Undergraduate Studies
Program in Information Technology

CEN3722
Human-Computer Interaction

Section 522
Summer 2014
3 Credit Hours
Instructor Information

Instructor  Frederic B. “Rick” Walsh
Virtual Office Hours  24/7 via Telephone, Canvas or Collaborate.
Phone Number  941-358-2001   Please allow time for 12 “Rings” while switching between a “landline”, cell phone, and finally voicemail.
E-mail  Please use Canvas “Messages” for ALL Course Related communications, and be sure to include the course (CEN 3722) in the subject line so the context of your message or question is clear.
Alternate E-mail  walshf@sar.usf.edu (non-course related communications only)

Course Information

Course Number:  CEN3722
Classroom:  Virtual Classroom and Class Recording
Course Name:  Human-Computer Interaction
Course Description:  The study of numerous types of physical and software interfaces between human users and computerized systems,
Optional Materials:


Prerequisites: No specific prerequisites

Course Goals: To gain a significant appreciation of design principles underlying numerous types of physical and software interfaces between human users and computerized systems,

Performance Objectives: Students will demonstrate their understanding and appreciation of HCI designs by means of tests and presentations highlighting numerous examples of HCIs.
## Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Summer C: first day of classes</td>
</tr>
<tr>
<td>May 26&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Memorial Day, USFSM Closed</td>
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<tr>
<td>June 28&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Summer C: last day to drop with a “W”; no refund, no academic penalty</td>
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<td>July 4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Independence Day Holiday</td>
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<tr>
<td>July 18&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Summer C: last day of classes</td>
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<tr>
<td>August 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Summer Grades visible on OASIS</td>
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## Canvas and Collaborate Tutorials

Student Resources including Tutorials:

http://usfsm.edu/information-commons/student-resources/

Technical assistance

- Toll-free Helpline: 866-974-1222
- Live online help: [http://usfsupport.custhelp/app/chat/chat_launch](http://usfsupport.custhelp/app/chat/chat_launch)
Class Attendance Policies

Students in Fully On-line courses are ARE required to comply with the First Day Attendance Policy.

Send a Canvas “MESSAGE” by the First Class session indicating whether you will be attending synchronously, asynchronously, or a combination of both modes.

Flex Attend℠ Procedures

This class features Flex Attend℠, with each class session being recorded and available online throughout the semester. Students may “attend” Synchronously (online during normal class hours), Asynchronously (by viewing recorded class sessions), or using ANY combination of these.

Educational research has found a strong positive correlation between class attendance and academic success. The student is advised to “attend” all class sessions via any convenient Flex Attend℠ mode and not to fall behind in either “attendance”, nor in assignments and participation. It is a student’s responsibility to “attend” all class sessions by utilizing whichever Flex Attend℠ modes the student finds convenient.

Attendance records are NOT utilized as a component when determining course grades. NO excuses are ever needed for attendance issues. Flex Attend℠ recorded sessions are available for review and makeup of missed classes. Therefore, students who find themselves unable to “attend” any class session(s) for any reason including; religious observances, family obligations, emergencies, or employment, need NOT notify the Instructor, nor submit documentation.

Permission is not required for any student to share or sell notes or recordings of class sessions.
Religious Observances

Students who anticipate the necessity of being absent from class due to the observation of major religious observance are **NOT** required to provide notice of their absences, as all class sessions can be “made-up” via the Flex Attend™ recorded mode.

Emergencies

In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to Canvas, Collaborate, Skype, and email messaging and/or an alternate schedule. It's the responsibility of the student to monitor Canvas site for each class for course specific communication, and the main USFSM, College, and department websites, emails, and MoBull messages for important general information.

Emergency Preparedness


- **1 (800) Hotline:** The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. The hotline can also be operated by staff during an emergency if the situation necessitates that additional information, direction or resources need to be communicated and the personnel can be put in place in advance, such as in the event of a hurricane or ongoing emergency.

- **Fire Alarm Instructions:**
  At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated.

- **Contingency Plans**
  The University requires professors to have a contingency plan for continuing course instruction, if possible, in the event of continued natural disruption (e.g., significant hurricane damage to the area or a pandemic affecting the area). Since all courses at USFSM are supported by Canvas, the most feasible plan would be to
move instruction more completely online. Also, advisable would be a plan to extend deadlines as appropriate.


