

The Art Institute of Pittsburgh

Course Syllabus

Course Information

Course Title: Information Design
Course Code: IMD121
Course Prerequisite: None
Course Length: 11 Weeks
Contact Hours: 44 Hours
Credit Value: 3.0 Credits
Quarter/Year: Winter 2008
Section: A
Meeting Time/Day: Saturday, 12:45 P.M. – 4:45 P.M.
Room: AIP Room 715

Instructor Contact Information

Name: William J. Moner
Office: AIP Main Building, Room 636
Office Hours: Wednesday, 10:00 AM – 12:00 PM
Phone: (412) 291-6200 x7135
Email: wjmoner@aii.edu
Web Site: <http://www.williamjmoner.com>

Course Description:

A study of the process of solving instructional problems by systematic analysis of the conditions of learning through information. This course covers how to draw upon theory and knowledge from psychology, communications, and technology to develop skills.

Course Competencies:

Upon successful completion of this course, the student should be able to:

1. compare the instructional design approach with the traditional approach to the design of information delivery.
2. appreciate the activities and outputs of the information design process.
3. perform needs assessment and content analysis processes.
4. use flowcharts with standard symbols.
5. write statements of outcome and analysis for multimedia.
6. understand human & computer interfaces for multimedia application.

Students with Disabilities:

It is a policy of The Art Institute of Pittsburgh to not discriminate against qualified students with documented disabilities in its educational programs. If you have a disability-related need for modifications in this class, contact your instructor and a school counselor (located in the Student Services Office, 1st floor). Instructors should be notified during the first week of classes. You may refer to the Nondiscrimination Policy on the Enrollment Agreement Form for the complete AIP policy.

Attendance Policy:

The student who accumulates five (5) hours of absenteeism in a class during an academic quarter may be placed on Academic Probation. A student who accumulates ten (10) hours of absenteeism in a course will receive an F for that course.

Student Conduct Policy:

The Art Institute of Pittsburgh expects its students and employees to conduct themselves in a professional manner at all times. In addition, the Art Institute has a strict policy, which disallows sexual harassment of either students or employees. All students or employees are encouraged to report any professional or sexual misconduct to the Vice President/Director of Student Services.

Grading Scale:

| | |
|----|-----------------|
| A | 100 to 92 |
| A- | 91.9 to 90 |
| B+ | 89.9 to 88 |
| B | 87.9 to 82 |
| B- | 81.9 to 80 |
| C+ | 79.9 to 78 |
| C | 77.9 to 72 |
| C- | 71.9 to 70 |
| D+ | 69.9 to 67 |
| D | 66.9 to 60 |
| F | 59.9 and below. |

Method of Assessment:

| | |
|---------------|-----|
| Assignments | 15% |
| Quizzes | 20% |
| Exams | 30% |
| Final Project | 25% |
| Attendance | 10% |

Textbook (required, bring to class weekly):

Information Architecture for the World Wide Web, 3rd Edition

Peter Morville & Louis Rosenfeld

O'Reilly Publishing

December, 2006

ISBN: 0-596-52734-9

Materials and Supplies:

Note-taking supplies (pens, pencils, notebook)
2 CD-R or CD-RW Discs (for project submissions)
Money for class expenses (library resources, binding, copies, and printing expenses):
Approximately \$20 throughout the course of the term

Classroom Policies

Attendance and Participation

The AIP attendance policy (5 hours missed = probation; 10 hours missed = suspension) will be strictly enforced. Exceptions to this policy are granted at the discretion of the instructor and require written documentation.

If you know you will be absent, email me at wjmoner@aii.edu and check my web site, <http://www.williamjmoner.com>, for course notes and assignments.

Regardless of the reason for your absence, you are responsible for obtaining lecture notes and submitting your course work on-time.

Food and Drink

AIP policy states that food and drink are not permitted in the computer labs. Please do not bring food into the labs, and drinks should have a secure lid to prevent spillage.

Late Work Policy

All assignments are due at the beginning of the class period unless otherwise specified. An assignment is **late** if it is not submitted during the designated collection time.

If your project or assignment is late, it will be penalized as follows:

Individual projects: Late work submitted on the calendar date of the assignment is worth 90% of the possible grade. If your assignment is submitted after 11:59 PM on the assignment due date, maximum credit drops to 50% of the possible grade. Late work can be submitted at 50% credit until the beginning of the next class period.

Late work will not be accepted for credit after one week.

