Course Information

Date Submitted: 4/15/2015

Current Prefix and Number: AAD - Arts Administration , AAD 302 WEB SITE DESIGN AND MAINTENANCE

Other Course:

Proposed Prefix and Number: AAD 260

What type of change is being proposed?

Major Change

Should this course be a UK Core Course? No

1. General Information

a. Submitted by the College of: FINE ARTS

b. Department/Division: Arts Administration

c. Is there a change in 'ownership' of the course? No

If YES, what college/department will offer the course instead: Select...

e. Contact Person

Name: Rachel Shane

Email: rachel.shane@uky.edu

Phone: 859-257-7717

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

f. Requested Effective Date

Semester Following Approval: No OR Effective Semester: Fall 2015

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: N/A

b. Full Title: WEB SITE DESIGN AND MAINTENANCE

Proposed Title: Digital Design for Arts Administrators II

c. Current Transcript Title: WEB SITE DESIGN AND MAINTENANCE

Proposed Transcript Title: Digital Design for Arts Admin II

d. Current Cross-listing: none

Proposed – ADD Cross-listing :

Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

LECTURE: 3

Proposed Meeting Patterns

LECTURE: 3

f. Current Grading System: ABC Letter Grade Scale

Proposed Grading System: *Letter (A, B, C, etc.)*

g. Current number of credit hours: 3

Proposed number of credit hours: 3

h. Currently, is this course repeatable for additional credit? No

Proposed to be repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester? No

2i. Current Course Description for Bulletin: Most successful business ventures in the arts involve creating and maintaining an effective web presence. Therefore, this course teaches students the process of designing, building and maintaining web sites that meet personal and organizational needs. The course also examines some of the legal, philosophical, societal and technological issues relevant to delivering information in this manner.

Proposed Course Description for Bulletin: A successful organization will have a beautiful and creative online presence through the digital realms of blogging, eNewsletters, and website design. In AAD 302: Digital Design for Arts Administrators II, students will explore topics such as branding, marketing, color theory, and digital analytics. Specifically, students will learn the process of designing, building and maintaining a website that meets an organization's needs. The course will also examine the legal, philosophical, societal and technological issues relevant to delivering information in the 21st century.

2j. Current Prerequisites, if any:

Proposed Prerequisites, if any: Completion of AAD 200, AAD 250, CIS/WRD 111 or CIS/WRD 112, or consent of the instructor.

2k. Current Supplementary Teaching Component:

Proposed Supplementary Teaching Component:

3. Currently, is this course taught off campus? No

Proposed to be taught off campus? No

If YES, enter the off campus address:

4. Are significant changes in content/student learning outcomes of the course being proposed? No

If YES, explain and offer brief rational:

5a. Are there other depts. and/or pgms that could be affected by the proposed change?   No

   If YES, identify the depts. and/or pgms:

5b. Will modifying this course result in a new requirement of ANY program?   No

   If YES, list the program(s) here:

6. Check box if changed to 400G or 500: No

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6. How do course requirements ensure that students make appropriate use of learning resources?

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)?   NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10.Does the syllabus contain all the required components?   NO

11.I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|ABRZY2|Anna W Brzyski|AAD 302 CHANGE College Review|20141202

SIGNATURE|JMETT2|Joanie Ett-Mims|AAD 302 CHANGE Undergrad Council Review|20150415

Course Change Form

https://myuk.uky.edu/sap/bc/soap/rfc?services=

Open in full window to print or save

Generate R

Attachments:

| Browse... | | Upload File |

	ID	Attachment
Delete	4063	AAD 260 (302) Rationale for Major Change.docx
Delete	4865	AAD 260 Syllabus 4.15.15.pdf

First | 1 | Last

NOTE: Start form entry by choosing the Current Prefix and Number
(*denotes required fields)

	Current Prefix and Number:	AAD - Arts Administration ▼ AAD 302 WEB SITE DESIGN AND MAINTENANCE ▼	*Proposed Prefix & Number.* (example: PHY 401G) ☐ Check if same as current	AAD 260
*	What type of change is being proposed?		☑ Major Change ☐ Major – Add Distance Learning ☐ Minor - change in number within the same hundred series, excep 799 is the same "hundred series" ☐ Minor - editorial change in course title or description which does change in content or emphasis ☐ Minor - a change in prerequisite(s) which does not imply a chang course content or emphasis, or which is made necessary by the elin or significant alteration of the prerequisite(s) ☐ Minor - a cross listing of a course as described above	