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**Students with Special Needs**

USF is committed to providing reasonable support for students with disabilities. Students with disabilities are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation.

Contact Information: Disability Services Coordinator, 941-359-4714, www.sarasota.usf.edu/Students/Disability/

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**Academic Dishonesty and Plagiarism**

The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. In accordance with university guidelines as found in the USF Student Handbook, anyone found cheating during exams, submitting work that is not their own, plagiarizing or falsifying work that is submitted to represent work they have done, shall receive an “F” grade with numerical value of zero on the item submitted, and the “F” shall be used to determine the final course grade. It is the option of the instructor to assign the student a grade of “F” or “FF” (the latter indicating dishonesty) in the course.

The instructor may use the “Safe Assignment” software within the Canvas system to access potential plagiarism and the obligation to reference all materials taken from electronic and other sources.
The University of South Florida has an account with an automated plagiarism detection service which allows instructors and students to submit student assignments to be checked for plagiarism. I reserve the right to 1) request that assignments be submitted as electronic files and 2) electronically submit assignments to SafeAssignment, or 3) ask students to submit their assignments to SafeAssignment through myUSF. Assignments are compared automatically with a database of journal articles, web articles, and previously submitted papers. The instructor receives a report showing exactly how a student’s paper was plagiarized. For more information about SafeAssign and plagiarism, go to http://www.c21te.usf.edu. Click on Plagiarism Resources. For more information about USF’s plagiarism policies, refer to USF’s Undergraduate Catalog - page 46. http://www.ugs.usf.edu/pdf/cat0809/cat0809.pdf

Pursuant to the provisions of the Family Educational Rights and Privacy Act (FERPA), students are requested to maintain confidentiality as a way to keep their personal contact information (i.e. name, address, telephone) from being disclosed to vendors or other outside agencies. By your submission, you are also agreeing to release your original work for review for academic purposes to SafeAssign.

PLEASE REMOVE YOUR NAME FROM THE BODY OF YOUR PAPER AND REPLACE IT WITH YOUR USF ID#. ALSO REMOVE YOUR NAME FROM THE FILE NAME AND REPLACE IT WITH YOUR USF ID# (e.g., “U12345678”) BEFORE SUBMITTING IT TO SafeAssign.
SURVIVAL NOTES

Classmates - FYI

BE SURE TO READ ALL ANNOUNCEMENTS

Everyone: Get into the habit of using the "in-course" messaging system (MESSAGES tab) on the left panel of my Canvas classes.

IF you can't see the leftmost panel navigation buttons, it may have collapsed as the default. You are getting into the course, but you may just be seeing the announcements. On the left should be the menu, but if it has collapsed, open it back up. Use the small right facing "->" enclosed in a small TAB which is on the very left edge of the screen, about level with the first sentence of this announcement to expand the navigation menu.

Survival Notes

1. Fully On-Line Classes are EXEMPT from the First Day Attendance Rule.

2. This Class is fully on-line. (i.e. No Classroom)

3. You "attend" class in "real time" via Collaborate during actual class hours (Synchronously) OR later (hours, days, or weeks!) by viewing & listening to Collaborate Recordings (Asynchronously) OR "Mix & Match" to fit your job schedule, family obligations, religious holidays, conflicting class times, illnesses, Whatever! Therefore Written Excuses are never needed.

4. Class links become "hot" 1/2 hour before class times.

5. Recordings are created during each class & available throughout the semester, starting an hour or more after class ends, for asynchronous students and/or for review purposes. - N.B. If anyone exits a class without disconnecting properly, it can take up to 24 hours for the recording to appear. Therefore Synchronous students need to DISCONNECT from Collaborate by clicking the plug symbol at lower left of the session screen before exiting your browser!

6. PLEASE Use Canvas's MESSAGES rather than emails.

Do not reply to this Email. Instead, your FIRST ASSIGNMENT is to send me a Canvas "Course Message" confirming your typical attendance plans (synchronous, asynchronous, or both). All course-related communications should be sent via the Canvas Course Messaging system. These
messages do not get lost among Spam or filtered and blocked by the USF email filters! I hope this helps to explain why all course related messages need to go through Course Messages (a course-centric communications tool). I don't want anyone to think that I am "prematurely cranky", YET? :o)

Also, Course Messages are routed into the correct course & are saved along with everything else done during the semester, when at the end of the semester the entire course is backed up & saved for 5 years.