Group projects and final projects: Late work will **not** be accepted for credit under any circumstance.

You may email me late assignments (digital files only) or make arrangements to deliver the assignments to me (print/CD/other media).

Plagiarism

Plagiarism of any kind will result in an automatic failure for the class and is subject to disciplinary action at the discretion of the instructor.

Plagiarism is a serious crime. According to the Merriam-Webster Online Dictionary, to plagiarize means:

1. to steal and pass off (the ideas or words of another) as one's own.
2. to use (another's production) without crediting the source.
3. to commit literary theft.
4. to present as new and original an idea or product derived from an existing source.

The burden of proof is on the student, not the instructor, and students may be asked to prove the originality of any work submitted. The AIP Student Handbook includes specific consequences regarding violation of the Student Conduct Policy and may include:

1. assignment failure
2. class failure
3. expulsion

Quizzes and Exams

Any communication, verbal or non-verbal, during a quiz or exam will result in a 0% on the quiz or exam for **both** parties. Any instance of cheating is subject to further disciplinary action and may result in failure for the course.

Tutoring and Resources

The Art Institute of Pittsburgh Library contains numerous resources dedicated to student success. If you require peer tutoring at any point throughout the term, the library (located on the 3rd Floor) will be able to assist you. More details about the AIP library can be located at <http://www.aiplib.aiiresources.com/>

Use of Technology

Use of any and all technology in this classroom is reserved for class-related use only.

- Mobile phones must be placed in silent or vibrate mode during class. If you need to place/receive a phone call, kindly excuse yourself from the room prior to conducting the call.
- Use of portable audio, video, or gaming devices during class is prohibited.
- Working on other projects, listening to music, web surfing, email, Instant Messaging, gaming, or any other use of classroom technology not related to the coursework is prohibited.
- All students are expected to conduct themselves in a professional manner. Please be respectful of the computer equipment, your classmates, your instructor, the physical facilities, and other technology within the classroom.
- If your work requires audio, please use headphones and maintain a low volume that does not disturb other students.

IMD121 Weekly Course Outline

| <u>Week</u> | <u>Topic of Discussion</u> | <u>Reading Due</u> | <u>Homework Due, Quizzes, Exams</u> |
|-------------|--|----------------------------|--|
| 1 | Introduction to Information Design; Review of Web Site Informational Needs | - | - |
| 2 | Web Site Organization and Labeling | Foreword, Preface, Ch. 1-4 | Assignment 1 Due |
| 3 | Navigation and Search | Ch. 5-6 | Quiz 1 (Ch. 1-6); Assignment 2 Due |
| 4 | Thesauri, Controlled Vocabularies, & Metadata | Ch. 7-8 | Assignment 3 Due |
| 5 | Midterm Exam; Research & Strategy | Ch. 9-10 | Midterm Exam (Ch. 1-8 + notes) |
| 6 | Design and Documentation | Ch. 11-12 | Assignment 4 Due |
| 7 | Developing Your Web Site Informational Structure | Ch. 13-16 | Quiz 2 (Ch. 9 – 12); Assignment 5 Due |
| 8 | Information Architecture in Practice | Ch. 17-19 | Assignment 6 Due |
| 9 | Final Exam; Information Design Workshop | - | Final Exam (Ch. 9 – 19 + notes and cumulative concepts) |
| 10 | Final Presentations | - | Final Presentation and Documentation Packet Due |
| 11 | No Class – Easter Break | - | |

