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## DMDC 0000 Digital Media and Design Program Orientation

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Advisement Hours:	During classroom hours		

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### Introduction

Welcome to the Digital Media Design program at the Davis Technical College (Davis Tech)! The purpose of this program orientation is to familiarize you with information specific to the program and its unique policies and procedures. You are required to read this document thoroughly and discuss any unclear sections with your instructor or a Career and Academic Advisor. You may also review college policies on the Davis Tech website ([www.davistech.edu](http://www.davistech.edu)), or in Student Services.

### Program Description

Digital Media Design is one of the fastest growing and highest paying careers in the creative field today. The Digital Media Design program at Davis Tech is employing both creative and technical skills while designing websites, creating digital art, writing code, and working in many other facets of graphic design. Combining classroom experience with real-world projects, this program is designed for students seeking careers in web design and development, graphic design, 3D modeling and animation, and video game design and development.

The program begins with core courses in digital graphic design theory, concept, and application that equip students with the skills and foundations to build upon as they move on to their specialized areas where they will develop more advanced skillsets.

In order to properly prepare our students with the necessary skills to compete in these high tech fields, this program teaches students how to both write code for websites (HTML, CSS, JS, jQuery, PHP, SASS) and utilize industry standard software including:

- Adobe Creative Suite: Photoshop, Illustrator, InDesign, Premiere Pro, and After Effects.
- Autodesk Entertainment Creation Suite: Maya and 3ds Max.
- Pixologic: ZBrush

Successful completion of a certificate program provides students with entry-level skills for a wide variety of digital media industry employment.

## Program Objectives

Students will practice with new skills through hands on experience, instructional videos, information sheets, and competency tests. Upon completion of this program or a given certificate, students will have received generalized training as a Digital Media Assistant in the core courses of the program, as well as specialized training as a Web Designer and Developer or a Digital Art Designer. Students will learn and apply the following while enrolled in the Digital Media Design program:

### Core Objectives:

- Demonstrate computer literacy (as certified by IC<sup>3</sup>)
- Create basic multimedia
- Manipulate images using Adobe Photoshop
- Create graphics and illustrations using Adobe Illustrator
- Design using contrast, repetition, alignment, and proximity—the four basic design principles

### Elective Objectives:

- Create Responsive Websites (Mobile-First / Progressively Enhanced) using HTML5, CSS3, and JavaScript that will work on all devices and screen sizes
- Create dynamic User Interfaces and delightful User Experiences
- Optimize websites to load quickly and rank highly in search engines
- Design effective Information Architecture schemas
- Develop custom themes for industry standard Content Management Systems (CMS)
- Develop database powered web applications using industry standard programming languages (PHP/ MySQL)
- Develop marketing channels for customer promotion
- Edit digital videos with produce special effects
- Utilize industry standard software / equipment with cutting-edge best practices
- Establish an online Graphic Design / Web Development portfolio
- Create digital art projects
- Define animation principles
- Create and storyboard an animation clip
- Model a single object with techniques to add maps and textures
- Create a simple character and animate the character by applying the correct cameras and lights
- Add a special effect to the animation
- Edit the animated film by using Adobe Premier Pro and/or After Effects
- Demonstrate the process of game design and development
- Design and model a simple game character by using 3D animation software
- Design and create game graphics using digital graphic software
- Design and develop simple games with game engines
- Create publications using Adobe InDesign
- Demonstrate an understanding of the print and prepress process
- Select correct fonts, font types, and colors for specific publications

- Manipulate and organize pictures using Adobe Photoshop
- Demonstrate an understanding of creative strategy in advertising

## General Information

You can access this orientation on the Davis Tech program web site, as well as current information on the following items:

- Admission Requirements
- Classroom Availability
- Training Location
- Graduation Requirements
- Course Descriptions
- Program Requirements
- Gainful Employment Disclosures
- Estimated Cost (*tuition, fees, program and course materials*)
- Financial Aid
- Credentials
- Job Outlook
- Transfer Options
- Academic Agreements
- Industry Licensing and Certification

## Student Advisement

Digital Media faculty are available for student advisement during the hours listed at the beginning of this orientation. These meetings will allow you and the instructor to accomplish the following tasks:

- Update any changes in your employment status and contact information in Northstar.
- Review course performance and attendance requirements.
- Define and clarify training and career goals.
- Select appropriate courses according to your interest and aptitude and that achieve program completion requirements.
- Discuss professional work ethic.
- Discuss challenges and Davis Tech support services that can help improve your success.

## Scheduling

Courses in this program have an open-start/defined-end schedule. Students in this program may start courses at any time. Following course enrollment, the student receives a schedule that shows the date by which they must have completed the course. Students who fail to complete a course by the end date will be required to re-enroll and repay for the course. This type of scheduling is also referred to as course based, because you pay for a course at a time. If you have questions about course based scheduling, you can view the Frequently Asked Questions at [www.davistech.edu/faq/course-based](http://www.davistech.edu/faq/course-based).