Should this course be a UK Core Course? ☐ Yes ◉ No

If YES, check the areas that apply:

☐ Inquiry - Arts & Creativity   ☐ Composition & Communications - II

☐ Inquiry - Humanities   ☐ Quantitative Foundations

☐ Inquiry - Nat/Math/Phys Sci   ☐ Statistical Inferential Reasoning

☐ Inquiry - Social Sciences   ☐ U.S. Citizenship, Community, Diversity

☐ Composition & Communications - I   ☐ Global Dynamics

1.	General Information			
a.	Submitted by the College of: FINE ARTS		Submission Date: 4/15/2015	
b.	Department/Division:	Arts Administration		
c.*	Is there a change in "ownership" of the course?			
	☐ Yes ◉ No If YES, what college/department will offer the course instead?	Select...	▼	
e.*	* Contact Person Name:	Rachel Shane	Email: rachel.shane@uky.edu Phone: 859-257-7717	
	* Responsible Faculty ID (if different from Contact)		Email: Phone:	
f.*	Requested Effective Date:	☐ Semester Following Approval	OR	Specific Term: ² Fall 2015
2.	Designation and Description of Proposed Course.			
a.	Current Distance Learning(DL) Status:		◉ N/A ☐ Already approved for DL* ☐ Please Add ☐ Please Drop	
	*If already approved for DL, the Distance Learning Form must also be submitted unless the department affirms (by checking this box) that the proposed chang affect DL delivery.			
b.	Full Title:	WEB SITE DESIGN AND MAINTENANCE	*Proposed Title: *	Digital Design for Arts Administrators II
c.	Current Transcript Title (if full title is more than 40 characters):		WEB SITE DESIGN AND MAINTENANCE	
c.	*Proposed Transcript Title (if full title is more than 40 characters):*		Digital Design for Arts Admin II	
d.	Current Cross-listing:		OR	

		☑ N/A		Currently[3] Cross-listed with (Prefix & Number):	none

Proposed – ADD[3] Cross-listing (Prefix & Number):	
Proposed – REMOVE [3,4] Cross-listing (Prefix & Number):	

e.	Courses must be described by **at least one** of the meeting patterns below. Include number of actual contact hours [6] for each meeting patterr

Current:	Lecture 3	Laboratory[5]	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other	Please explain:	

Proposed: *	Lecture 3	Laboratory[5]	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other	Please explain:	

f.	Current Grading System:	ABC Letter Grade Scale
	Proposed Grading System:*	◉ Letter (A, B, C, etc.) ○ Pass/Fail ○ Medicine Numeric Grade (Non-medical students will receive a letter grade) ○ Graduate School Grade Scale

g.	Current number of credit hours:	3	Proposed number of credit hours:*	3

h.*	Currently, is this course repeatable for additional credit?	○ Yes ◉ No
*	Proposed to be repeatable for additional credit?	○ Yes ◉ No
If YES:	Maximum number of credit hours:	
If YES:	Will this course allow multiple registrations during the same semester?	○ Yes ○ No

i.	Current Course Description for Bulletin:

Most successful business ventures in the arts involve creating and maintaining an effective web presence. Therefore, this course teaches students the process of designing, building and maintaining web sites that meet personal and organizational needs. The course also examines some of the legal, philosophical, societal and technological issues relevant to delivering information in this manner.

*	Proposed Course Description for Bulletin:

A successful organization will have a beautiful and creative online presence through the digital realms of blogging, eNewsletters, and website design. In AAD 302: Digital Design for Arts Administrators II, students will explore topics such as branding, marketing, color theory, and digital analytics. Specifically, students will learn the process of designing, building and maintaining a website that meets an organization's needs. The course will also examine the legal, philosophical, societal and technological issues relevant to delivering information in the 21st century.

j.	Current Prerequisites, if any:

*	Proposed Prerequisites, if any:

Completion of AAD 200, AAD 250, CIS/WRD 111 or CIS/WRD 112, or consent of the instructor.

k.	Current Supplementary Teaching Component, if any:	○ Community-Based Experience

