



LAND ACKNOWLEDGEMENT

The University of Windsor sits on the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi. We respect the longstanding relationships with First Nations people in this place in the 100-mile Windsor-Essex peninsula and the straits – les détroits – of Detroit

INSTRUCTOR:

Dr. Imran Ahmad

E-mail : imran@uwindsor.ca

Office Location: LT 8112

Phone : (519) 253-3000 / 3715

Lecture : Tue/Thu: 10:00 AM – 11:20 AM in Odette Building B20

Office Hours: Tue/Thu: 11:20 AM – 12:20 PM After class or/and in office or by **appointment ONLY.**

Note:** As per ITS policy, **only an email originating from a valid University of Windsor student account** will be answered. To get a reply of an email, please **include your full name, student ID** and related course information in your correspondence. **Do not spam with multiple or lengthy emails.

Generally, you will receive a response of your email within 24 hours (weekends excluded). If you don't, it is likely because either the:

1. Answer to your email is in Course Outline.
2. It does not need response or may have already been discussed in class.

TEACHING ASSISTANT(S):

- *Rumman Ali, Email: ali5i@uwindsor.ca. Please refer to the **Brighspace** for updated office hours.*

The teaching assistant(s) of this course will be holding regular weekly office hours to provide help related to the course as well as to review your graded work and help make corrections or fix grading errors.

You are expected to spend sufficient time to complete all the readings and the assigned work. If you are not able to get hold of the teaching assistant(s) during posted office hours, or do not get timely response from them please report the matter promptly to the course instructor with the situation details. Also, if you identify an exceptional assistant who goes above and beyond, please inform the instructor and consider nominating the person for related university/faculty awards for their commitment.

The School of Computer Science provides **free tutoring** services for all Undergraduate Students <https://tutor.myweb.cs.uwindsor.ca/> for core CS courses.

PRE-REQUISITES:

Successful completion of COMP2540, & COMP2650.

COURSE DESCRIPTION:

Multimedia is an important area of computing. This course introduces basic concepts and techniques used in multimedia systems. Topics include: components of multimedia systems (text, audio, images, video), media formats & standards, data compression techniques, hypermedia techniques, and authoring tools.

LEARNING OUTCOMES:

(source: <https://ctl2.uwindsor.ca/cuma/public/courses/pdf/b8e5151e-246b-494c-a358-a8668a0e2d9a>)

At the end of the course, the successful student will know and be able to:

- Demonstrate understanding of multimedia components and employ techniques to develop applications using multimedia authoring process
- Identify requirements to create aesthetically pleasant multimedia presentations.
- Design and develop original and aesthetically pleasing multimedia presentations.
- Observe and practice ethical and responsible behavior in following the copyright laws of the material used/developed in multimedia presentations.

Note: Students are strongly encouraged in participating in the course development and update process. Please feel free to make recommendations for changes of the Learning Outcomes, Course Description, and Course Topics to the instructor or the program chair.

SUGGESTED
TEXTBOOK:

Digital Multimedia by Nigel Chapman & Jenny Chapman, Publisher: John Wiley & Sons, Inc., ISBN: 978-1-64057-090-0.

COURSE PLAN:

Course has several important components as described below:

HANDS-ON LAB WORK: To facilitate hands-on learning, for part of the semester, one of the lecture classes for part of the semester will be converted to a lab session (exact date will be announced in class). In these 'lab' sessions, students will be using Adobe Photoshop and completing the provided hands-on activities. ONLY those who are **present and successfully complete** and demonstrate/submit their work will qualify to receive allocated credit. As part of the lab work, students will also be assigned one lab as a take home lab which will carry additional credit. In this take home lab, each student will create a poster image (examples can be found on my webpage). More details about it will be provided at an appropriate time. **There will be NO makeup lab session.** If you **miss** a hands-on lab session, you will lose its credit even if completed work is submitted. The take home lab **MUST** also be submitted on its due date for possible full credit. Its late **submission** will carry a **25% per late day penalty, including** the weekend days.

EXAMINATIONS: There will be two exams: a midterm and a final. If you miss the midterm exam, its percentage will be carried over to the final exam but only for a valid and verifiable reason. If you miss the final exam and have a valid verifiable reason, you will be required to write a makeup exam on the alternate exam day, i.e., Dec. 19, 2024, which will cover all the material covered during the entire semester. If you suspect that you will be unable to write an exam because of a valid reason, you **MUST** notify me through email and provide necessary documentary evidence. Details about the makeup exam, if necessary, will be provided in the "*Announcement*" section of the course Brightspace page and it is your responsibility to make yourself familiar with it. There will be no makeup for the makeup exam. If you miss both the scheduled final and the makeup exams, you will receive zero marks for it.

