Introduction to
Digital Culture

TIME AND PLACE:
Online

COURSE WEBSITE
https://digitalculture.
hol.asu.edu

INSTRUCTORS
Todd Ingalls

OFFICE HOURS
TBA

OFFICE LOCATION
Tempe Campus

Todd Ingalls:
testcase@ asu.edu

OFFICE HOURS
W/TH 1:30-2:45

OFFICE LOCATION
Stauffer B245,
Tempe Campus

About The Course

This course introduces fundamental structures and themes of Digital Culture and gives examples of pathways for becoming active producers and consumers of Digital Culture. The course will also cover fundamentals of media capture, composition and distribution, as well as key technical skills in software coding and the basics of creating media systems. Learning methods include a combination of lectures, discussion posts and activities, readings, self-guided tutorials, and applied projects. This course will challenge you to think in new ways, consider how technology pervasively intervenes in our culture, and experiment with the art of making with technology.

Learning Objectives

1. Identify and define the dimensions of digital culture as a model of understanding historical and modern relationship between technology and culture

2. Write about the current landscape of Digital Culture practice, demonstrating understanding of key terms and current and future trends.

3. Identify basic procedural programming constructs and apply them by writing basic code.

4. Define the Experiential System Model, including sensing, modeling/analysis, and feedback towards an experiential goal, name examples of systems.

5. Propose, prototype and document the design of an experiential media system that implements sensing, modeling, and feedback.

6. Capture, edit, and share digital media with situated cultural awareness.

Important Dates

https://students.asu.edu/academic-calendar
Course Withdrawal Deadline: April 5, 2020

Technical Support Contact

holsupport@asu.edu
1-888- 298-4117

COURSE POLICIES

Class Expectations

Computer Requirements

This course requires that you have access to a computer that can access the internet. The course site does function on a mobile device, including lecture videos, but it is currently recommended that you submit assignments via a desktop browser, not a mobile device. You will also need to have access to, and be able to use, the following technology:

- A web browser
- Adobe Acrobat Reader (free)
- Adobe Flash Player (free)
- Writing software such as TextEdit, Google Docs, or Microsoft Word
- Speakers or headphones to listen to lectures
- Audacity, a free sound editor
- A video editing program of your choice
- A PDF printer/creator (Mac does this natively; Windows varies)
- Assorted media programming languages (more information to come during instruction)

Assignment submissions:

All assignments must be submitted in the correct format and place per the assignment instructions, or they will not count for credit. Emailed assignments do not count unless specifically said otherwise. If you experience difficulties with the assignment submission, you may email the assignment if this makes you feel better, but we will ask you to resubmit the assignment to the course site as soon as the technical issues are resolved.

Written assignments

Proper grammar, spelling, sentence structure, professionalism, style and other writing skills are required in all written documents completed for this course, including but not limited to: discussion posts, extra credit, projects, papers, and emails. Graded assignments may be marked off if they do not meet one or more of these standards.

Studying and Preparation Time

A three-credit course requires a minimum of 135 hours of student work. Therefore expect to spend an average of 8-9 hours per week preparing for and actively participating in this course and any 3-credit college course.

Student Conduct

Netiquette

Proper "netiquette" is expected at all times. Netiquette is communicating online in a thoughtful and respectful manner. Remember, this is the only way you have to represent yourself to your peers and to me. For more information on netiquette, see:

https://asuonline.asu.edu/newsroom/online-learning-tips/netiquette-online-students

Disruptive Conduct and Appropriate Behavior

All students are entitled to receive instruction that is free from interference by other members of the class. Please be aware that this applies to online classrooms as well. If a student is disruptive, staff may ask the student to stop the disruptive behavior and warn the student that such disruptive behavior can result in withdrawal from the course. An instructor may withdraw a student from a course under USI 201-10: https://www.asu.edu/aad/manuals/ssm/ssm201-10.html. Inappropriate discussion board messages will be

deleted. Students will be notified privately that their posting was inappropriate. Repeated inappropriate or conduct will be considered disruptive and sanctioned according to above policy USI 201-10. For more information on ASU's policy regarding threatening, violent, or disruptive conduct, see
http://www.asu.edu/aad/manuals/ssm/ssm104-02.html
For more information, please see ASU's Computer, Internet, and Electronic Communications Policy:
http://www.asu.edu/aad/manuals/acd/acd125.html

