

# GATEWAY LAB SYLLABUS

## OFFICE HOURS

Allen 210 | Thursdays  
1:00-3:00pm or by appointment  
e: [ibull@uoregon.edu](mailto:ibull@uoregon.edu) // t: @ibull



**IN LAB** you will work with tools that are useful for multi-media production. Course lectures will introduce you to concepts and ideas related to storytelling and aggregating media content, but here you will practice integrating theory into samples for a multimedia portfolio.

**IRIS** is here to help guide your introduction to different software programs. You are encouraged to ask questions, attend office hours, and solicit feedback. In return, she expects that you will use Lynda.com to familiarize yourself (prior to lab) with software that may be new to you.

## attendance is mandatory

Please do not walk into lab late—this distracts everyone. If you are late you will only receive half of the possible participation points for the day. If your attendance is disruptive to the work environment, you will be asked to leave lab and lose credit for attending class that day. If you have a problem with getting to lab on time, please inform Iris.

## come prepared to work

Show up ready to work; communicate honestly and frequently with your teammates; use lab time wisely, and you won't have any problems in this class.

**Absences** affect your participation grade **and** your overall grade (1 = 5% off total grade; 2 = 10% off total grade...). You can't engage if you're not here.

Gateway is not simply an introductory course, and hard work here is not just working long hours. You're living in an age where everything is obsolete in 3 years—we want to make sure you can keep up. Communications is a tough and critical field; hopefully, this lab will serve to acclimate you in ways of thinking and practicing that prepare your future self for a competitive profession.

save documents as pdfs  
& always bring:  
hard drives  
headphones

## grades are earned

"A"- work is publishable; there may be a few minor errors, but the student demonstrates a clear mastery of core concepts.

"B"- work needs some general improvement, but the student demonstrates an above-average level of proficiency with regards to the work.

"C"- work is average; the submitted assignment does not meet several guidelines and/or needs significant improvement for publication.

"D"- work is below-average work, does not meet many guidelines required by the assignment, and/or needs significant improvement.

**Contact** Iris with questions to clarify assignment guidelines. Avoid submitting first-drafts of an assignment, and solicit feedback before a deadline. If/when an assignment runs into trouble, you should communicate with Iris (24+ hrs) in advance of an assignment deadline.