## **Campus Technology**

Each time that you attend class, you will log in to and out of the Northstar Classroom Login Station using your 10-digit student number. You were given this number when you completed the Davis Tech enrollment process. You will use your student number to access the Student Portal as well. Your instructor will provide you with information on Canvas access.

You can access Canvas from any internet-connected computer at the following URL: <https://davistech.instructure.com/login>. If you have problems logging in to Canvas, please see your instructor or email [online.support@davistech.edu](mailto:online.support@davistech.edu). If you encounter technical problems while in Canvas, use the Help button in Canvas and the “Report a Problem” link. A general orientation to Canvas can be found in the New Student Orientation, but faculty will also offer an orientation specific to technology in your program on your first day of class.

## **Students with Disabilities**

If you have a disability that may require accommodation, contact and work through the counseling service located in Student Services.

## **Competency-Based Training**

Davis Tech courses are competency-based, requiring you to demonstrate your knowledge and skill according to industry-based objectives and performance standards. Course lengths are based on actual clock-hours and are calculated on the average length students are expected to complete designated course work. At the beginning of each course, you purchase or receive course curriculum which provides guided learning modules for you to follow. This includes the amount of time that should be spent on each learning activity. This will help you to meet industry time standards and to complete course work in an appropriate amount of time.

## **Face-to-Face/Hybrid Education**

Some courses in this program combine work that must be completed face-to-face (F2F) on campus with the convenience of work that can be completed independently using Canvas, a learning management system. When you log in to Canvas, you will find Guidelines for Success in a Hybrid/Online Course; a tutorial for using the learning management system; email requirements; netiquette, technical support and troubleshooting guidelines.

## **Program Safety**

Office environments like those in digital media are often seen as free of safety issues, and it is true that office workers are at a lower risk of workplace injuries than most occupations. However, it is still important to talk about safety with our digital media students. You will learn more about safety in our DMDC 0000 orientation course, but you should also be aware of these basic safety issues while in our program:

- Make sure your desk setup is ergonomic
- Take regular breaks and get up and move around
- Notify an instructor if electrical cords are worn or misplaced
- Know our emergency procedures and evacuation plans (posted in our classroom)

## Performance Standards

### Progress

Progress is calculated by the number of scheduled hours versus the amount of coursework completed. Progress must be maintained at 100%. By following the module hours indicated in the course syllabus, students can maintain good progress. If you have difficulty meeting the progress requirement, you are encouraged to talk to your instructor. Failure to maintain the required progress standard or failure to complete a course by the end date will result in academic corrective action being taken.

### Grading

Davis Tech courses are competency-based, requiring you to demonstrate your knowledge and skill according to industry-based objectives and performance standards. Course lengths are based on actual clock-hours and are calculated on the average length students are expected to complete designated course work. At the beginning of each course, you purchase or receive course curriculum which provides guided learning modules for you to follow. This includes the amount of time that should be spent on each learning activity. This will help you to meet industry time standards and to complete course work in an appropriate amount of time.

Digital Media Design course and/or module grades are issued based on the following scale:

A	94-100%	A-	90-93%		
B+	87-89%	B	84-86%	B-	80-83%
C+	77-79%	C	74-76%	C-	70-73%

Students who score less than 70% will not be considered as completing the course. Specific performance and grading information is included in each course syllabus.

For high school students, grading is determined by an average of the grades given from each instructor that a course was taken from during the school term. The high school reserves the right to lower student grades if attendance is not maintained.

Grades will be given to all students for courses that are articulated with Weber State University based on progress factor, module tests, final competency test, past academic performance and student attendance. Note that Weber State University only accepts coursework in which students earned a grade "B" or better.

Digital Media Design students are responsible for printing their progress reports and reviewing them with the instructor in the first week of each month. The instructor will explain how to read a progress report and will provide feedback about your progress in the course and program.

### Academic Performance

Your success in this program is important to us. We will work with you to help you succeed, but if we feel that you are not meeting the minimum standards as described in this orientation, we are committed to taking appropriate actions to help you improve. The following steps may be taken if you fail to meet the minimum performance, progress and attendance standards or violate Digital Media Design policies and procedures:

### **Academic Probation**

Students who are on academic probation may lose federal financial aid, scholarship eligibility, or sponsorship and benefits, as determined in accordance with college Financial Aid requirements and Department of Education regulations.

If you are unable to complete a course by the course end date or meet program performance standards, you will be put on probation and a Student Improvement Plan will be developed. The plan will include details of the unsatisfactory performance, outline a plan and timeframe for performance improvement and describe the process that will be used to monitor and evaluate future performance. This plan will be submitted to Student Services to become part of your student record. The plan will be signed by you and the instructor.