Email Communication

This is the most reliable way to get in touch with instructors. Please email with any questions. However, as a courtesy please first check the syllabus and announcements for answers to your questions. If you're new to professional email and don't feel comfortable with it, you might want to check out this article:
https://medium.com/@lportwoodstacer/how-to-email-your-professor-without-being-annoying-af

Student responsibilities

You are required to use your official ASU email address (i.e., student@asu.edu) for course communications. Messages from your personal email account may not be answered due to privacy or delivery concerns.

Response time

Please allow 24-48 hours for an email reply. If you do not get a reply after 48 hours, check that you sent the message from your ASU email address, and then please resend.

Technical Support

Herberger Online handles all technical questions and issues that may arise in this course. The Herberger Online support team is available to assist you 24 hours a day, 365 days a year. Reach them anytime at:

- *holsupport@asu.edu*
- *1-888- 298-4117*
- *480-965- 3057 (International)*

When contacting support, please provide:

- *The full name of this course (AME 111: Introduction to Digital Culture)*
- *The title(s) of any assignment(s) you're having trouble with*
- *A brief description of the problem*
- *Detailed, step-by- step instructions to reproduce the problem*

Instructors cannot answer most technical support questions regarding the course website, therefore it is recommended that all technical questions about the course website be addressed to the contacts above. Please contact the support team immediately if you encounter technical issues while completing an assignment and you are unable to resolve the problem and reset your work.

Guide to Documentation for Late Work or Make-ups

Assignments can be extended or made up if you miss an assignment for an excused reason, i.e. something that would warrant an excused absence in an in-person class. This includes university sanctioned activities (see here: http://www.asu.edu/aad/manuals/acd/acd304-02.html), religious practices (see here: http://www.asu.edu/aad/manuals/acd/acd304-04.html) and serious illness. You must provide documentation (electronically is fine) that contains a contact name and number of a verifiable source, i.e. a doctor or hospital note or letter from the ASU organization you are traveling with. Submitted documentation will be checked for authenticity; those who submit false documentation will be sanctioned according to the Student Code of Conduct. All documentation of expected absences should be presented prior to missing the class.

Late Assignment Policy

General Policy

Late work will be accepted up to 1-calendar week late for a deduction of 25%. No work will be accepted after this. You will need to send an email request to open a make-up so that you can access work after the deadline.
The late policy does not apply to the final project; it must be completed on time due to grading deadlines.

Campus Network Outage

If access to the course site is not available for an extended period of time you can reasonably expect that the due date for assignments will be extended.

Other Technical Difficulties

In the event of technical difficulties verified by Herberger Online, exceptions will be made. However, the late policy will apply if your assignment is not submitted for any reason within your control, of which there are many possible things to go wrong. The most common things are that students (1) close and reopen their laptop, (2) walk away from their computer for more than 4 hours, or (3) otherwise lose connection to the internet. All of these things could cause your course login session to expire, and then when you return to the browser, the tab appears to be open and connected, but it is not. When you hit submit, instead of the assignment submitting properly, it goes to authenticate your credentials, and the work is not saved. Please ensure that your assignment was submitted by checking on the "grades" tab to see if the assignment posted. If it is not visible in your grades tab, it was not submitted correctly. You should resubmit, or email right away if this happens and you notice after the deadline. It is highly recommended to save a copy of all assignments for cases like this.