Then Why am I sending this to you using the public USF email system? Because, you may not yet have the habit of checking for Course Messages. (hopefully the spam filters will not intercept this message to you!) Get into the habit of checking Course Messages at least daily. I try to read all your Course Messages, Discussion Forums, etc. at least every eight hours - 24/7!

So "get with the program" and send me your attendance plans ASAP via Course Messages.

By replying properly, you are proving you not only know how to read & write, and follow directions, but also know what I mean when I say "Use the Course Messaging system". Have I nagged you enough?

7. To find class & recording links - Click "Collaborate". Pull down "Live Sessions" or Recorded Sessions", and click on the Magnifying Glass symbol, THEN change the “mini-calendar” date to display the correct links. (under the mini-calendar, you can select Today, Week, or Month displays. Sometimes the Sessions/Recordings pull-down interacts with changes to the mini-calendar display and vice versa. Reselect display or Live Sessions/Recorded Sessions as needed. )

TUTORIALS FOR COLLABORATE AND CANVAS

http://www.sarasota.usf.edu/Academics/DE/current_students.php

http://www.sarasota.usf.edu/CampusComputing/Documents/ CC_Student_Resources.php

Students needing technical assistance with Canvas to the following resources:

Toll-free Helpline: 866-974-1222

Live online help: http://usfsupport.custhelp.com/cgi-bin/usfsupport.cfg/php/enduser/chat.php

8. Call me 10 min. before any class if you are having trouble logging in. 941-358-2001

9. IF/Whenever WE have technology problems, please keep trying for 30 minutes, and periodically
check "Announcements" for "real-time" updates. MESSAGE me or call me if you solve the problem so that I can send Announcements to everyone.

10. N.B. We are all adults. I understand that "Life Happens". Do Yourself a favor! Don't Cheat (You will only be cheating yourself in the long run) AND Don't Lie to me. I can only use the TRUTH when trying to figure out how to work with you to accommodate your "emergency" or other "Real Life" problem.

11. Remember the motto on the front cover of "The Hitchhiker's Guide to the Galaxy" - "DON'T PANIC"

And remember to have fun with our class.

Here are some additional useful hints.

For fewer problems when using Canvas Links, Don't just click on a link. Right Click then select "open in a new window" or "open in a new tab", then left click. Canvas sometimes vomits pages of numbers if you just left click to follow a link to another page.

Setup Instructions before using Collaborate

If this is the first time you will be using Collaborate, you may be prompted to download some software which may take anywhere from 2 to 20 minutes depending upon your Internet connection speed. You can pre-configure your system with the required software by going to the support page located at:

http://131.247.100.61:80/support.help OR go to www.Collaborate.com then click on "Support" on the left hand menu. Then follow steps 1, 2, & 3.

The most critical components for web conferencing systems and distance learning classes (Collaborate, WiZiQ, Skype, etc.) are quality audio devices, which prevent audio feedback, howling and echos, caused by Internet "round trip" delays.

Although a headset with a microphone is the minimum requirement, an echo-canceling speakerphone is much more comfortable and eliminates "Hat Hair". There is a low cost (<$40) echo-canceling USB speakerphone (about the size of a deck of playing cards) which has been tested with the 32 & 64 bit versions of Windows XP, Vista, Windows 7, and Linux. It allows you to conveniently listen and speak while using Collaborate, WiZiQ, Skype, and similar web conferencing systems. Pictures and ordering info can be found in COURSE DOCUMENTS.

Possible reasons for Whiteboard Inactivity
The Collaborate session starts automatically up to 30 minutes before the class is scheduled to start, to allow students to log in early and test their equipment or practice with Collaborate. This first part may not exhibit activity or audio content until students or the instructor logs in.

The recording continues for up to a half an hour after the class is scheduled to terminate to allow students to ask questions at the end of the class. These endings may also exhibit inactivity. Inactivity within a course session is usually caused by the class taking a break or other interruptions.

If the PowerPoint or PDF presentations are too small to read or are missing due to a technical fault, please download your own copy of the presentation slides from the Course Documents folder and continue following along with the lecture audio.

