August 24, 2014 - December 12, 2014

Instructor: John Dunn

Email: Please use Blackboard Messaging System for all course related correspondence.

Office Hours: Wednesdays 12:30 - 1:30 pm, UGLC 202A. (This is the Mac Lab inside the Atlas Lab.)

Posting of this content constitutes student acknowledgment and full understanding of course requirements as set forth and agreement to meet all the requirements and conditions for successful completion of the course.

All course work and assignments must be completed using the Adobe CC 2014 software release ONLY. Any assignments submitted using a previous releases will not be accepted and the submission will receive a grade of 0.

You may also download trial versions of the software from Adobe: [www.adobe.com/downloads.html](http://www.adobe.com/downloads.html) If you have difficulty getting the trial to download, use a different browser.

You will need to create an Adobe ID prior to download if you do not already have one. This does not cost any money.

The trials are good for 30 days only. Do not download software before you are required to use it for class assignments.

If you want to purchase the software, student plans are available. Go to [https://creative.adobe.com/plans](https://creative.adobe.com/plans) and click on the "Plans for Education" tab.

The education plan costs $29.99 per month with a one year commitment. You are billed each month. You can also sign up for an annual plan for $299 with one time billing. Keep in mind that this Creative Cloud subscription give you access to all of the Adobe Software Applications and all updates.

DO NOT email me questions regarding classwork or assignments to jdunn@utep.edu. Please use Blackboard's Course Messages to with questions or requests for assistance.

lynda.com VIDEOS

Over the course of the semester you will be required to purchase three separate subscription to video sets from lynda.com. These provide essential instruction for teach of the required software applications. Details regarding accessing the required videos will be sent to your registered default UTEP email address.

I am able to track your video viewing. Points will be taken off from course grades, at my discretion, for individuals you do not watch required videos in a timely fashion and for sufficient time periods.

Camera Required

A camera with a reasonable pixel output. Typically a smart phone would meet this need, or a personal digital camera. If you do not have access to a camera you will have to borrow one from a friend or family member.
Course Structure

The course is divided into three modules as follows.

1. Illustrator
2. Photoshop
3. InDesign and Muse

Each unit has a set of unique assignment. The units will be made available over the course of the term.

**You must stay on track for this course or you will quickly fall behind. Do not wait until the last minute to view videos and complete assignments.**

Course Description

Graphic Design 1: Computer Graphics offers an introduction to graphic, illustration, page layout and web development software on Macintosh computers. Industry standard publishing software and imaging programs are used. Recommended to be taken in the sophomore year. ARTG 2326 may be taken concurrently with ARTG 2306. Laboratory fee required. Essential applications include: Adobe Illustrator, Adobe Photoshop, Adobe InDesign and Adobe Muse.

Course Prerequisite Information

ARTF 1301, ARTF 1302 and ARTF 1304

Students are required to have a foundational understanding of the elements of design, the principles of composition, style, and content. Additionally, students must have developed fundamental drawing skills. These skills and knowledge sets are provided through the Department of Art’s Foundation Courses. Students are also required to have a working-familiarity using a Macintosh computer including: hard drive folder navigation for saving and retrieving documents, “cut and paste” and basic word processing.

Course Objectives

- Practical and real-world introductory experience using Adobe Illustrator, Photoshop and InDesign.

Course Outcomes

- Experience and competency using a Macintosh Computer.
- Experience and competency using Adobe Illustrator, Photoshop, InDesign and Muse.

Required Course Materials

Students are required to purchase an educational classroom subscriptions with lynda.com for the duration of the course. Subscription details will be delivered the first week of classes.

**NOTE:** Students are required to be active users of lynda.com for specific assigned tasks, but also as a resource for self-directed learning beyond what is “necessary.” Students who do not purchase and make use of this required subscription will have their final grade lowered at the discretion of the instructor.
Required Software

- Adobe Illustrator CC 2014
- Adobe Photoshop CC 2014
- Adobe InDesign CC 2014
- Adobe Muse CC 2014

What you should expect from me as the Instructor

- I will provide clear instructions on class expectations.
- I will do all I can to ensure your learning and success in this class.
- I will provide graded feedback on your performance in a timely fashion.
- I will leave myself open to suggestions for improvement of the class.
- If any changes in the course are to be implemented, I will ensure that the class is notified in a timely fashion.

No assignments will be accepted after the assigned due date and time, except for a documented serious personal illness or death in the immediate family.