Unless mentioned otherwise, all the exams will be closed book, closed notes, closed Internet and closed friends/neighbors. In simple words, you should be writing your exam yourself without any additional help from any other resource. **Please also note that this instructor doesn't believe in providing sample exams. Please DO NOT ask for one and NONE will be provided.**

PROJECT: An important component of this course is a term project. It is expected that the project will be generally "*design and implementation*" oriented and will involve substantial efforts, extra time and beyond the class learning. While doing your project, you need to remember that it is a "course project" and it **MUST** show work of an entire term and **NOT** of a rush to simply get it done. Project evaluation will be based not only on what has been done but also on its originality, contents, and its comparison with other projects of this class. Project details will be provided later. **Late submission of project will carry a 25% per late day penalty, including the weekend days.**

COPYRIGHT: For any of the material produced in this course (lab/project), please note that the copyrights of the material will be collectively owned by the student, the professor, and the School of Computer Science. Please also note that any of the material produced will be posted on the web page of the instructor or the School of Computer Science and may also be used for promotional purposes without any explicit permissions.

ATTENDANCE: Though not required, attendance is important. Lots of details and information will be provided during the lectures and you are responsible to take proper notes. All of the exams, labs and quizzes will be primarily (though not exclusively) based on the material presented in class. Lectures will also include necessary information related to the assignments/project.

ABSENCES DUE TO MEDICAL OR OTHER EXTENUATING CIRCUMSTANCES: Medical leaves, illness, death (in the family), and other difficult circumstances as determined in Senate Bylaw 54 are at times unavoidable and would interrupt your academic career. You must report any issues to the instructor as soon as possible prior to considering any academic accommodations. **Have your doctor fill up the "UWindsor Student Medical Certificate" available from the course Blackboard site.** A doctor's note stating that "*patient states that I am sick*" or "*had headache*" or something similar without professional medical opinion will **NOT** constitute a valid reason and will **NOT** be accepted. A medical note **MUST** be obtained **on the day of claimed** sickness unless it is not medically possible, and the doctor's note must clearly state it. In the absence of UWindsor Student Medical Certificate fulfilling above conditions (and a proper proof for other reasons), NO makeup exam will be allowed (for regular exams – carrying over percentage to the next exam). **REMEMBER** having a medical note **DOES NOT** automatically make you eligible for a makeup exam. **Instructor reserves the right to REJECT a medical note.** All requests for alternate considerations on medical grounds or other difficult matters must be made in writing (email) to the instructor along with supporting documents within seven calendar days of the missed exam/assignment. No alternate accommodations will be considered after the end of the course.

MAKEUP AND MISSED ASSESSMENT POLICY: If you miss a test/exam, assignment, or other assessment in the course you will receive a zero mark for the missed work. If you wish to have alternate considerations due to a valid reason (as per senate bylaw 54) you must inform the instructor in writing (email) as soon as possible, preferably before the assessment, and not later than seven calendar days. Considerations for any make-up or late submissions will be done on a case-by-case basis on compassionate grounds while maintaining fairness as much as possible. **No alternate considerations will be given to any missed assessment if the instructor is not informed within seven calendar days after its due date. The instructor will refuse any unsubstantiated and late requests.**

