

Digital Media and Design - Student Code of Conduct

November 2014

Preamble

Welcome! Admission to the University of Connecticut means acceptance into a new and special kind of community - an academic community. With acceptance comes a responsibility to uphold and build upon the values and the traditions that have served to define and to strengthen this community over time. New students are welcomed as partners in a fellowship of learning and personal growth. Membership in the University of Connecticut academic community should be considered a privilege and an honor by those students who are invited to join.

The "spirit of inquiry" lies at the heart of our community. It is the realization that the act of learning is essential to personal growth. The desire to know and the willingness to explore require the strength to resist the false promises of shortcuts and substitutes in the process of learning. The spirit of inquiry is the passion and the patience to commit oneself to a continual journey toward understanding.

Incorporating the spirit of inquiry into one's life as a student is not easy. It calls for curiosity, stamina, vulnerability, honesty, grace, courage, and integrity. A student needs to look beyond comfortable assumptions in search of new perspectives and seek the very information that might change his or her mind. To adopt the spirit of inquiry is to consciously decide to explore opportunities that may be hidden in contradictions. Facing the unfamiliar, making decisions on the value as well as on the meaning of new information, reflecting on the "how" and the "why" of personal choices, and accepting responsibility for one's actions are all part of this process.

The spirit of inquiry can only flourish in an environment of mutual trust and respect, and that environment cannot be limited to the classroom or to the lab. Each member of the community must have the opportunity to participate fully in the process of learning and understanding if the community as a whole is to remain strong and vital. Therefore, all members must accept responsibility for creating an environment that promotes individual growth and builds community through the safe, respectful exchange of diverse thought, opinion, and feeling.

Unfortunately, a few students may abuse the freedom inherent in such an environment. Students who breach the trust that has been extended to them by the University community shall be held accountable for their actions. *Responsibilities of Community Life: The Student Code* describes the process for addressing such matters. It rests on the principles of individual development, community involvement, and fairness. Therefore, whenever appropriate, it encourages alternative methods of dispute resolution.

In support of your involvement with the university community, the university has put together a comprehensive student code. It can be accessed at:

<http://community.uconn.edu/the-student-code-preamble/>

Additional resources can be found on the home page of the Division of Student Affairs – Community Standards website: <http://community.uconn.edu/>

The Digital Media and Design Department defers to this code as the standard for our students' conduct. This document serves to outline those sections of the university code that are most important to our departmental community, as well as some expectations that are specific to us. All students joining the DMD program will be asked to attest to reading this document and affirm their commitment to follow this code.

As an introduction, the following is taken from the university code:

“The University of Connecticut seeks to balance the needs and the rights of the individual with the welfare of the community as a whole. Students are expected to conduct themselves in a manner that is consistent with the values embraced by the University community and reflected in its various policies, contracts, rules and regulations, including those contained herein.

This document is intended to describe the types of acts that are not acceptable in an academic community as well as the general process by which they will be addressed (including the types of sanctions that may be imposed). Procedural rules consistent with the provisions of this code will be developed as necessary from time to time so that fundamental fairness may prevail.

Students do not lose their rights as citizens of or visitors in this country when they become members of the University community. Conversely, they do not shed their responsibilities. For example, the University supports a student's freedom of expression and expects that freedom to be exercised by the student in a manner that does not violate the law or University policy.

Maintaining a balance between the individual and the community is a continual process that requires insight, sensitivity, and diligence on the part of each member of the University. Students are encouraged to become involved in University programs and services that promote this effort. For more information on these and other opportunities, please contact Community Standards.”

