

DIGM 1300 Introduction to Digital Media

Summer 2022

LECTURE | ONLINE SYNCHRONOUS AND HYBRID

13439 | TUESDAY AND THURSDAY | 11:00 AM - 12:30 PM

SUMMER 1 SEMESTER: JUNE 6–AUGUST 12

Instructor: Dr. Jerry Waite

jwaite@uh.edu • 713-743-4089 | hours by appt

COURSE SYLLABUS

Subject to change with notice

COURSE DESCRIPTION

An introduction to the field of Digital Media, including digital imaging and design, print publishing, web publishing, and the business environment.

PREREQUISITE

None. However, a C+ or higher in this course is required to declare Digital Media as a major or to take most Digital Media core classes.

This course is designed for Digital Media majors or those who wish to become Digital Media majors.

COURSE GOALS

This is a freshman level course that introduces students to the field of Digital Media and the Digital Media program at University of Houston.

In general, this course should be taken by Digital Media majors or those who wish to become Digital Media majors. A grade of C+ or letter in this class is required as a prerequisite for most subsequent DIGM courses.

UNUSUAL SCHEDULE FOR SUMMER 2022

Dr. Waite will be in Italy for a singing tour from June 26 through July 7. Thus, you will not have class during those two weeks. See the class schedule (below) for specific class days and times. *Note that the course will meet the required number of hours.*

LEARNING OUTCOMES

GETTING STARTED WITH DIGITAL MEDIA

- List the characteristics needed to become a skilled digital media specialist.
- Identify how to name and save files
- Explain how to ensure digital security
- Practice the techniques for good keyboarding

ETHICAL AND LEGAL ISSUES

- Explain the concept of intellectual property, including copyright and trademarks
- Identify the difference between copyright violations and plagiarism
- Demonstrate proper use of citations and fair use
- Discuss the ethical challenges facing digital media, including piracy and file sharing
- Explain how licensing applies to software

IMAGE FILES

- Convey the difference between painting and drawing programs
- Demonstrate an understanding of file extensions and file types
- Recognize the role that compression and resolution play in file sizes.

DIGITAL PHOTOGRAPHY

- Demonstrate knowledge of camera basics
- Transfer images from a digital camera to a computer
- Use good composition skills to take photographs
- Photograph images with several different techniques
- Use camera settings to modify an image
- Adjust camera's white balance to improve an image

COLOR IN DIGITAL MEDIA

- Understand the difference between RGB, CMYK, and HSB color models
- Specify the appropriate color mode based on output

- Become familiar with basic color terminology
- Identify and use basic color theory to choose colors
- Recognize the advantages of color matching systems

PRINT TYPOGRAPHY

- Distinguish between typefaces and fonts
- Describe the parts that make up a typeface
- Explain how typeface, size, and style affect readability
- Adjust leading and tracking for readability
- Recognize how measure and alignment impact readability
- Use common, simple techniques to grab attention with typography
- Make documents clean and professional by using typesetting conventions

PRINT GRAPHICS

- Use keywords to locate stock photos for projects
- Recognize the usefulness and limitations of screen captures and scans in print documents
- Source clip art from online collections
- Understand the difference between royalty-free and rights-managed image licensing
- Resize raster images in a raster editing program
- Use limited resampling to manage resolution and file size

- Choose and appropriate file type for print graphics
- Know the difference between embedded and linked graphics
- Distinguish between floating and inline graphics
- Utilize text wrapping features for placed graphics

PRINT DESIGN

- Recognize basic design principles: balance, rhythm, emphasis, and unity
- Understanding the role of white space
- Plan a layout
- Set up a new document in desktop publishing software
- Use a grid to lend underlying structure to designs
- Explain why PDFs are important in the print publication process.

VIDEO PRODUCTION

- Compare video camera based upon their specifications and features
- Distinguish between various video formats
- Describe care and safety precautions when using a camcorder
- Write a video script
- Create a video storyboard
- Select the type of shots to be used in a video
- Film and edit a video using transitions and effects
- Share a video

WEB DEVELOPMENT

- Describe the differences between Web development and Web design
- Explain various methods for developing websites
- List three important considerations for Web development
- Describe the functions of coding and common tags
- Explain the challenges of Web development
- Explain how Web developers meet the needs of universal access
- Write correct code
- Explain the differences between HTML, XHTML, and HTML5.