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| COURSE EVALUATION: | <p>Lab work: 15 %</p> <p>Spot Quizzes (as per senate policy) 05 % 3 – 5; maximum points for any quiz will not exceed 2 %</p> <p>Midterm: 20 % (Tentative date/time: Tue. Oct. 22, 2024)</p> <p>Final: (comprehensive) 30 %</p> <p>Final Project: 30 % (Due: at the time of final exam)</p> <p>The final exam schedule is announced by the Registrar’s office, normally after the add/drop period. Students are expected to be available for the entire exam period and NOT make any prior travel plans, vacations, or other commitments until after the exam dates are announced. No alternate exams accommodations will be made on such grounds.</p> <p><u>There will be NO incomplete grade given under any circumstances.</u></p> |
| GRADING: | <p>A numeric grade on a scale of 0 to 100 will be assigned (rounded integer).</p> <p>PASSING GRADE: A minimum grade of 50% is required to pass this course.</p> <p>VOLUNTARY WITHDRAWAL (DROPPING THE COURSE): You may drop a course within the first 2 weeks add/drop period without it showing up on your academic record. Please check with the Registrar’s office calendar on the important dates for withdrawing voluntarily from a course after the add/drop period.</p> <p>ABSENCES DUE TO MEDICAL OR OTHER EXTENUATING CIRCUMSTANCES: Medical leaves, illness, death (in the family), and other difficult circumstances as determined in bylaw 54 are at times unavoidable and would interrupt your academic career. You must report any issues to the instructor as soon as possible prior to considering any academic accommodations. The instructor reserves the right to determine if an accommodation is merited and if the nature of the accommodation is related to the course evaluation. All requests for alternate considerations on medical grounds or other difficult matters must be made in writing (email) to the instructor along with supporting documents before the end of the course. No alternate accommodations will be considered after the end of the course.</p> |
| SPTs: | <p>The Student Perceptions of Teaching (SPTs) forms will be administered in the last two weeks of classes for courses 12-24 weeks in duration, in the last week of classes for courses 6-11 weeks in duration, or in the last two days of classes for courses of 5 or fewer weeks in duration. Students should be provided with up to 15 minutes at the beginning of a class to complete the SPTs online. Senate Policy.</p> |
| <u>Important Dates:</u> | <ul style="list-style-type: none"> • September 5: First day of classes • September 18: Last day for late registration for Fall classes (to add classes) • October 3: Fall financial drop date • October 12 – 20: Fall Reading Week • October 14: Thanksgiving Day (Statutory Holiday – University closed) • November 13: Last day to voluntarily withdraw from Fall classes (to drop classes) • December 4: Last day of classes • December 7 – 18: Fall Final Exams • December 19: Alternate Exam Day |
| SUPPORT CONTACTS: | <p>The School of Computer Science has a team of support staff and access to student academic advisors to assist you with any inquiries you may have about our courses and programs. Please use one of the following emails:</p> <p>For CompSci undergraduate programs and advising, including IT certificate: csinfo@uwindsor.ca</p> <p>For CS Tutors (free tutoring support for all CS undergrad courses): http://tutor.cs.uwindsor.ca/</p> <p>For Computer Science Society: https://css.uwindsor.ca/</p> <p>For the office of the Director of the School of Computer Science: csdir@uwindsor.ca</p> <p>For CompSci technical support: https://help.cs.uwindsor.ca/</p> <p>For International Student Centre: https://www.uwindsor.ca/international-student-centre/</p> <p>For Student Accessibility Services: https://www.uwindsor.ca/studentaccessibility/</p> <p>For other general inquiries, https://ask.uwindsor.ca/</p> <p>For Student counselling services (ext. 4616): https://www.uwindsor.ca/studentcounselling/</p> <p>For Student health services (ext. 7002): https://www.uwindsor.ca/studenthealthservices/</p> <p>For Student Peer Support Centre (ext. 4551): https://www.uwindsor.ca/studentexperience/wellness/</p> |
| STUDENT ACCOMMODATIONS: | <p><u>Good2Talk</u> provides free, 24/7, single-session professional counselling and referral by phone to post-secondary students in Ontario. Services are provided in English and French, with translation services available in 100+ languages.</p> <ul style="list-style-type: none"> • Call: 1-866-925-5454 (reach professional counsellors) • Text: GOOD2TALKON to 686868 (reach trained volunteers) |
| | <p><i>Students with disability:</i> Students who require academic accommodations in this course due to a documented disability must contact an Advisor in Student Accessibility Services (SAS) to complete SAS Registration and receive</p> |

the necessary Letters of Accommodation. After registering with SAS, you must present your Letter of Accommodation and discuss your needs with the course instructor as early in the term as possible. Please note that deadlines for the submission of documentation and completed forms to SAS are available on their website: <http://www.uwindsor.ca/studentaccessibility/>

Exam conflicts: If you have a conflict with two exams at the same time, you will need to talk to both instructors and ask which one is willing to move your exam to a different day or time.

You have a conflict with three or more final examinations in a consecutive time slot over a 24-hour period, view the [Office of Registrar Alternative Final Exam Policy](#).

Religious Observances: requests for accommodation of specific religious or spiritual observance must be presented to the instructor no later than 2 weeks prior to the conflict in question (in the case of final examinations within two weeks of the release of the examination schedule). In extenuating circumstances, this deadline may be extended. If the dates are not known well in advance because they are linked to other conditions, requests should be submitted as soon as possible in advance of the required observance. Timely requests will prevent difficulties in arranging constructive accommodations.

CONTENT CONFIDENTIALITY: Lectures, examinations, quizzes, assignments, and projects given in this course are protected by copyright. Reproduction or dissemination of examinations or the contents or format of examinations/quizzes in any manner whatsoever (e.g., sharing content with other students or websites), without the express permission of the instructor is strictly prohibited. Students who violate this rule or engage in any other form of academic dishonesty will be subject to disciplinary action under [Senate Bylaw 31](#): Student Affairs and Integrity.