Grade Weights:

200 points Projects 1 and 2
200 points Final Project
105 points Project Proposals (35 points each)
225 points Discussion Board Posts (15 points each)
120 points Coding Assignments (10 points each)
150 points Exams (50 points each)

1000 total points

Grading Scale:

A+: 97-100%   (970-1000 points)
A: 93-96.9%   (930-969 points)
A-: 90-92.9%   (900-929 points)
B+: 87-89.9%   (870-899 points)
B: 83-87.9%   (830-879 points)
B-: 80-82.9%   (800-829 points)
C+: 77-79.9%   (770-799 points)
C: 70-76.9%   (700-769 points)
D: 60-69.9%   (600-699 points)
E: 0-59.9%   (0-599 points)

Grading Policy Fine Print

A curve may be applied to raw scores or individual assignments at instructor's discretion. If a student requests an assignment to be regraded, other assignments may also be regraded.

Exams

Overview

There are three unit exams in this course. All are the same length and weight and are not cumulative. All content for exam questions is drawn directly from the lecture materials, in-class activities, and assigned readings. All exams are open-note, open-Google, open-friend, but with three very large caveats:
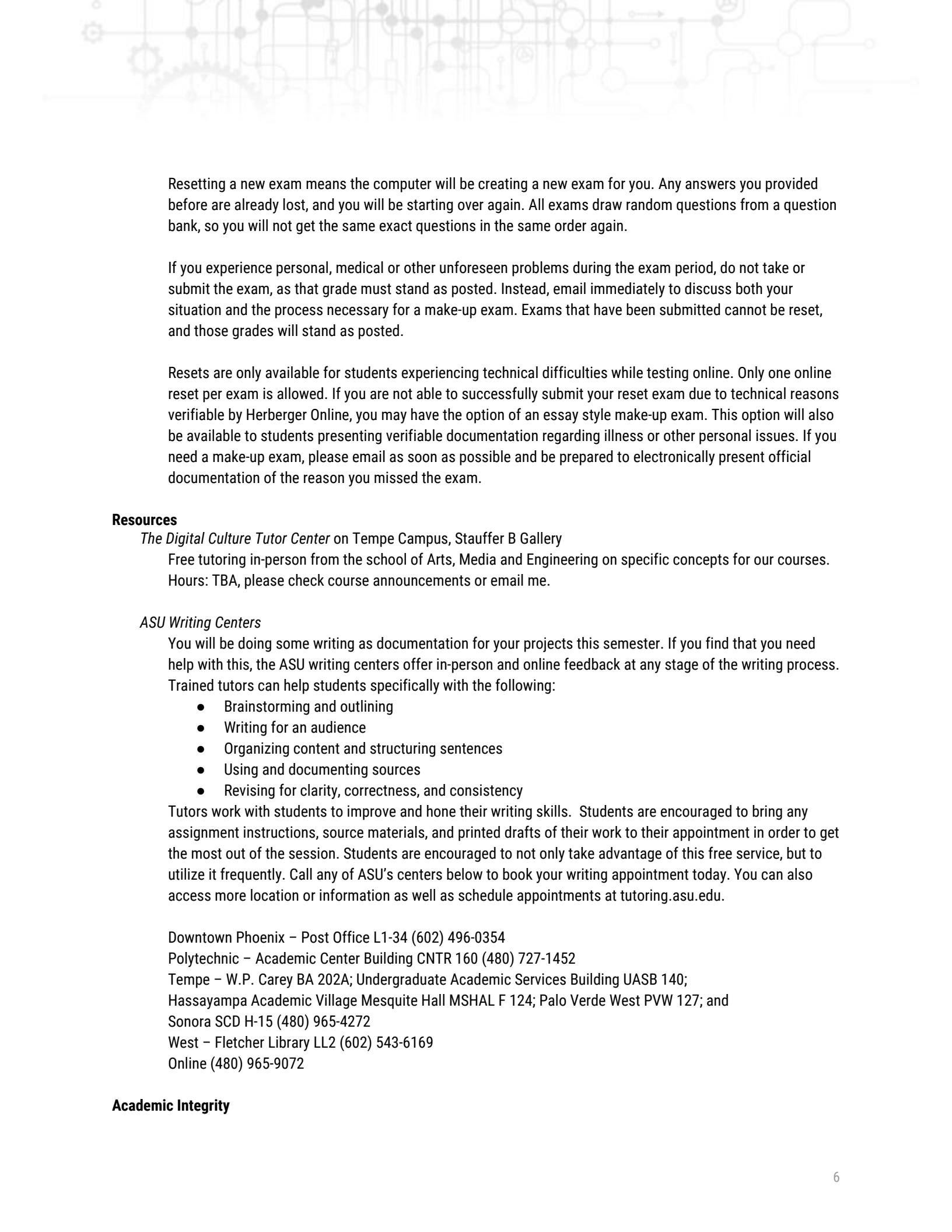
1. You cannot access anything else on the course site while you have an exam open. If you attempt to do so, the course site will automatically invalidate your submission. Once you enter the exam, you will not be able to access course materials on the website. Do not open any additional tabs/windows of the course site on your browser while taking an exam, as this will cause your submission to be unsuccessful. In many cases, it will not inform you that your attempt is invalid until you try to submit it. If you want access to course material during the exam, you must take offline notes. You will receive a 0% on the exam if you attempt to access the course website while an exam is open.

