

Web Design #1037

2014-2015 Student's Program Handbook

School of Engineering & Information Technology

**Conestoga College Institute of Technology and
Advanced Learning**



**Note: This is a companion document to the current
Conestoga College Student Guide.**

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1. WELCOME

1.1 Conestoga Vision, Mission, and Values

Vision

- Recognition for excellence in polytechnic education.

Mission

- Champion innovation in education and research.
- Serve community needs and priorities.
- Inspire individuals to achieve their potential.

Values

- Access - Education and training opportunities for individuals across the communities we serve.
- Respect - A welcoming environment that promotes fairness, individual rights and dignity.
- Quality - Excellence in the design and delivery of programs and services.
- Innovation - Creative solutions to meet the needs of our students, partners and community.
- Community - Responsible employer, active partner and engaged corporate citizen.

2. PROGRAM ACADEMIC TEAM

Dean, Continuing Education, Educational Technology & Corporate Training

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2.1 Program Faculty

Contact information for faculty will typically be provided on the first day of related courses.

3. PROGRAM OVERVIEW

3.1 Program Description

The Web Design Program is for individuals wanting to learn Web Site authoring and design skills. The program focuses on how to plan, create, design, develop and implement professional Web Sites. The program blends theoretical concepts with practical skills in each course to ensure graduates have a solid working knowledge of the technologies covered.

3.2 Program Learning Outcomes

Through successful completion of this program, the graduate will have reliably demonstrated the ability to:

1. Use industry standard web creation software, tools and techniques according to best practices
2. Prepare samples of professional work for inclusion in a portfolio.
3. Use design and development skills to create and edit digital images and incorporate images into web pages.
4. Create effective layouts that showcase web content.

3.3 Program Curriculum Sequence/Design

The following is the anticipated order of the program. Occasionally minor changes do occur and students are notified of these changes.

Level	Course Code	Course Name	Hours
1	CDEV1070	The Job Search	25
1	DMED1000	Illustrator	25
1	DMED1020	Photoshop	50
1	DMED1030	Dreamweaver	50
1	DSGN1000	Principles of Graphic Design	25
1	PROG1455	HTML	125

3.4 Program Schedule

Conestoga College reserves the right to modify program schedules when necessary and in the interest of program improvement. The college also reserves the right to cancel, postpone, reschedule or combine classes, limit registration, change content, hours or instructors to meet changing conditions.

4. STUDENT SERVICES INFORMATION

Students can access the Conestoga website for information about services provided by [Accessibility Services](#) and [Counselling Services](#).

For more information on this topic, please refer to your Student Guide located in the [Student Portal](#).

4.1 Career Services

Students are provided access to MyCareer - Conestoga's online career solutions system via the "Services" tab in the Student Portal. Use MyCareer to search summer, part-time, on-campus and graduate job postings, register for upcoming workshops and employer events, and access valuable career and employment-related resources.

For more information or to book an appointments visit the [Career Services](#) webpage.

4.2 Orientation

Students will be provided with orientation on the first day of class or by email.

5. PROGRAM INFORMATION & PROTOCOLS

5.1 Program Information

5.1.1 Academic Assistance

Academic assistance is available to students through a variety of avenues. The program coordinator and faculty can advise students on specific program and course information. Access the [Learning Commons](#) webpage for detailed information on the academic services they provide, including Learning Skills, Peer Services, Math and Writing assistance.

5.1.2 Academic Dates

For information on academic dates, please refer to your Student Guide located in the [Student Portal](#).

Note: Not all programs follow listed dates. Contact your program coordinator for more information.

5.1.3 Awards

For more information visit the [Financial Aid](#) webpage.

5.2 Program Protocols

For information on Conestoga's and student code of conduct, please refer to [College Policies, Procedures and Guidelines](#) webpage or to your [Student Guide](#).

5.2.1 Academic Probation

For more information visit the [College Policies, Procedures and Guidelines](#) webpage then click on the Academic Administration side tab and search for the document entitled Academic Standing and Promotion Requirements Procedure.