		○ Service Learning ○ Both	
	Proposed Supplementary Teaching Component:	○ Community-Based Experience ○ Service Learning ○ Both ○ No Change	
3.	Currently, is this course taught off campus?		○ Yes ◉ No
*	Proposed to be taught off campus?		○ Yes ◉ No
	If YES, enter the off campus address:		
4.*	Are significant changes in content/student learning outcomes of the course being proposed?		○ Yes ◉ No
	If YES, explain and offer brief rationale:		
5.	Course Relationship to Program(s).		
a.*	Are there other depts and/or pgms that could be affected by the proposed change?		○ Yes ◉ No
	If YES, identify the depts. and/or pgms:		
b.*	Will modifying this course result in a new requirement[7] for ANY program?		○ Yes ◉ No
	If YES[7], list the program(s) here:		
6.	Information to be Placed on Syllabus.		
a.	☐ Check box if changed to 400G or 500.	If changed to 400G- or 500-level course you must send in a syllabus and you must include the differentiation between under and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different gra in the course for graduate students. (See SR 3.1.4.)	

AAD 260 (302) Digital Design for Arts Administrators
Rationale for Major Change

The BA in Arts Administration has had two required courses that focus on technology in arts administration. These courses were originally developed a separate courses without connections between them with one focusing on graphic design (AAD 202) and one focusing on web design (302). As the courses and program have evolved, it has become clear that there are many overlapping skills and concepts between these courses. Students who took AAD 302 Web Design without first taking AAD 202 first were at a disadvantage over those who had.

Therefore, we have redesigned both courses as a sequenced progression with one course leading into the next. This will allow the course content to flow more seamlessly between the courses and also will allow for some additional content to be covered within the courses (e.g. analytics, social media, list management).

The major change for the second course in the sequence was a drop in course number from the 300-level (302) to the 200-level (260). We feel that the content of this course is more inline with other 200-level courses in our program than 300-level courses. We are sequencing the course to come in the spring of students' sophomore year. Additionally, we made a change to the name and course description and added prerequisites.

Arts Administration

AAD 260: Digital Design for Arts Administrators II

Credit Hours: 3
Instructor: Jeremy Stiffler
Class Hours: T/TH 11-12:15pm
Email: Jeremystiffler@uky.edu
Phone: 258-1347
Classroom: Fine Arts Computer Lab 0004A
Office Hours: TBA

Course Information

Course Description
A successful organization will have a beautiful and creative online presence through the digital realms of blogging, eNewsletters, and website design. In *AAD 302: Digital Design for Arts Administrators II*, students will explore topics such as branding, marketing, color theory, and digital analytics. Specifically, students will learn the process of designing, building and maintaining a website that meets an organization's needs. The course will also examine the legal, philosophical, societal and technological issues relevant to delivering information in the 21st century.

Prerequisites
Completion of AAD 200, AAD 250, CIS/WRD 111 or CIS/WRD 112, or consent of the instructor.

Course Outcomes
Upon completion of this course, students will be able to:
- Build a professional blog
- Create professional quality text-based and multimedia content
- Demonstrate advanced website design principles and techniques
- Master current software for multimedia and web design
- Create and market a professional eNewsletter
- Explore the design principles of color theory, effective fonts, branding and marketing
- Build an audience with superior SEO, analytic analysis, and social media marketing
- Critique websites for aesthetic appeal, content quality, technical competency, delivery methods, security, accessibility and navigation

Assignments

Assignment Descriptions

Attendance - 10 % of Final Grade
Each week in class we will learn through hands-on work. It is vital that students be at every class as a lot of important information will be missed. Therefore, your attendance at each class meeting, and your prompt completion of assignments are vitally important. ***If you miss class it is your responsibility to check with me for***

any handouts, new or revised assignments, changes in schedule or other critical information you may have missed.

In-Class & Online Discussions - 10% of Final Grade
Unit discussions are designed to engage your thinking about the lesson content as well as your interaction with other students in the course. In-class discussions and Blackboard discussion threads will provide an opportunity for students to share their projects for peer review and constructive feedback. Discussion comments should be courteous and thoughtful.

Wordpress.com Blog - 10% of Final Grade
At the beginning of the course we will explore blogging and wordpress.com to learn blogging techniques and to lay the foundation for the full wordpress.org website that will be created throughout the remainder of the course.

eNewsletter - 10% of Final Grade
We will lay the foundation of branding, color theory, font families and content choices by creating an eNewsletter. As we explore the uses and functions of an eNewsletter we will learn more about web design analytics, marketing design theory, and social media.