2. Taking the text together is acceptable, but for the fairness of all students please do not discuss the exam questions with another student before they have taken the exam.

3. The exams have a strict time limit. You will lose 2 points for every minute you go over the time limit. Without proper studying of the course material, it is unlikely that you will do well on the tests due to the time limits imposed.

Testing Rules

● It is your responsibility to locate reliable Internet access during the exam. Make-ups will not be available for students who have computer difficulties at their end.

● You will be issued a unique receipt number for a successfully submitted exam. Please retain that number as proof of your completed submission. If you do not receive a receipt number for an exam or assignment, that submission has NOT been successful, and you should contact Herberger Online immediately for assistance. If you have no receipt number, you have no grade. Please email Herberger Online if your score is not posted on the course Grades page within 24 hours after you complete the exam.

● Mobile devices are not recommended to take an exam. Wireless connections are not recommended if you can avoid them. Tests will not be accepted in printed form or via email or email attachment.

Resets and Make-Up Exams

If you experience computer or technical problems during an exam, do not open additional windows or submit it, as that grade will stand! Instead, exit your browser, fix the problem (move to a different computer or contact technical support by using the 'Submit a Help Request' button on the course Help page, or by going directly to https://herbergeronline.asu.edu/help), and then return to the exams page on the course website to reset your exam. The system will allow you to reset your own exam if you have not already submitted or reset that exam. We recommend, in these cases, that you restart your browser before you try to reset the exam. Typically, you can reset exams by yourself simply by logging back into the exam as you normally would. When you go back to the exams page, the system will know that you need a reset, and you just have to follow the links provided.

Resetting a new exam means the computer will be creating a new exam for you. Any answers you provided before are already lost, and you will be starting over again. All exams draw random questions from a question bank, so you will not get the same exact questions in the same order again.

If you experience personal, medical or other unforeseen problems during the exam period, do not take or submit the exam, as that grade must stand as posted. Instead, email immediately to discuss both your situation and the process necessary for a make-up exam. Exams that have been submitted cannot be reset, and those grades will stand as posted.

Resets are only available for students experiencing technical difficulties while testing online. Only one online reset per exam is allowed. If you are not able to successfully submit your reset exam due to technical reasons verifiable by Herberger Online, you may have the option of an essay style make-up exam. This option will also be available to students presenting verifiable documentation regarding illness or other personal issues. If you need a make-up exam, please email as soon as possible and be prepared to electronically present official documentation of the reason you missed the exam.

Resources

The Digital Culture Tutor Center on Tempe Campus, Stauffer B Gallery
Free tutoring in-person from the school of Arts, Media and Engineering on specific concepts for our courses. Hours: TBA, please check course announcements or email me.