WEB DESIGN

- Explain the importance of content in web design
- Organize content and plan navigation

- Describe the differences in designing for print and designing for the web
- Use templates and style sheets to achieve consistent design.
- Select and incorporate images in web pages

WEB STANDARDS

- Explain how the W3C creates standards
- Identify issues involved in web accessibility
- Explain how the WAI and Section 508 try to ensure accessibility
- List conventions for web pages
- Explain how Internet search engines work
- List techniques that can be used to improve a website's standing in search engine results
- Explain the purpose and value of web analytics.

PRESENTATION PLANNING

- Research your audience
- Plan your presentation using an outline
- Structure your presentation's basic points
- Use the Notes feature
- Effectively arrange your slides
- Use appropriate transitions in a slide show

PRESENTATION DESIGN

- Use pre-defined templates
- Incorporate layout elements and options, such as Slide Master settings, slide designs, colors, and backgrounds.
- Understand the importance of text styling in a presentation
- Enhance a message using visual effects.

REQUIRED TEXT

You MUST have and use the textbook book prior to the second meeting of the course.

Digital Media Concepts and Applications, 4th Edition. Crews, T., and May, K. ISBN 978-1-305-66172-1. "Digital Media, 4E, equips students with the tools and skills to succeed in today's digital-rich workplace by teaching them how to effectively use business-standard software applications to complete projects and solve real-world problems. The text's seven units give students hands-on experience using software from Adobe (Creative Cloud) and Microsoft (Office), and more."

This text is available through the UH Bookstore or through online book sellers, including CENGAGE.COM. The book is available as a hard-bound book, Digital, eBook, or rental.

REQUIRED HARDWARE AND SOFTWARE

Beginning in Fall 2021, Digital Media students and Graphic Communications Technology, Motion Media, and Tech Package Design minors are required to have a suitable laptop which is in good working order with the latest software and antivirus updates for their entire period of undergraduate study.

- Notebook computer (PC or Mac) capable of handling the Adobe Creative Cloud. Here are some example requirements: <https://helpx.adobe.com/indesign/system-requirements.html> (required for DIGM 1300)
- DSLR Camera capable of still and video capture (not essential for DIGM 1300)
- Student subscription to Adobe Creative Cloud: <https://www.adobe.com/creativecloud/buy/students.html> (required for DIGM 1300).
- Use this website for introductions to Adobe Products: <https://helpx.adobe.com/creative-cloud/tutorials-explore.html>

NETIQUETTE IN CLASS

It is unacceptable for students to use a cell phone during class.

It is unacceptable for students to leave their cameras off during synchronous online lectures.

This course utilizes synchronous online meetings. During those meetings consider the following:

- Keep chats on topic. Avoid inappropriate conversations that may distract others from the course topic or objective.
- Avoid strong/loud language. Be polite. Language can easily be misinterpreted in written communication. Before sending an email or chat message make sure it clearly conveys the intended feeling.
- Use emoticons to express feelings. Nonverbal cues can reinforce the feeling of a message. Use sparingly. :-)
- Respect privacy of peers. Do not post someone's personal information online without their expressed permission.
- Use appropriate dress code on camera. During a video conference dress as if attending a face-to-face class. Avoid offensive clothing.
- Be mindful of background noise and scene/location. Take advantage of quiet areas to avoid distractions to fellow classmates. Avoid offensive décor or noise.
- Be helpful. Assist fellow classmates in understanding course materials.

COURSE STRUCTURE

This is a lecture-based class supplemented by out-of-class assignments that can easily be completed on the student's personal computer. Digital Media students are required to have their own laptop computer as well as a subscription to Adobe Creative Cloud (see [Required Hardware and Software](#)). These items will be used in the assignments completed individually by the students. In the summer semester, the course requires a minimum of eighteen hours of work each week: three in class and fifteen outside of class.

The class will meet in two one-and-one-half hour sessions each week. In general, the first part of each session will be lecture based upon the text readings and the middle portion will include guest speakers, alumni, or in-class activities designed to help students better understand the field of Digital Media and the people who work in it. The final portion of the class will be devoted to a chapter test that can only be taken at that time.

COURSE SCHEDULE

Please refer to the course schedule on Page 3.