Assignments - 20% of Final Grade
Several assignments consisting of exercises in the skills and techniques implemented in the process of designing web pages and sites. Each assignment will be worth up to 5% of your final grade and you will be given only one opportunity to hand in each assignment. The focus is on mastering specific practices and content development. Web design is built on the use of standards, so it is key that you develop your skills to produce good design and recognize the highest standard in developing content.

Final Project - 40% of Final Grade
The Final Project consists of your ePortfolio personal website and will be worth 40% of your final grade.

Students will be required to post online frequently throughout the course regarding their website. The class will then conduct peer reviews, commenting on the strengths and weaknesses of each project. Finally, students will be expected to take these comments, along with those of the instructor, into consideration and <u>rework</u> their websites, before turning in their Final ePortfolio website.

<u>IMPORTANT</u>: <u>If you fail to submit a first draft of a project when it is due, your grade on the final draft will be lowered by 10%.</u>

Deadlines
You must submit your assignment via Canvas before the beginning of class on the date they are due. Late assignment submissions for unexcused absences will not be accepted.

Students must contact the instructor within one full week after an **excused absence** regarding the make-up of missed work.

Grading
Your overall course grade will be computed according to the following breakdown:

Assignment	Weight (%)
Attendance	10
In-Class and Online Discussion Participation	10
Wordpress.com Blog	10
eNewsletter	10
Assignments	20
Final Project: Website	40
TOTAL	**100**

Grade Explanations

Letter Grade:	A
Characterization:	Excellent
Explanation:	The student's work is of outstanding quality according to the criteria established for evaluation. The work is professional, executed at the highest level, and is fully finished while demonstrating a full understanding and command of Web design concepts. The student regularly engages in discussions by bringing ideas and questions to the table, as well as adding to the established conversation.
Range:	90 to 100 percent
Letter Grade:	B
Characterization:	Good
Explanation:	The student's work is of above average quality according to evaluation criteria. The work is professional, executed at an above average level, and is fully finished while demonstrating knowledge and a good understanding of Web design concepts. The student engages in discussions by adding thoughtful commentary to the established conversation.
Range:	80 to 89 percent
Letter Grade:	C
Characterization:	Average
Explanation:	The student's work is of satisfactory or adequate quality according to evaluation criteria. The work meets the requirements, but demonstrates little effort, skill, or understanding of Web design concepts. The student engages in most discussions, but not adding new or different commentary to the established conversation.
Range:	70 to 79 percent
Letter Grade:	D
Characterization:	Poor
Explanation:	The student's work barely meets requirements, demonstrates little effort, skill, or understanding of Web design concepts. The student engages in some discussions, but does not add anything new or different commentary to the established conversation.
Range:	60 to 69 percent
Letter Grade:	E
Characterization:	Failing
Explanation:	The student does not complete the work and does not engage in discussions. The work is clearly of unacceptable quality according to the evaluation criteria.
Range:	0 to 59 percent

Course Schedule

*This schedule is subject to change at any time at the discretion of the professor.

Week 1
- Syllabus Review
- Create Wordpress.com Account

Week 2
- Basic Web Design Principles
- Wordpress.com Control Panel
- Creating Pages / Posts
- Embedding Links / Audio / Videos
- Basic Color Theory

Week 3
- Graphic Design for websites (Photoshop)
- Web graphics
- Saving for Web
- Hex Codes / Color Swatches

Week 4
- eNewsletters
- Advanced Color Theory - Consistency
- Branding
- Font Choices
- Content Choices

Week 5
- Designing an eNewsletter Campaign
- Mailing Lists
- Basic Analytics
- Social Media / Social Marketing

Week 6
- Website Design Components
- Servers (FreeEduHost.com)
- Website Languages (HTML / CSS / PHP / JavaScript)
- Learn basic HTML and CSS (Codeacademy.com)

Week 7
- Wordpress.org
- Wordpress template choices / flexibility
- Wireframes and Storyboarding
- Basic SEO

Week 8
- SEO Web Structure (Navigation / Text Headers / Landing Pages)
- Developing Relevant Content
- Page / Post Content
- Installing and Using Plugins / Widgets