If you are unable to correct the unsatisfactory performance or complete the repeated course by the repeated course end date, you will remain on probation and will need to meet with your instructor and a college counselor to modify and further define the Student Improvement Plan. The instructor and counselor may also evaluate barriers that might prevent your success in the program and whether or not other training options should be considered.

If you fail to meet the performance standards outlined in the Student Improvement Plan, you will be required to participate in a Committee Review in order to continue as a student at Davis Tech. The committee will be composed of you, the instructor, the program director, an impartial program director, and a college counselor. The committee will evaluate the corrective actions taken by the college, the Digital Media Design program and you to determine a mutually beneficial course of action. Possible options may include but are not limited to: continued academic probation, additional assessment, recommended change to another educational program, suspension, or termination from the program.

If you fail to appear for the Committee Review, you may be considered for disciplinary termination. If you have received a Student Improvement Plan or have been placed on academic probation and subsequently leave the institution, you may be considered for disciplinary termination. If you are terminated for academic performance, you must meet with a Career and Academic Advisor to discuss a plan for correction before being permitted to re-enroll at Davis Tech.

### **Problem Resolution**

If you are not satisfied for any reason with classroom management, grading or academic disciplinary actions taken, discuss your concerns with faculty in your program. If this does not resolve your concerns, please contact Student Services.

### **Disciplinary Termination**

If you have received a formal plan for improvement or have been placed on academic probation and subsequently leave the institution, you may be considered for disciplinary termination.

### **Attendance**

Attendance is calculated by the number of scheduled hours versus the number of hours you are present in the classroom. Program policy requires that a student maintain attendance of at least

85% (high school students 90%). There are no excused absences, you are either here or you are not. In the Digital Media Design classroom, the following attendance rules apply:

- You are responsible to clock in before the computer marks you tardy. Because we do not accept tardies, if you clock in past the accepted time, you will be marked absent. (Adjust your schedule accordingly.)
- The guidelines for attendance are based upon that of a working environment. If you were at your place of employment and you were continually late or leaving early, you probably wouldn't have your job for long.
- Clock-in window is 5 minutes before and after the bell.
- If you are 10 minutes late, you will be marked absent.
- If you leave before the bell, you will be marked absent.
- Poor attendance by high school students may result in a grade reduction from the high school. Your citizenship is based on your attendance on the following scale:
  - 100% Honorary
  - 85%-99% Satisfactory
  - 60%-84% Needs Improvement
  - 59% or lower Unsatisfactory
- If you have a job interview, a meeting with your caseworker, class-related absence, or if you are a high school student with a school assembly or activity, please notify your instructor in advance.
- If you are in the hallway, visiting, or violating web privileges, you will be given an "N" for a non-productive day. Multiple non-productive days will result in probation for one month.
- Failure to meet attendance requirements will result in probation for one month.
- Repeated periods of attendance-related probation may result in termination from the program.
- If you are absent for ten (10) consecutive scheduled days, you will be withdrawn from Davis Tech. Failure to meet the required attendance standard will result in academic corrective action being taken.

## **Student Policies and Procedures**

You may find further information on institutional student policies and procedures here:

<http://www.davistech.edu/student-policies>.

## **Instructor Response Time**

Your instructor will respond to any question regarding the program, assignments, or assessments in 24 hours within the Davis Tech operational schedule.

## **Placement Services**

Placement services are available to you when you complete your program. These services include resume review, interview skills, and job placement assistance.

## Student Follow-up

Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify us of your employment status. If you are already employed, become employed, or if your employment status changes, please notify your instructor. You may also report current military service, the pursuit of additional education, or indicate reasons that may prevent you from completing your program or finding employment. If we don't receive a response from you, a Davis Tech employee will contact you to request your employment status.

## Course Evaluations

At the end of each course your curriculum will guide you to an online evaluation with questions about instructional content and your primary instructor. We appreciate and value your feedback. Although you will be asked to enter your student number, this is simply to verify the evaluation is completed only once per student. Feedback is used for program improvement and professional development.

## Code of Conduct

### Dress Code

#### What is our dress policy?

Our policy is to “dress for casual business.” In other words, you should dress professionally. Our philosophy is to maintain a professional work/study environment and promote clean and appropriate dress for employment.

#### Why do we need a dress policy?

There is a direct correlation between how one dresses and how one thinks, feels, and acts or behaves, and how others react or respond. According to Dr. Jeffrey Magee, a consulting research psychologist, who in 1997 and 1998, surveyed 500 firms ranging from small businesses (100+ employees) to Fortune 500 companies, businesses that lowered the dress standard reported that relaxed attitudes lead to:

- Relaxed performance.
- An increase in tardiness, absenteeism and early departures.
- An increase in foul language and inappropriate conversation.
- An increase in provocative actions, which lead to more complaints to HR, and consequently, to more litigation.
- A decrease in polite, mannerly behavior.
- A decrease in productivity and overall quality of work.
- A decrease in commitment and company loyalty.