RECORDING OF LECTURES: Lectures and discussions can be recorded **by requesting explicit permission from the instructor**. Students planning to do so shall send a request (via email is sufficient) before the lecture is delivered. Students, however, are not allowed to post or share any recorded material to any other individual or party outside of this course. See [Senate Policy on recording lectures](#).

EQUITY, DIVERSITY, AND INCLUSIVENESS (EDI): This course, along with all its components such as lab sections are, without question, safe places for students of all races, genders, sexes, ages, sexual orientations, religions, disabilities, and socioeconomic statuses. Disrespectful attitude, sarcastic comments, offensive language, or language that could be translated as offensive and/or marginalize anyone are absolutely unacceptable. Immediate actions will be taken by the instructor to protect the safety and comfort of the students. An ethnically rich and diverse multi-cultural world should be celebrated in the classroom. The instructor, too, must treat every student equally and with the respect and compassion that all students deserve. Furthermore, UWindsor is committed to combatting sexual misconduct. All members are required to report any instances of sexual misconduct, including harassment and sexual violence, to the [Sexual Misconduct Response & Prevention Office](#) so that the victim may be provided with appropriate resources and support options.

- <https://www.uwindsor.ca/sexual-assault/>
- For police/ambulance emergencies, call 911 (in Canada)
- For campus police, call 519-253-3000 ext. 4444 for emergency and 1234 for non-emergency issues..

ACADEMIC INTEGRITY: Please refer to: <https://www.uwindsor.ca/academic-integrity/>

As defined in the University of Windsor's [Student Code of Conduct](#), plagiarism is the act of copying, reproducing or paraphrasing significant portions of one's own work, or someone else's published or unpublished material (from any source, including the internet), without proper acknowledgement, representing these as new or as one's own.

Tips and resources to help you prevent plagiarism:
https://www.uwindsor.ca/academic-integrity/sites/uwindsor.ca/academic-integrity/files/tips_for_preventing_plagiarism.pdf

The instructor will put a great deal of effort into helping students to understand and learn the material in the course. However, the instructor will not tolerate any form of cheating. The instructor will report any suspicion of academic integrity to the Director of the School of Computer Science. If sufficient evidence is available, the Director will begin a formal process according to the University Senate Bylaws which will lead to more review, a strict punishment if convicted, and a note on your permanent student record.

The following behaviours will be regarded as cheating:

- *Copying assignments or quizzes or presenting someone else's work as your own.*
- *Allowing another student to copy an assignment/project from you and present it as their own work; protect your own work and never share it with anyone!*
- *Copying from another student or any other unauthorized source during a test or exam.*
- *Falsifying your identity during the exam or having someone else assist or complete your assessment.*
- *Referring to notes, textbooks, and any unauthorized sources during a test or exam (unless otherwise stated).*
- *Speaking or communicating without permission during a test or exam.*
- *Not sitting in the pre-assigned seat during a test or exam.*
- *Communicating with another student in any way during a test or exam.*

PRIVACY AND
COPYRIGHTS:

SAFETY, ACADEMIC
INTEGRITY, AND
NON-ACADEMIC
MISCONDUCT:

- *Having unauthorized access to the exam/test paper prior to the exam/test.*
- *Explicitly asking a proctor for the answer to a question during an exam/test.*
- *Modifying answers after they have been marked.*
- *Any other behaviour which attempts unfairly to give you some advantage over other students during the grade-assessment process.*
- *Refusing to obey the instructions of the officer in charge of an examination.*

The list given above is not exhaustive. More examples are given in Appendix A, [Senate Bylaws 31](#) – Complete guidelines and procedures on the sanctions imposed by the university are also listed in Table A.1 of the [Senate Bylaws 31](#)

In this course any assessment that is deemed plagiarized or in violation of the academic integrity policy will NOT BE GRADED and receive a grade of ZERO unless a different ruling is provided by the adjudication committee formally reviewing the case.

Examples of sanctioning include: *(from Table A.1 in Appendix A of Bylaw 31)*

For first offence: mark reduction up to zero, censure 6-12 months; and for subsequent offence: suspension 4-24 months, censure up until graduation.

USE OF GENERATIVE AI (ARTIFICIAL INTELLIGENCE) TOOLS IS PROHIBITED:

In this course, use of any generative AI system (including, but not limited to ChatGPT, Claude, Jenni, Github Copilot, DaLL-E, and Midjourney) is considered an unauthorized aid that may provide an unearned advantage, and therefore may not be used in the creation of work submitted for grades or as part of any assignment in this class. Use of generative AI systems in graded assignments for this course is considered academic misconduct and may be subject to discipline under Bylaw 31: Academic Integrity.

“Once the game is over, the king and the pawn go back into the same box” (Italian Proverb)