CONDUCT OF CLASS SESSIONS

DIGM 1300 will be taught synchronously online. Students must be present online in Microsoft Teams during the assigned class time and have their cameras turned on.

DIGM 1300 is a hybrid course in which at least 50% of the class activities will be completed by students outside of class. The course will be delivered in a "flipped" manner. This pedagogical style moves activities, including those that may have traditionally been considered homework, into the classroom. With a flipped classroom, students read assigned texts, watch assigned videos, complete projects, or carry out research at home. Class time is used for actively engaging concepts under the professor's guidance.

A typical class session will require the student to read the assigned text and complete a pretest drawn from the reading before coming to class. Students who do not complete the pretest with at least a 70% score will not be allowed to take the "real" test for credit. You must read and prepare before class.

The synchronous online sessions will be divided into three sections: 1) a 30-minute presentation of the major topics covered in the assigned chapter by Dr. Waite or a student with demonstrated expertise in the topic; 2) a 30-minute presentation by a DIGM alum who works in the field covered by the day's lecture or by a DIGM professor who teaches a course on the topic; 3) a quiz on the topic of the day will be completed during the final 30 minutes. To repeat: Students who do not complete the pretest with at least a 70% score will not be allowed to take the "real" test for credit.

Course Schedule				
#	Date	Topic	Reading from Textbook/Handout	Speaker
1	6/7/2022	Introductions: Program, course, textbook, professor	None Chapter00 Lecture 1.pdf	
2	6/9/2022	Getting Started with Digital Media	Chapter 1 Chapter01.pdf	Tour of DIGM facilities; discussion of curriculum
3	6/14/2022	Ethical and Legal Issues	Chapter 2 Chapter02.pdf	Prof Rudy Soliz rsoliz@Central.UH.EDU
4	6/16/2022	Image Files	Chapter 3 Chapter03.pdf	Ranyah Alhebshi (alum) r.alhebshi@gmail.com
5	6/21/2022	Digital Photography	Chapter 4 Chapter04.pdf	Jason Moore (alum) jason.a.moore01@gmail.com
6	6/23/2022 - No class weeks of 6/27 and 7/4	Color in Digital Media	Chapter 5 Chapter05.pdf	Color Themes with www.color.adobe.com Dr. Waite
7	7/12/2022	Print Typography	Chapter 8 Chapter08.pdf	Jill Butler (alum) jill@stuffcreators.com
8	7/14/2022	Print Graphics	Chapter 9 Chapter09.pdf	Elvira Orozco (alum) elviraorozco@clutchstudios.com
9	7/19/2022	Print Design	Chapter 10 Chapter10.pdf	Rosa Velasquez (alum) velazquezra2@gmail.com
10	7/21/2022	Video Production	Chapter 12 Chapter12.pdf	Michael DeLeon (alum) m.deleon99@gmail.com
11	7/26/2022	Web Development	Chapter 13 Chapter13.pdf	Prof. Kari Snyder kysnyder@Central.UH.EDU
12	7/28/2022	Web Design	Chapter 14 Chapter14.pdf	Prof. Mark Hargrove mshargro@Central.UH.EDU
13	8/2/2022	Web Standards	Chapter 17 Chapter17.pdf	Thomas Martinez (alum) TMartinez7@slb.com
14	8/4/2022	Presentation Planning	Chapter 18 Chapter18.pdf	GCEAUH student group presentation DIGM SC Presentation;
15	8/9/2022	Presentation Design	Chapter 19 Chapter19.pdf	DIGM events overview: RedFest, DigiFest. Prof. Phil Snyder

Letter Grade Assignment		
Letter Grade	Percentage	Performance
A	93-100%	Excellent Work
A-	90-92%	Nearly Excellent Work
B+	87-89%	Very Good Work
B	83-86%	Good Work
B-	80-82%	Mostly Good Work
C+	77-79%	Above Average Work
C	73-76%	Average Work
C-	70-72%	Mostly Average Work
D+	67-69%	Below Average Work
D	60-66%	Poor Work
F	0-59%	Failing Work

- 11:00–11:30
Presentation by Dr. Waite
- 11:30–12:00 noon
Presentation by alum or faculty member
- Noon–12:30
Chapter Test.