Week 9
- Font Families
- Type Text
- Web Color Theory
- Graphics / Images
- Copyrights / Creative Commons License

Week 10
- Logo Design
- Branding
- Website Clean-up Day (Work Day)

Week 11
- Revise Website Structure
- Peer Critiques of Websites

Week 12
- Finding Useful Plugins
- Tweaking CSS Code with Firebug

Week 13
- Google Analytics
- Marketing Your Website
- Facebook Ads
- Twitter
- LinkedIn
- Blogging

Week 14
- Build an Audience
- Prep Website for Final Review

Week 15
- Peer Critique of Websites

Week 16
- In-Class Work
- Final Website Submissions Due

Class Participation

You will be required to complete all reading assignments prior to class, and to participate in class discussions and exercises. You will often be asked to comment on an assignment and you must be prepared to initiate a conversation regarding the content. This may include describing something that you found interesting about a reading, website, or post, or that raised a question in your mind. Your inability to comment on the class readings will dramatically lower your participation grade.

Attendance

Attendance and promptness for the course is mandatory. Unexcused absences will impact a student's attendance grade (10% of final grade) according to the following criteria:

Number of Unexcused Absences	Grade
0-1	100
2	90
3	80
4	70
5	60
6	0

NOTE: Students absent from more than 20% of the class meetings (excused or unexcused) will automatically fail the course.

Arriving to class on time and being prepared to begin on time is expected. **Arriving to class late (after role has been taken) will be recorded as an absence**.

Excused Absences
Students will need to notify the professor in writing of absences prior to class. Senate Rule 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes (8 times) scheduled for the semester are missed (excused or unexcused) per university policy.

Verification of Absences
Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

Academic Integrity

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy regarding cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe, or the student has other academic offenses on their record, more serious penalties up to suspension from the university may be enforced.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: http://www.uky.edu/Ombud. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of *Student Rights and Responsibilities* (http://www.uky.edu/StudentAffairs/Code/part2.html) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own original thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but that in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of that fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.
Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research with outside sources of information, the student must carefully acknowledge exactly what, where and how the information originated. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations
If you have a documented disability that requires academic accommodations, please see me as soon as possible during my scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Diversity
The course content and the course environment are dedicated to an understanding of and acceptance of all people. Disparaging remarks in relation to others' ethnic or racial background, sex, sexual orientation, age, disability, socio economic background, etc., will not be tolerated.

Getting Help
If you are experiencing problems understanding any class topic or work assignment, or would like advice on other arts administration, school or career related issues, contact me during my office hours, or make an appointment to see me at another time. I am here to help you succeed in this class and your other efforts.

Technical Issues

If students are having difficulty with their own computer or software, they will be responsible for resolving these as soon as possible

Information Technology Customer Service Center & TASC
UKIT http://www.uky.edu/UKIT/ provides technical support to University of Kentucky students. If students are having difficulty with UK-related systems, call 859-257-1300
TASC http://www.uky.edu/TASC/DL/index.php provides Blackboard technical support for UK Distance Learning students. If students are having difficulty with Blackboard, call 859-257-8272

Technical Requirements

Software (required)
> Access to Adobe CS6

Software (recommended)
> PDF reader, such as Adobe Acrobat Reader
> Microsoft Office (Excel, Word, PowerPoint)
> (available free through https://download.uky.edu/)

Internet Browser (required)
> Firefox 3.5 (Cookies must be enabled; Pop-Blocker must be disabled)
> Other browsers may be used but be sure that they are Blackboard compatible
> http://wiki.uky.edu/blackboard/Wiki Pages/Bb9 Hardware and Software Requirements.aspx

Course Resources

> Blackboard System Requirements ... Operating System and Browser requirements for Blackboard
> Blackboard Hardware and Software ... detailed specs on what hardware and software is required for Blackboard
> Blackboard Known Issues and Problems ... check here to review current Blackboard issues that are being worked on.
> Speed Test ... use this site to check what download speed you are getting. For videos to play, you need at least a 1 Mbps download speed. If higher, you will have less possibility of the videos having to stop and wait for more of the video to download.
> Account with www.freeeduhost.com as a free web hosting server.
> Account and blog with www.wordpress.com to complete a project.

Withdrawal Policy

It is your responsibility to drop a course or withdraw from the college in the specified time. Failure to do so will result in receiving an "E" grade in this course.