Pedagogical Goals for the Digital Media Program

PERSONAL GOALS

- Be collaborative and learn to work in a team
- Learn to articulate and communicate intentions clearly and to reflect knowledge in actions

SOCIAL GOALS

- Discuss & share collectively
- Commitment to a group work ethic

IMAGINATION

- Demonstrate intellectual curiosity in your work — experiment & test parameters
- Develop & express visual and verbal communication skills

RESEARCH

- Articulate historical, social, & cultural influences — demonstrate cultural and social awareness
- Conduct vigorous & relevant research

METHODOLOGY

- Work imaginatively
- Apply original ideas - avoid mimicry

MOTIVATION

- Possess passion
- Be ready to do what it takes
- Be open to new ideas – challenge traditional assumptions
- Ideate to innovate

Scholastic Standing Requirements for Digital Media and Design

Students that have been accepted into the Digital Media and Design major are expected to maintain a minimum cumulative grade point average of 2.7 based on all graded coursework at the University of Connecticut.

Students are also expected to maintain a 3.0 or higher cumulative grade point average based on all courses within the Digital Media and Design major.

At the end of each semester, students with a grade point deficiency will be placed on a departmental scholastic probation. During the subsequent semester, the student will have the opportunity to improve their standing. In the event that the student's standing does not rise to the minimum level, they may be subject to dismissal from the Digital Media & Design major.

Transferring into the major

Students seeking transfer acceptance to the Digital Media and Design major must have achieved a 2.7 cumulative grade point average AND complete a successful portfolio review. Acceptance is not guaranteed, rather it will be granted based on space available on a first come, first served basis. Those students who are unsuccessful in transferring into the major due to space and availability, will be placed on a waiting list and offered admittance if space becomes available.

Transferring to a Regional Campus

Students who are accepted into the Digital Media and Design major and choose to attend a Regional campus or choose to transfer to a Regional campus from Storrs (including Stamford's DMD program) will not have the ability to return to the Digital Media & Design program at Storrs.

EXPECTATIONS

Digital Media & Design Lab and Classroom Facilities

Following are guidelines that will help you to understand how our facilities operate to insure they are in the best of condition for you to use when you need them:

1. With enrollment in each class, your student ID can be used as a swipe card for electronic lock access to all the Digital Media Labs. These labs are very expensive to construct and maintain and we depend upon you to help maintain the integrity and security of the labs. Following are important points to which we request your support and compliance:
 - a. Please immediately notify your faculty members if there is a problem with any of the technology or software systems.
 - b. When you swipe in with your card – your entry is recorded, facilitating our ability to monitor who is in the labs when. Please do not allow or facilitate access to students who are not enrolled in your class. Only students enrolled in current semester DMD classes are allowed access to DMD classroom and/or lab spaces.
 - c. Please do not open the windows or outside doors as this creates a security threat to the equipment in the lab.
 - d. Please turn off lights, copiers, printers, video projectors, and screens when you leave the lab space.
 - e. **No food or drink is allowed in any of our classrooms or labs.** We have provided tables and chairs in the public space outside our spaces for your relaxation and pleasure.
 - f. Please pickup and dispose of paper or garbage you see on the tables or floors in both classrooms/labs and the public spaces adjacent to the classrooms/labs. These spaces will be your home for the next 4 years so you need to help us take care of them.

Classroom Expectations:

1. Class participation is mandatory. Nearly all our courses are experiential in nature and will move quickly with participation evaluated each day; there is no practical way to recapture material covered in class if a class is missed. Failure to attend and participate in class means you are not fulfilling your obligation to participate in discussions and/or presentations and, thus, contribute to the overall learning experience of all.
2. Absent for a medical reason: If you experience a serious illness which will accrue numerous absences, a Doctor's note is required upon your return to class. Upon your return, query your student colleagues for handouts or pertinent material you may have missed. Students are responsible for getting missed course material from peers.

