless they are enrolled as an auditor or making up an Incomplete by prior arrangement with the instructor. This policy does not apply to those assisting a student with a documented disability, serving in an instructional role, or administrative personnel. http://registrar.iupui.edu/official-enrollment-class-attendance.html Children may not attend class with their parents, guardians, or childcare
11. **Religious holidays:** Students seeking accommodation for religious observances must submit a request form to the course instructor by the end of the second week of the semester. For information visit http://registrar.iupui.edu/religious.html.

12. **Right to revise:** The instructor reserves the right to make changes to this syllabus as necessary and, in such an event, will notify students of the changes immediately.

13. **Sexual misconduct:** IU does not tolerate sexual harassment or violence. For more information and resources, visit http://stopsexualviolence.iu.edu/.

14. **Student advocate:** The Student Advocate provides assistance to students with personal, financial, and academic issues. The Student Advocate Office is located in the Campus Center, Suite 350. The Student Advocate may also be contacted by phone at 317 274-4431 or by email at studvoc@iupui.edu. For more information visit http://studentaffairs.iupui.edu/advocate.

**MISSION STATEMENT**

The Mission of IUPUI is to provide for its constituents excellence in

- Teaching and Learning;
- Research, Scholarship, and Creative Activity; and
- Civic Engagement.

With each of these core activities characterized by

- Collaboration within and across disciplines and with the community;
- A commitment to ensuring diversity; and
- Pursuit of best practices.

IUPUI’s mission is derived from and aligned with the principal components—Communities of Learning, Responsibilities of Excellence, Accountability and Best Practices—of Indiana University’s Strategic Directions Charter.

**STATEMENT OF VALUES**

IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana’s capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community, both to provide educational programs and patient care and to apply learning to community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and services.