USEFUL INFO

Student Pricing for Software which is not available through our MSDN AA site can be purchased from the USF Computer Store (NOT the bookstore)

IF THE SHOE FITS

http://www.youtube.com/watch?v=lpvgfmEU2Ck&feature=player_embedded

Get used to using a browser with an automatic spell checker. (FireFox, Chrome, etc.)

Copying your text into Word to make sure that you are using the correct "To, Two, or Too", or the correct "Their vs. There", etc.

FREE SOFTWARE

Dreamspark (info sometimes displayed when you log into MyUSF)

and

Open Office (Similar capabilities and file compatible with MS Office)
Lots of Open Office tutorials are available on the Internet

http://www.openoffice.org/product/

MSDNAA & VMware SOFTWARE SITE INSTRUCTIONS
Please refer to this COBA website for info & help regarding downloading free software. The instructions are basically the same for IT students.

web.usf.edu/blwarner/msdnaa

The Microsoft DreamSpark Premium webstore is at:


The VMware Webstore is at:


Your invitation email should have arrived or be arriving in a few days.

IT CLUB WEBSITE

WWW.ITNETWORKUSF.com

POWERPOINT NARRATION.... Directions

Record a
narration during a presentation

If you want to capture your own comments, the comments of your audience, or both during your presentation, you can turn on narration before you begin your presentation.

1. In Normal view, select the slide that you want to start the recording on.
2. On the Slide Show tab, in the Set Up group,

   click Record Narration .
3. Click **Set Microphone Level**, follow the directions to set your microphone level, and then click **OK**.

4. Do one of the following:
   - To **embed** ([object: Information (object)] contained in a source file and inserted into a destination file. Once **embedded**, the object becomes part of the destination file. Changes you make to the **embedded object are reflected in the destination file.**) the narration, click **OK**.
   - To link the narration, select the **Link narrations** in check box, click **Browse**, click a folder in the list, and then click **Select**.

5. If you selected the first slide to begin the recording on, go to step 6.

   If you selected a different slide to begin the recording on, the **Record Narration** dialog box appears. Do one of the following:

   - To start the narration on the first slide in the presentation, click **First Slide**.
   - To start the narration on the currently selected slide, click **Current Slide**.

6. In Slide Show view, add your speaker comments along with any audience comments, and then click the slide to advance to the next slide. Repeat this process for all the slides in your presentation.

**Tip** To pause and resume the narration, right-click the slide, and then on the **shortcut menu** ([shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu,])
right-click an item or press SHIFT+F10), click either Pause Narration or Resume Narration.

7. Click the black Exit screen.
8. The narration is automatically saved, and a message appears asking if you want to save the timings for the presentation as well. Do one of the following:
   - To save the timings, click Save. Your slides appear in Slide Sorter view, with the slide timings shown below each slide.
   - To cancel the timings, click Don't Save.

Record comments on a slide

1. In Normal view, click the slide that you want to add a comment to.
2. On the Insert tab, in the Media Clips group, click the arrow under Sound, and then click Record Sound.

3. To record the comment, click Record, and start speaking.
4. When you are finished recording, click Stop.
5. In the Name box, type a name for the sound, and then click OK.

A sound icon appears on the slide.
Set the slide timings manually

Office PowerPoint 2007 will automatically record your slide timings when you add narration or you can manually set the slide timings to accompany your narrations.

1. In Normal view, click the slide that you want to set the timing for.
2. On the Animations tab, in the Transition To This Slide group, under Advance Slide, select the Automatically After check box, and then enter the number of seconds that you want the slide to appear on the screen.

Repeat the process for each slide that you want to set the timing for.

Tip If you want the next slide to appear either when you click the mouse or automatically after the number of seconds that you enter — whichever comes first — select both the On Mouse Click and the Automatically After check boxes.

Turn the slide timings off
Turning off the slide timings does not delete them. You can turn the timings back on at any time without having to recreate them. However, when the slide timings are turned off, your slides will not automatically advance when you record a narration, and you will need to manually advance the slides.

1. In Normal view, on the Slide Show tab, in the Set Up group, click Set Up Slide Show.

2. Under Advance slides, click Manually.

Tip To turn the timings back on, under Advance slides, click Using timings, if present.