3. When you have general questions about the class, the assignments, project work, or exams, please always look at your syllabus first. It is highly likely that you will find the answers you seek there.
4. Maintaining a good in-class environment is essential for learning. You should respect the rights of your classmates and minimize any potential class disruptions by arriving on time. If you have a long walk from another class or other schedule conflicts, please contact your professor to inform him or her of these challenges. You must stay in the classroom for the entire session and leave the classroom only after the class is over. If you know you have to leave early, or if you have a medical condition, which requires you to visit the restroom in the middle of class, please sit close to the door so as to minimize disruption to class.
5. During the course of the semester—and your 4-year career in DMD—you will be involved in numerous group projects. Group projects afford you the opportunity to apply knowledge, concepts, and techniques you acquire in class in an active and dynamic and fluid environment—just like the real world. As group work is key to your integration into both the UCONN DMD community and ultimately to your future career, it is key you take your position within a group seriously. Free-riders will not allowed to stay on a team. If a team wants to fire a member, you must discuss it as a team and then as a group, present your decision to your professor. A team member who is “fired” from a group, will receive a failing grade for that group project.
6. **Check your UCONN email daily.** Announcements and important notices and opportunities will be sent to this email address only.
7. Your classes may require participation in public online spaces. Students should work to preserve the same atmosphere of respect and consideration in social media that they would bring to a classroom. Disagreements may arise and consensus is not always possible (indeed disagreements are productive). However, name calling, harassing, flaming, trolling, etc., are antithetical to the goals and values of the Department and University.
8. Multitasking is a part of the digital life. While your instructors may not forbid you from checking your email, texts, and social media networks while you’re in class, your use of social media in the classroom should be discrete, modest, and should never distract your instructor, your classmates, or yourself from what’s taking place. Be courteous.

Use of Equipment:

1. The University, School of Fine Arts, Digital Media and Design Department and Digital Media Center have made a significant monetary investment in a wide array of technology and equipment. To complete projects, you may be granted permission to use specific equipment based on your level of experience.
2. Any use of DMD equipment must be done through our checkout process from the Imagination Station, Room 004 in the Bishop Center.
3. As part of that process, you must sign an agreement that you understand how to operate/protect/maintain the equipment; the replacement cost of the equipment; and that you are responsible for returning the equipment in the same condition that you received it when you checked it out.
4. You must download all media files from equipment you use prior to returning the equipment to the Imagination Station Lab. Once the equipment is returned, DMD and DMC staff will erase all media from memory cards in preparation for the next students use.

5. Please do not download any software to DMD classroom or lab computers! If you have need of software or plugins that are not currently installed—please contact your professor who will address the request in a safe manner. Our systems can easily be corrupted by viruses so we ask that you also refrain from visiting sketchy websites.

Student Code and Plagiarism:

1. The following policy on undergraduate academic integrity was originally formulated by the Scholastic Standards Committee. This part of The Student Code describes the types of acts that constitute academic misconduct and the sanctions for such acts.
 - a. Academic Integrity: A fundamental tenet of all educational institutions is academic honesty; academic work depends upon respect for and acknowledgement of the research and ideas of others. Misrepresenting someone else's work as one's own is a serious offense in any academic setting and it will not be condoned.
 - b. Academic misconduct includes, but is not limited to, providing or receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation (e.g., papers, projects, digital artifacts, and examinations); any attempt to influence improperly (e.g., bribery, threats) any member of the faculty, staff, or administration of the University in any matter pertaining to academics or research; presenting, as one's own, the ideas or words of another for academic evaluation; doing unauthorized academic work for which another person will receive credit or be evaluated; and presenting the same or substantially the same papers or projects in two or more courses without the explicit permission of the instructors involved.
 - c. A student who knowingly assists another student in committing an act of academic misconduct shall be equally accountable for the violation, and shall be subject to the sanctions and other remedies described in The Student Code.
 - d. Digital plagiarism is a growing concern and one that changes frequently. You must be aware that almost all materials found on-line are protected in the same way that print material is protected by a copyright. Please insure that any and all materials derived from the Internet are notated and properly credited to the original author and/or are obviously noted as, "rights-free."

Accessibility

1. Please see the instructor individually as soon as possible if you have any special needs (this includes student athletes), or, if you think you require or are entitled to disability accommodation, please contact the Center for Students with Disabilities for further information and/or support: <http://www.csd.uconn.edu/>.