ASSESSMENT MEASURES

You will meet the learning outcomes listed above through a combination of the following activities in this course:

- Attend class sessions. Attendance will be taken and you will receive points toward your attendance if you attend class and arrive on time. You may miss no more than three sessions during the semester.
- Complete the weekly Chapter Pretests on time. These scores will not be applied to your final grade. However, you may not take the Chapter Tests unless you complete the Pretests.
- Complete the weekly Chapter Tests. These tests will be made up from a random selection of items from the appropriate Pretest. Tests will be given only during class time and cannot be "made up" at a later time. Grades on these Tests will be applied to your final grade.
- Complete your homework assignments on time. Rubrics are available in Blackboard for each assignment (see Page 5). Projects total 140 points. You must attempt assignments worth 80 points: no more and no less.
- Create a LinkedIn Profile. Invite Dr. Waite to connect. Start to post professional content.

YOUR RESPONSIBILITIES

This class requires about 18 hours of your time each week during the summer semester.

For each lecture (2 per week in summer):

- Read the assigned text and do the pre-test
- Spend about 1 ½– 3 hours studying prior to class...that's 6 hours a week
- Log on to class...3 hours a week
 - Listen to a short lecture: ½ hour
 - Listen and ask questions of an alum or professor: ½ hour
 - Take the test: ½ hour (You can only take the quiz if you do the pre-test and earn at least 70%.)
- You will also do up to 8 assignments during the semester. **Plan on spending about 9 hours a week on projects.**

PROJECTS				
You may earn a maximum of 80 points for your projects. All must be in your portfolio. Pick and choose.				
#	Project	Page	Required?	Points
1	Create Personal Adobe Portfolio https://helpx.adobe.com/creative-cloud/how-to/create-portfolio-website.html	46	Yes; will contain all subsequent projects.	10
2	Perfect Photograph—Use InDesign to make the document; export to jpg. Upload to your Adobe Portfolio. Add Problem/Method/Solution caption.	83 Activity 4.2	No	10
3	Color Themes (assignment sheet). Save step 12 as jpg. Upload to your Adobe Portfolio. Add Problem/Method/Solution caption.	NA	Yes	10
4	Typography Assignment—Use InDesign to make the document; export to jpg. Upload to your Adobe Portfolio. Add Problem/Method/Solution caption.	181 #3	No	10
5	Linking and Embedding Images—Use InDesign to make the document; export to jpg. Upload to your Adobe Portfolio. Add Problem/Method/Solution caption.	203	No	10
6	Camcorder Features—Use InDesign to make the document; export to jpg. Upload to your Adobe Portfolio. Add Problem/Method/Solution caption.	263	No	10
7	Web Development Project Management—Use Dreamweaver; make a screen capture. Upload to your Adobe Portfolio. Add Problem/Method/Solution caption.	315	No	10
8	Create a Website with Webflow.com; make a screen capture. Upload to your Adobe Portfolio. Add Problem/Method/Solution caption.	331	No	10
9	Evaluating Website User Experience—Choose a website. Then, replicate Table 17.2 on page 404 to evaluate the site Use InDesign to make the document; export to jpg. Upload to your Adobe Portfolio. Add Problem/Method/Solution caption.	404	No	10
10	Staying Healthy Presentation—Use Powerpoint to make the presentation; export to MP4 Presentation Quality, 5 seconds per slide. Upload finished video to your Adobe Portfolio. Add Problem/Method/Solution caption. Add a cover image.	433 #4	No	10
11	Shoot and edit a maximum 5-minute video interview of a Digital Media professional. Shoot with your phone or camera; edit with iMovie or Premiere. Export as MP4. Upload finished video to your Adobe Portfolio. Add Problem/Method/Solution caption. Add a cover image.	NA	No	20
12	Give a 25–30-minute presentation of one of the chapters covered in the course (there may be an "audition" if many students want one lesson). —Use Powerpoint to make the presentation; export to MP4 Presentation Quality, 5 seconds per slide. Upload finished video to your Adobe Portfolio. Add Problem/Method/Solution caption. Add a cover image.	NA	No	20
Total possible points				140

DUE DATES

- Projects 1–3 are due 7/12/2022
- Projects 4–11 are due 8/9/2022
- Project 12 is due per agreement with Dr. Waite.