USF Sarasota-Manatee Policies and Procedures

Disabilities Accommodation
Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. www.sarasota.usf.edu/Students/Disability/

Contact Information: Pat Lakey, Coordinator 941-359-4714
plakey@sar.usf.edu

Academic Dishonesty
The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the catalog, USFSM Undergraduate Catalog or USFSM Graduate Catalog and the USF Student Code of Conduct.
Academic Disruption

The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the catalog; USFSM Undergraduate Catalog or USFSM Graduate Catalog and the USF Student Code of Conduct.

Undergraduate: http://www.sarasota.usf.edu/Academics/Catalogs/
Graduate: http://www.sarasota.usf.edu/Academics/Catalogs/
USF Student Code of Conduct: http://www.sa.usf.edu/srr/page.asp?id=88

Contingency Plans

In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Collaborate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor Canvas site for each class for course specific communication, and the main USFSM and College websites, emails, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency.

Emergency Preparedness

It is strongly recommended that you become familiar with the USF Sarasota-Manatee Emergency Action Plan on the Safety Preparedness site http://www.sarasota.usf.edu/facilities/SafetyPreparedness.php

Fire Alarm Instructions

At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated.
Grading and Evaluation

Student performance will be evaluated based on participation, exercises and assignments, and tests including a Midterm and a Final examination. Grades are assigned using the official University of South Florida grading system including plus & minus grades as described in the USFSM Undergraduate Catalog.

The Mid-Term Exam counts as 30%

The Final Exam counts as 40%

Participation via Canvas Forums (30 postings) counts as 30%

Late assignments may receive reduced credit. The amount of any credit reduction will be proportional to the “lateness” of the assignment.

Opportunities for Extra Credit will be discussed during class sessions.
Class Schedule: Note for Summer “C” courses, the following schedule timeline needs to be compressed proportionately.

The normal 15 week timeline needs to be compressed into a 10 week period. This is accomplished by class meetings totaling 4.5 hours per week, instead of the 3 hours per week of normal Fall & Spring courses.

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<td></td>
<td><strong>Part I: Introduction</strong></td>
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<td></td>
<td><strong>Readings:</strong> Shneiderman – Chapter 1, “Usability of Interactive Systems”</td>
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<td>Week 2</td>
<td><strong>Readings:</strong> Shneiderman – Chapter 2, “Guidelines, Principles, and Theories”</td>
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<td>Week 3</td>
<td><strong>Part II: Development Process</strong></td>
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<td><strong>Readings:</strong> Shneiderman – Chapter 3, “Managing Design Processes”</td>
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<td>Week 4</td>
<td><strong>Readings:</strong> Shneiderman – Chapter 4, “Evaluating Interface Designs”</td>
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<td><strong>Readings:</strong> Shneiderman – Chapter 5, “Software Tools”</td>
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<td>Week 6</td>
<td><strong>Part III: Interaction Styles</strong></td>
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<td><strong>Readings:</strong> Shneiderman – Chapter 6, “Direct manipulation and Virtual Environments”</td>
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<td>Week 7</td>
<td><strong>Readings:</strong> Shneiderman – Chapter 7, “Menu Selection, Form Fillin, and Dialog Boxes”</td>
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<td>Week 8</td>
<td>Readings: Shneiderman – Chapter 8, “Command and Natural Languages”</td>
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<td>Week 9</td>
<td>Readings: Shneiderman – Chapter 9, “Interaction Devices”</td>
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<td>Readings: Shneiderman – Chapter 10, “Collaboration”</td>
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<td>Readings: Shneiderman – Chapter 11, “Quality of Service”</td>
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<td>Week 12</td>
<td>Readings: Shneiderman – Chapter 12, “Balancing Function and Fashion”</td>
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<tr>
<td>Week 13</td>
<td>Readings: Shneiderman – Chapter 13, “User Manuals, Online Help, and Tutorials”</td>
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<tr>
<td>Week 14</td>
<td>Readings: Shneiderman – Chapter 14, “Information Search and Visualization”</td>
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<tr>
<td>Week 15</td>
<td>Readings: Shneiderman – Afterword, “Societal and Individual Impact of User Interfaces”</td>
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**Project Presentations throughout the term**

**Course Wrap-up and Feedback**