# Wayland Logo

WBU Online Campus

School of Business

# 2. UNIVERSITY MISSION STATEMENT

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

MISM 5330-VC01, Webmastering

# **4. TERM**:

Fall 2 2021

# **5. INSTRUCTOR**:

Dr. Sammy J. Van Hoose

# **6. CONTACT INFORMATION**:

Cell phone: 806-777-0569 (Please do not call this number between 9:00 P.M. and 9:00 A. M. unless it is an emergency)

WBU Email: [VanHoose@WBU.EDU](mailto:VanHoose@WBU.EDU) (Email addresses are not case sensitive WBU Email: vanhoose@wbu.edu

# **7. OFFICE HOURS, BUILDING & LOCATION**:

# I am Online. Office Hours are 9:00 A.M. to 9:00 P. M. Monday through Saturday. I keep minimum hours on Sunday. You may reach me via email at [VanHoose@WBU.EDU](mailto:VanHoose@WBU.EDU), by text message at 806-777-0569 or by calling 806-777-0569. I prefer email or as a secondary means text message. If you have an emergency, please call me then follow up with an email when you have a chance.

# **8. COURSE MEETING TIME & LOCATION**:

# Online Assignments, quizzes, exams, etc. will have due dates of midnight (11:59 P.M., Central, -6, time zone, on the Saturday after the assignment is made. Assignments, etc. will not be due on Sundays’.

# **9. CATALOG DESCRIPTION**:

Advanced skill-building management and administration of web sites. A semester long project is required and must be approved by the instructor.

# 10. PREREQUISITE:

MISM 5306

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| Principles of Web Design  ebook | Sklar | 6th | 2015 | Cengage | 9781-30553-2557 | 7/18/17 |

# 12. OPTIONAL MATERIALS

# **13. COURSE OUTCOMES AND COMPETENCIES**:

* Describe the Web as it relates to both Web-only and traditional business.
* Outline functional navigation of a Web site for efficient organization of its content.
* Create a Web site maximizing the use of available resources.

# Demonstrate the ability to maintain currency and relevance of a Web site

# 14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy***. Specifically, in this course, submission of assigned work will be used to establish attendance. If you do not submit work assigned for the week, you will be absent.***

# **15. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY**:

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

# **16. DISABILITY STATEMENT**:

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

# **17. COURSE REQUIREMENTS and GRADING CRITERIA**:

**(Include information about term papers, projects, tests, presentations, participation, reading assignments, etc. and how many points or what percentage of the final grade each of these components or assignments is worth)**

In this class, students will be evaluated according to performance in the following categories:

* Assignments
* Quizzes
* Final Project
* Course Participation

The breakout for grades is as follows:

* Assignments 30%
* Quizzes 20%
* Final Project 40%
* Course Participation 10%

Grade achievement levels are as follows:

Grade Range

A 90%+

B 80-89%

C 70-79%

D 60-69%

F 0-59%

**17.1 Include Grade Appeal Statement:** “Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

# 18. TENTATIVE SCHEDULE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Week Ending | **Topics** | **Chapter Readings** | **Notes** | **Assignments** |
| **1**  Aug 9 - 14 | HTML 5  Web Site Design Principles | Chapter 1  Chapter 2 |  | Check in Blackboard |
| **2**  Aug 16 - 21 | Site Planning Cascading Style Sheets (CSS) | Chapter 3  Chapter 4 |  | Check in Blackboard |
| **3**  Aug 23 - 28 | Web Typography  **Box Properties** | Chapter 5  Chapter 6 |  | Check in Blackboard |
| **4**  Aug 30 - Sep 4 | Page Layouts  Graphics and Color | Chapter 7 Chapter 8 |  | Check in Blackboard |
| **5**  Sep 6 - 11 | Site Navigation  Data Tables | Chapter 9 Chapter 10 |  | Check in Blackboard |
| Sep 13 - 18 | Thanksgiving |  |  |  |
| **6**  Sep 20 - 25 | Web Forms | Chapter 11 |  | Check in Blackboard |
| **7**  Sep 27 – Oct 2 | Responsive Web Design | Chapter 12 |  | Check in Blackboard |
| **8**  Oct 4 - 9 |  |  | Project Final due Midnight Oct 9, 2020 | Check in Blackboard |

# 19. ADDITIONAL INFORMATION

**General Information:**

This syllabus contains a general overview of the course only. It should NOT be considered as a substitute for reading and understanding all the pages of this web site.

The subject of ALL your email shall be MISM 5330 VC01 Fall 2 2021 and include your first and last names in the email body. Email without this information as the Subject line will not be read or responded to.

***Once you have read and understood everything contained in the syllabus, you are required to submit, in Blackboard, the following:***

**1. Your Full Name**

**2. Term: Fall 2 2021**

**3. Course Number and Section (MISM5330VC01)**

**4. Date**

**5. A Statement of Understanding as follows:**

"I have read the syllabus for this course. I understand the course requirements and procedures. Since grades are an indicator of personal effort and performance, I understand that it is my responsibility to earn the grade I desire in this class." (*This statement must be verbatim*.)(End of Statement of Understanding)

**Additional Statements:**

“This class will adhere to zero tolerance for using someone else’s work as your own.”

You may **NOT** submit an assignment you submitted in another course for grade.

“Students are responsible for reading, understanding, obeying, and respecting all academic policies, with added emphasis being placed upon academic progress policies, appearing in the Wayland Baptist University Academic Catalog applicable to their curriculum and/or program of study.”

**Posting of Grades**:

Final grades will be posted in IQ Web and Blackboard.

**Teaching Methods**:   
1. Assignments: Assignments (Projects) are graded on a 100-point scale. Assignments and Quizzes are due by midnight (11:59 P.M. Central Time) the first Saturday after the assignment is made. They will be considered late, after midnight of date due, and a deduction of 20 points per week will be taken.

Assignments will be submitted through Course Content in Blackboard. The file name WILL be Last Name and Assignment (Project) number. The way to do this is to create the file and save it. Then attach the file to the appropriate place in Blackboard. Assignments copied and pasted or created in Blackboard will be graded as such and no consideration will be made for format changes to your documents.

Assignments not submitted through Blackboard, as indicated above will not be accepted.

If you have not done so I suggest you make sure your Wayland email account is working correctly. If I send you an email it will be to your email account. If you send me an email from your private email account, I will respond to your private email account. Be advised that your Wayland email account is the preferred email account to use for this course.

If wish to communicate with me please do so by email at [VanHoose@wbu.edu](mailto:VanHoose@wbu.edu) (I do NOT return phone calls). If you absolutely must talk to me on the phone call me during the office hours listed above or call 806-777-0569 (please do not call this number between the hours of 9:00 P.M. and 9:00 A.M. or on Sunday unless it is an emergency.

2. Quizzes:

Quizzes will be presented on Blackboard. Each quiz will cover a chapter in the text book. You will receive an immediate feedback on your score.

**Keep a copy of your work until the end of the course; recording errors may occur.**