PROJECT GRADING RUBRIC (IT'S EASIER TO READ IN BLACKBOARD)

Name	DIGM 1300 Projects		
Description	Please upload the URL to your Adobe Portfolio to this assignment. Then, Dr. Waite will use this assignment to grade ALL of your projects. Remember that you can only get credit for projects totalling 80 points. These points can be earned by mixing and matching any of the projects.		
Rubric Detail	Levels of Achievement		
Criteria	Proficient	Competent	Novice
#1: Portfolio	10 Points Improvements (personalization) was done to the template.	8.5 Points The portfolio is exactly the same as the template.	6.5 Points There are obvious errors in the set up of the portfolio.
#2 Perfect Photo	10 Points Student went beyond the assignment. For example, the project placed in the portfolio is particularly attractive.	8.5 Points Activity 4.2 instructions followed. Problem, method, solution included as caption in Portfolio.	6.5 Points Activity 4.2 was not followed correctly. No problem, method, solution. Grammar, spelling errors. Unprofessional.
#3 Color Themes	10 Points Student went beyond the assignment. For example, the project placed in the portfolio is particularly attractive.	8.5 Points Instruction sheet method was followed. Problem, method, solution included as caption in Portfolio.	6.5 Points Instruction sheet method was not followed correctly. No problem, method, solution. Grammar, spelling errors. Unprofessional.
#4 Typography Assignment	10 Points Student went beyond the assignment. For example, the project placed in the portfolio is particularly attractive.	8.5 Points "Apply" Assignment 3 instructions followed. Problem, method, solution included as caption in Portfolio.	6.5 Points "Apply" Assignment 3 instructions not followed correctly. No problem, method, solution. Grammar, spelling errors. Unprofessional.
#5 Linking and Embedding Images	10 Points Student went beyond the assignment. For example, the project placed in the portfolio is particularly attractive.	8.5 Points Activity 9.3 instructions followed. Problem, method, solution included as caption in Portfolio.	6.5 Points Activity 9.3 instructions not followed correctly. No problem, method, solution. Grammar, spelling errors. Unprofessional.
#6 Camcorder Features	10 Points Student went beyond the assignment. For example, the project placed in the portfolio is particularly attractive.	8.5 Points Activity 12.1 instructions followed. Problem, method, solution included as caption in Portfolio.	6.5 Points Activity 12.1 instructions not followed correctly. No problem, method, solution. Grammar, spelling errors. Unprofessional.
#7 Web Development Project Management	10 Points Student went beyond the assignment. For example, the project placed in the portfolio is particularly attractive.	8.5 Points "Explore" Assignment 3 instructions followed. Problem, method, solution included as caption in Portfolio.	6.5 Points "Explore" Assignment 3 instructions not followed correctly. No problem, method, solution. Grammar, spelling errors. Unprofessional.
#8 Create a Website with Webflow.com	10 Points Student went beyond the assignment. For example, the project placed in the portfolio is particularly attractive.	8.5 Points Activity 14.1 and 14.2 instructions followed. Problem, method, solution included as caption in Portfolio.	6.5 Points Activity 14.1 and 14.2 instructions not followed correctly. No problem, method, solution. Grammar, spelling errors. Unprofessional.
#9 Evaluating Website User Experience	10 Points Student went beyond the assignment. For example, the project placed in the portfolio is particularly attractive.	8.5 Points Table 17.2 criteria properly used to evaluate website. Problem, method, solution included as caption in Portfolio.	6.5 Points Table 17.2 criteria not properly used to evaluate website. No problem, method, solution. Grammar, spelling errors. Unprofessional.
#10 Staying Healthy Presentation	10 Points Student went beyond the assignment. For example, the project placed in the portfolio is particularly attractive.	8.5 Points "Apply" Assignment 4 instructions followed. Problem, method, solution included as caption in Portfolio.	6.5 Points "Apply" Assignment 4 instructions not followed correctly. No problem, method, solution. Grammar, spelling errors. Unprofessional.
#11 Interview Video	20 Points Student went beyond the assignment. For example, the project placed in the portfolio is particularly attractive.	16 Points Content/story is appropriate; video leaves a positive impression of the student; audio is clear and understandable.	13 Points Video reflects poorly on student; problems with audio and/or video.
#12 Topic Presentation	20 Points Student went beyond the assignment. For example, the project placed in the portfolio is particularly attractive.	16 Points Presentation is well done and includes appropriate content; attractive slides leaves a positive impression of the student; spoken words are clear and understandable.	13 Points Presentation reflects poorly on student; errors in content; unattractive slides; poor verbal delivery

If you can't handle this workload, drop this class and find another major.