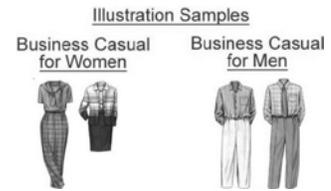
#### Why we choose a casual business dressing?

- Because casual wear makes you appear more friendly and relatable than traditional business dress.
- Employees are more relaxed in comfortable clothes and tend to be more at ease with their coworkers.

- Casual days boost employee morale by demonstrating that even though you're business, you're not JUST business.

### What does business casual look like?

Business casual is not a license to be sloppy or dress inappropriately. It normally means shorts and skirts should be a maximum of three inches above the knee. No low-cut shirts, tank tops, spaghetti straps or t-shirts with obscenities, flip-flops, and distractive apparel are allowed. Use your common sense and good judgment when you select your work/study clothes. You may refer to the illustration for examples.



### What about high school students?

Please follow your home school dress policy. We enforce and accept the Davis County High School Dress Policy. Please check with your instructor if you don't know your school dress policy.

## Policies for Digital Media Design Program

### Internet Use Policy

Internet resources can be valuable for a student's education. Internet access is a privilege that may be withdrawn. Students are expected to be aware of and abide by the following:

1. Personal contact information may not be entered onto the Internet.
2. Students may use Lab Internet access only for teacher-directed educational activities.
3. Students may use the Lab Internet access only when authorized and supervised.
4. Prohibited Internet Uses:
  - a. Students may not access or create files or materials without authorization (offensive, profane, or pornographic files or materials are strictly prohibited).
  - b. Students may not use Internet games, multi-user domains (MUDs), or web chats.
  - c. Students may not plagiarize works or violate copyrights or trademarks.
5. Students do not have an expectation of privacy in files, disks, documents that have been used or created with Davis Tech equipment.
6. Disciplinary actions will be taken to meet the specific concerns related to violations of this agreement (e.g. loss of access to computers, dismissal from Davis Tech class, contact of your home school ATE Coordinator and Administration, suspension from home school, etc.).

## Digital Media Design Lab Policy

This lab has a strict computer lab policy. Your performance and behavior are under school and instructor's observation. Violators will be subject to termination. *(Check one at a time to indicate that you fully understand your responsibility in the lab.)*

- No food and drink are allowed in the lab.
- NO GAMES ARE ALLOWED on your machine.
- NEVER copy, download or install software, games, or music onto or from your workstation unless they are schoolwork related with instructor's approval.
- If you choose to listen to music while you are studying, bring your own music CDs or phone.
- If you do still listen to CDs, please write your name on them, so we can return them to you if you forget to take them with you when you leave the lab.
- No watching movies during class time. If the movie is related to your course assignment, please get your instructor's approval before you watch it.
- NEVER change the configuration of your workstation.
- Immediately report to the instructor if you notice something is wrong with your computer.
- NEVER swap hardware without asking the instructor's permission.
- Print only the materials or lab assignments for this class specifically. If printing material is not for this class but is schoolwork related, notify the instructor and get the instructor's permission to do it. Please help us save paper and ink.
- Use the computer as a learning tool, not a toy. Take care of your computer. The course will not be enjoyable for you if your computer is not working.
- Use the Internet as your research tool. You must follow the Internet Use Policy. If you are caught accessing an Internet site without instructor's permission or accessing a questionable site, you will be dismissed from class.
- Personal cell phones should be turned off. If you have to leave it on, set the ringer to LOW. Please answer or make your personal phone calls outside the classroom.
- Choose your screen background and screen saver wisely. No violent, obscene, gang-related, profane, and/or distractive screen images or screen savers are allowed on the lab computers.

## Digital Media Design Program Disclosure

Thank you for choosing the Davis Tech Digital Media Design program.

Make sure you have a complete understanding of all the policies and procedures included in the Program Orientation. If you have any questions, please ask your instructor before you sign this page. This signature page will be kept in your Student File folder by your instructor.

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I have received, read and understand the following policies and procedures and agree to comply with the standards of behavior that are expected:

- The Davis Tech Student Grading and Performance Policy
- The Digital Media Design Program Lab Policy
- The Digital Media Design Program Internet Use Policy
- The Hardware/Software Acceptable Use Policy
- The Digital Media Design Program Dress Policy
- The Digital Media Design Program Outcomes (Completion Rate: 61%; Placement Rate: 70%)
- The Digital Media Design Program Performance Standard (Progress: 100% and Attendance: 85%)

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**Student Name** (Printed)

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**Student Signature**

**Date**

*(Please sign and return this form to your instructor.)*