Grading Rubric - General

| Assessment of Grade | | | | | |
|-------------------------------------|--|--|---|--|---|
| | A | B | C | D | F |
| Software Usage | Strong understanding of software applications with superb usage of tools | Good understanding of software with appropriate usage of tools | Fair understanding of software; usage and skill needs improvement | Poor usage of software and tools | No usage of software appropriate to coursework |
| Concept Development | Strong concept development with creative interpretation of assignment | Good development of concept with appropriate execution of assignment | Fair development of concept; concept lacks effectiveness | Poor concept development | Lack of concept |
| Design Composition | Strong composition skills with attention to detail | Good composition skills with consistent results | Fair composition; needs improvement | Poor composition skills | Lack of attention to composition and design |
| Technique | Strong usage of materials and media | Good usage of materials and media | Limited usage of materials and media | Poor usage of materials and media | No demonstrated usage of materials and media |
| Applied Design Principles | Superb usage of principles and theories with creative interpretation | Demonstrates good usage of design principles and theories | Fair usage of design principles and theories; needs improvement | Poor understanding of design principles and theories | No demonstrated application of design theories and principles |
| Presentation | Strong, professional presentation of materials and designs | Competent presentation of materials | Limited presentation skill; room for improvement | Poor, ineffective presentation skill | Presentation incomplete or lack of presentation |
| Functionality/ Effectiveness | Exceptional execution with strong technical and/or creative detail | Good execution with competent technical and/or creative detail | Inconsistent functionality; limited effectiveness | Poor functionality; poor effectiveness | Ineffective and/or non-functional |
| Accuracy/ Specifications | Precisely follows criteria | Mostly follows criteria | Somewhat follows criteria | Poorly follows criteria with disregard to specifications | Does not follow specifications; inaccurate |
| Spelling/ Grammar | Perfect spelling and grammar | Minor spelling or grammatical errors | Many spelling and grammatical errors | Prevalent spelling and grammatical errors | Major spelling and grammar problems that impede communication |
| Timeliness | On time | Late (within calendar day) | n/a | n/a | Late work after current calendar date (50% of grade) |
| Class Participation | Active participation and attentiveness | Attentiveness and frequent participation | Attentiveness and occasional participation | Lack of participation; distracted, inattentive | Absent, asleep, or otherwise non-participatory |

Project

Final Information Design Project (Site Mockup + Documentation)

Your Information Design final project will be a comprehensive site plan for a project to be determined. This project will need to include all of the pertinent information for the information to be included in the web site and/or kiosk you have proposed earlier in the course.

You will submit a completed, professionally-bound documentation packet with the following:

Binder:

1. Cover Page
2. Table of Contents
3. Background/Summary
4. Goal
5. Objectives
6. Target Audience
7. User Profiles (3)
8. Competitive Analysis (2)
9. Design Brief
 - a. Features
 - b. Theme
 - c. Fonts
 - d. Color Palette
10. Site Map & Flowchart
 - a. Numbered and labeled properly
11. Storyboards (at least 5, no more than 10, please)
 - a. Items numbered properly according to site flowchart
12. Screen shots of the prototype
13. Blank page at end of documentation packet

Media:

14. Site Prototype on CD, labeled properly (descriptive file name)
15. Final Presentation on CD
 - a. Include on same CD as prototype, labeled properly
 - b. Presentation-style summary of your binder product

You will present both your site documentation presentation and your working site prototype on the final class day of the course.

Grading criteria on following page...

Final Project Grading Rubric:

| Category | A | B | C | D | F |
|-------------------------------------|---|---|---|--|--|
| Information Design | Superior grasp of informational structure and site function with clear description of functionality | Good informational structure and site function with good description of functionality | Sufficient informational structure and site function with adequate description of functionality | Insufficient informational structure and lack of detail with regard to functionality | Information design plan not described or lack of functionality description |
| Design Composition | Strong composition skills with attention to detail | Good composition skills with consistent results | Fair composition; needs improvement | Poor composition skills | Lack of attention to composition and design |
| Accuracy/ Specifications | Precisely follows criteria | Mostly follows criteria | Somewhat follows criteria | Poorly follows criteria with disregard to specifications | Does not follow specifications; inaccurate |
| Navigation | Tight, seamless navigation in a consistent and logical manner | Good usage of navigation with some need for thought | Fair navigation; navigation is available and operable, but is not intuitive or easily followed | Poor navigation; areas of the site cannot be accessed through navigation | Navigation absent from site |
| Creativity | Superb creative interpretation of assignment | Demonstrates good creativity | Fair creativity and adequate expression | Poor creativity | No creative interpretation of assignment |
| Functionality/ Effectiveness | Exceptional execution with strong technical and/or creative detail | Good execution with competent technical and/or creative detail | Inconsistent functionality; limited effectiveness | Poor functionality; poor effectiveness | Ineffective and/or non-functional |
| Presentation | Strong, professional presentation of materials and designs | Competent presentation of materials | Limited presentation skill; room for improvement | Poor, ineffective presentation skill | Presentation incomplete or lack of presentation |
| Spelling and Grammar | Perfect spelling and grammar | Minor spelling or grammatical errors | Many spelling and grammatical errors | Prevalent spelling and grammatical errors | Major spelling and grammar problems that impede communication |
| Timeliness | On time | Late (within calendar day) | n/a | n/a | Late (within one week) at 50% of possible grade |