PROJECTS

Students may choose from among 12 projects to complete for credit in this class. These 12 projects total 140 points in value. However, each student is only required to complete 80 points worth of projects....no more and no less.

See the table of projects on page 4 and the rubric used for grading these projects on page 5.

LINKEDIN PROFILE AND POSTS

Create a LinkedIn Profile. Add professional photos to your profile. Add Dr. Waite (Jerry Waite) as a "connection." Post content that shows how professional you are.

ATTENDANCE

Attendance at all class sessions is expected. There will be a grade penalty for all absences. In other words, there is no such thing as an excused absence. Be on time for lectures and labs! Tardies (defined as arriving after attendance has been taken) count as 1/2 an absence. You may only accumulate three total absences—lecture or lab, full-days or tardies. You may be dropped after the fourth absence. Look at it this way: there is no way to make up any lecture or lab that you miss. Notes from friends or textbook readings are no substitute for actually being present in class when your professor explains a concept or process.

Here's another thought: you and the taxpayers of the State of Texas are paying your professor to be present in the DIGM 1300 class. Why pay money for something you don't take? Another

notion: attending class is like attending a concert. If you show up late, or don't show up at all, you'll miss the concert. The band is not going to play the show again for you! Neither will your professor teach the topic again.

Classes will start on time. Students who are in their seats in class or whose names are displayed in Microsoft Teams when class starts will receive 100% for that day's attendance. Students who come in late will receive 50% or 25% (depending upon how late) for that session's attendance.

DEADLINES

Late work is "yesterday's news." In keeping with this idea, assignments must be turned in as scheduled. Please see the class schedule for specific due dates.

GRADING

Weekly Quizzes	80 points	40%
Projects	80 points	40%
LinkedIn Profile	10 points	6%
Attendance	28 points	14%
Total:	198 points	100%

Please see the table on Page 3 to convert percentage grade to letter grades.

EXCUSED ABSENCES

Absences will be excused per University Policy. <https://uh.edu/provost/policies-resources/student/excused-absence-policy/>

INCOMPLETE

An "incomplete" grade will only be issued if the student is maintaining an acceptable level of achievement and cannot, due to some factor beyond the control of the student, complete one or more major assignments. If a student wishes for an "incomplete" grade, s/he must explain the situation to your professor in advance and make specific arrangements to make up missing work no later than one year after the "incomplete" is issued.

AMERICANS WITH DISABILITIES ACT

In accordance with the guidelines of the Americans with Disabilities Act, I will

make every effort to reasonably accommodate students who request and require assistance. Please contact Dr. Waite ASAP.

CAPS

Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to college, or feeling sad and hopeless.

You can reach CAPS (www.uh.edu/caps) by calling (713) 743 5454 during and after business hours for routine appointments or if you or someone you know is in crisis. No appointment is necessary for the "Let's Talk" program, a drop-in consultation service at convenient locations and hours around campus. http://www.uh.edu/caps/outreach/lets_talk.html.

ADDS/DROPS

Please refer to the University's Undergraduate Catalog and the Schedule of Classes for the appropriate add/drop dates and procedures. Those procedures must be followed to the letter.

COMMUNICATION PARAMETERS:

Dr. Waite truly wants to speak with you, to assist you, to help make you successful. However, there are parameters as to what you can expect. In particular, communica-

tions of any kind (e-mail, voice mails, or texts) sent to Dr. Waite outside of business hours may not be answered until the next business day. This is particularly true on weekends...especially Sundays.

ACADEMIC DISHONESTY POLICY

The College of Technology faculty take cheating, plagiarism or any violation of the UH Student Code of Conduct seriously and expect all students to be familiar with the expectations and consequences set out in the Code (<http://www.uh.edu/academics/catalog/policies/academ-reg/academic-honesty/index.php>.)

Any violation will result in an investigation based on the conditions and steps outlined in the Code of Conduct. Please refer to the examples of plagiarism, the consequences for violations noted in the Code of Conduct, and/or consult your professor if you have specific questions. Please also note that plagiarism also includes reusing your own work submitted for another class. Notification to all concerned parties will be made immediately. <http://catalog.uh.edu/content.php?catoid=6&navoid=1025>