ASU Writing Centers
You will be doing some writing as documentation for your projects this semester. If you find that you need help with this, the ASU writing centers offer in-person and online feedback at any stage of the writing process. Trained tutors can help students specifically with the following:
- Brainstorming and outlining
- Writing for an audience
- Organizing content and structuring sentences
- Using and documenting sources
- Revising for clarity, correctness, and consistency

Tutors work with students to improve and hone their writing skills. Students are encouraged to bring any assignment instructions, source materials, and printed drafts of their work to their appointment in order to get the most out of the session. Students are encouraged to not only take advantage of this free service, but to utilize it frequently. Call any of ASU's centers below to book your writing appointment today. You can also access more location or information as well as schedule appointments at tutoring.asu.edu.

Downtown Phoenix – Post Office L1-34 (602) 496-0354
Polytechnic – Academic Center Building CNTR 160 (480) 727-1452
Tempe – W.P. Carey BA 202A; Undergraduate Academic Services Building UASB 140;
Hassayampa Academic Village Mesquite Hall MSHAL F 124; Palo Verde West PVW 127; and
Sonora SCD H-15 (480) 965-4272
West – Fletcher Library LL2 (602) 543-6169
Online (480) 965-9072

Academic Integrity

Plagiarism and any other form of academic dishonesty that is in violation with the Student Code of Conduct will not be tolerated. Sanctions will be issued to all parties involved with plagiarizing any and all course work. For more information, please see the ASU Student Academic Integrity Policy: https://provost.asu.edu/academic-integrity

Do not give your ID or password to anyone else, and do not allow anyone else to access or take exams or assignments in your name.

Please note that work submitted for assessment in one class may not be submitted in full or in part for assessment in a second class.

Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement.

Accommodations for Students with Disabilities

To request academic accommodations due to a disability, please contact the ASU Disability Resource Center (https://eoss.asu.edu/drc); Phone: (480) 965-1234; TDD: (480) 965-9000). This is a very important step as accommodations may be difficult to make retroactively. If you have a letter from their office indicating that you have a disability which requires academic accommodations, in order to assure that you receive your accommodations in a timely manner, please present this documentation no later than two weeks into the semester so that your needs can be addressed effectively.

Prohibition Against Discrimination, Harassment, and Retaliation

Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits discrimination, harassment, and retaliation by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information. Please see ACD-401 "Prohibition Against Discrimination, Harassment, and Retaliation" at https://www.asu.edu/aad/manuals/acd/acd401.html

Preferred Names and Gender Pronouns

All people have the right to be addressed and referred to in accordance with their personal identity. Please let instructors know if you prefer a name other than the one listed on the official course roster and your preferred pronouns. We will do our best to address and refer to all students accordingly and support classmates in doing so as well.

Title IX

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at https://sexualviolenceprevention.asu.edu/faqs.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, https://eoss.asu.edu/counseling, is available if you wish to discuss any concerns confidentially and privately.

Incompletes

Incompletes are awarded under only very special circumstances and are only considered for students in good standing. Each incomplete is considered on a case-by-case basis to determine the extent to which they are warranted. The "Request for Incomplete" form must be signed and submitted by the course instructor to the School of Arts Media + Engineering office for final approval by the School Director. If you want to request an incomplete, you should first email requesting an incomplete. If the instructor approves, you go to the following link to download the form you need: http://students.asu.edu/forms/incomplete-grade-request.

Obligatory Syllabus Disclaimer

The course syllabus is an educational contract between the instructor and students. By enrolling and participating you agree to follow the policies and procedures of this course and abide by all of the terms as outlined. Though we try to avoid it, unforeseen events might make syllabus changes necessary. If so, students will be notified in a timely manner via email or in the course site announcements. Please remember to check your ASU email and the course site announcements often. We are excited to have you in the class and looking forward to a great semester!