5.2.2 Academic Standing and Promotion Requirements

Students are required to successfully pass all courses by meeting the specified minimum requirements in order to continue with the program.

For more information visit the [College Policies, Procedures and Guidelines](#) webpage then click on the Academic Administration side tab and search for the document entitled Academic Standing and Promotion Requirements Procedure.

5.2.3 Attendance - Program Protocols

The attendance policy varies from course to course. For more information please refer to your course outline.

5.2.4 Clearance of Academic Deficiency

During a student's academic career, there may be occasions when the student's performance results in a failing grade for a course. Conestoga grants students the opportunity to raise this grade to the minimum passing grade under specific circumstances.

For more information visit the [College Policies, Procedures and Guidelines](#) webpage then click on the Academic Administration side tab and search for the document entitled Clearance of Academic Deficiency.

5.2.5 Communication – Program Standard & E-mailing Protocols

Conestoga will assign each student an email account upon enrolment. Conestoga will communicate information to students via their assigned account, and students are expected to check their account regularly. Faculty will not respond to emails from non-Conestoga email addresses.

5.2.6 Course Add/Drop

Students who wish to add or drop a course must contact their program coordinator.

5.2.7 Program Specific Pathways and Degree Completion Opportunities

For more information regarding program specific pathways and degree completion opportunities contact your program coordinator.

5.2.8 Discontinuance

Students may be discontinued from a program if they do not meet specific academic standards.

For more information visit the [College Policies, Procedures and Guidelines](#) webpage then click on the Academic Administration side tab and search for the document entitled Discontinuance Policy.

5.2.9 Evaluations (deadlines, tests and examinations)

Copying and plagiarism of assignments will be dealt with in accordance with College Policy regarding Academic Honesty.

Attendance for exams and tests is mandatory. If you miss an exam or test then a grade of 0% will be assigned and a re-write will not be permitted. The only time a re-write will be arranged is when you can provide a medical certificate stating due to illness or other authorized reasons you were unable to write the exam or test on the scheduled day. Faculty may choose to handle the makeup tests/exams directly or use the test centre service.

For more information visit the [Testing & Assessment Services](#) webpage.

5.2.10 Re-Admission Requirements

Students are required to meet with the program coordinator when they have been absent from their program for more than 5 consecutive days or longer unless the absence was pre-arranged. Students are subject to the college and program policies and procedures in place at the time of re-admission.

For more information visit the [College Policies, Procedures and Guidelines](#) webpage then click on the Academic Administration side tab and search for the document entitled Re-admission Procedure – Post Secondary.

5.2.11 Standards of Conduct and Professional Practice

Students have the responsibility to be familiar with the Student Code of Conduct while they attend Conestoga.

For more information visit the [Security Services](#) webpage and click on the Student Code of Conduct side tab.

6. FACILITY INFORMATION

Refer to the Student Guide located in the [Student Portal](#) for information on after-hours access, parking, and classroom & computer labs.

To view a list of computer lab locations visit the [Current Students](#) webpage then click on the Computer Lab Information side tab.

Visit the [Mobile Apps](#) webpage to download the free Lab Search app for a listing of computer lab locations.

7. SAFETY PROTOCOLS

For Conestoga's safety and security services and procedures please refer to your Student Guide located in the [Student Portal](#).

8. STUDENT ACKNOWLEDGEMENT AND DOCUMENTATION

8.1 Student Protection Acknowledgment

A Student Protection Acknowledgement confirmation pop-up will appear after the student logs in into the Student Portal. A PDF will direct students to the location of related policies, procedures and program information. Students will confirm that they have been duly informed by Conestoga and attest to that fact by clicking the acknowledgement box provided in the popup. Date and time of the student's acknowledgement will be captured in the Student Portal database. Conestoga will be able to run reports as necessary.

Once the acknowledgement box has been clicked, the student may proceed to enter the Student Portal and go about their business. An e-mail will be automatically generated and sent to the student acknowledging their acknowledgement. The Student Protection Information PDF will be resent within the e-mail for their reference.

The Student Protection Acknowledgement confirmation pop-up will appear to all students and students once per academic year.