No assignment will be accepted via email. All assignments are submitted digitally via Blackboard. Students are required to verify that their submission has been uploaded correctly and will display accurately for evaluation purposes.

Students are required to have a portable storage device for holding all course required files and assignments.

While working on the computer, students are encouraged to save all work early and often. Students are responsible for keeping a backup copy of all work files, separate from saving files on a single computer. Any work “lost” due to a lack of organization or any failure to save and backup files must be recreated by the student for delivery at the assigned due date and time.

Evaluation Standards

Critical Thinking and Problem Solving

- Students will use critical thinking skills to research and identify essential assignment related instruction, manage assignment development, and exhaustively work to solve problems they may encounter, and in advance of requesting instructor help.
- Students will follow assignment instructions and work to exceed basic requirements. (It is my experience that typically the greatest number of point deductions result from not following instructions.)
- Students will demonstrate a resistance for premature assignment resolution and strive to resolve assignments through repeated attempts to rework and improve upon solutions.

Skilled Use of Software Technology

- Students will demonstrate the ability to work with each software application effectively and productively.

Design
While students may not be asked to address high-level visual decision making, they will demonstrate knowledge and practice of standard design principles, processes and elements.

Students will demonstrate visual awareness in producing work that exhibits attention to detail.

If at anytime a student would like to discuss a grade on an individual assignment, they must send a statement via the Blackboard Messaging System to the instructor explaining in detail their concern and proposed solution. The student must wait 24 hours after the grade has been delivered before sending this email. The instructor will respond within 48 hours during weekdays.

A final letter grade will be assigned at the end of the term, based upon the total possible points according to the following scale:

**A 90-100 Superior:** Represents outstanding work reflective of effort and performance of exceptional ability and absolute quality.

**B 80-89.99 Above Average:** Represents effort and performance beyond expectations.

**C 70-79.99 Average:** Represents adequate work that fulfills requirements and expectations.

**D 60-69.99 Below Average:** Represents adequate work that fulfills requirements and expectations.

**F Below 60:** Unacceptable Performance: No credit given.

**Attendance Policy**

Each student is permitted two absences during the term without penalty. Information missed during an absence is the sole responsibility of the student. Students with more than two class absences should consider dropping the course and retaking it at a time when the student can commit the proper attention to the course.

Excused absences are defined as documented serious illness, death in the immediate family, or university sanctioned events with prior approval.

Absences after the first two can be excused only if the first two absences are excused. Each unexcused absence after two will result in the final class grade being lowered a full letter grade. Consequently, a final grade of “A” becomes a “B” with three absences, a “C” with four absences, a “D” with five absences, an “F” with six absences.

Coming to class unprepared or attending class and not participating is regarded and recorded as being absent. Coming late to class and returning late from a break will be recorded as an absence.

If a student’s cell phone rings or is otherwise “monitored” during class, an absence will be recorded for the day. (If you anticipate an emergency phone call bring this to my attention at the start of class.) Instant messaging and personal web browsing during class time is prohibited. If a student is found to be violating this prohibition, an absence will be recorded for the day. Attendance at the scheduled final exam is mandatory. Students who do not attend the final exam will receive 0 points. Students will be excused only by documented serious illness or death in the immediate family.

I am here to help you! If you find yourself falling behind at any time, or need assistance, contact me...
immediately using Blackboard Messaging System.

**SPECIAL NOTE**: If you are less than eager to take this course, as merely a requirement for graduation, I would urge you to take some time to rethink this. We, as artists, live in a digital world. This digital world to a greater or lesser extent impacts art production and the art world. Basic skills in this arena are essential to today's practicing artist.

**Plagiarism/ Academic Dishonesty Statement**

Cheating/Plagiarism: Cheating is unethical and not acceptable. Plagiarism is using imagery, information or original wording without giving credit to the source of that imagery, information or wording: it is also not acceptable. Do not submit work under your name that you did not do yourself. You may not submit work for this class that you did for another class, or that was done by another student. If you are found to be cheating or plagiarizing, you will be subject to disciplinary action, per UTEP policy.

**Disabilities Statement**

I will make any reasonable accommodations for students with limitations due to disabilities, including learning disabilities. Please contact me in the first week of class to discuss any special needs you might have.

If you have a documented disability and require specific accommodations, you will need to contact the Disabled Student Services Office in the East Union Bldg., Room 106 within the first two weeks of classes.

The Disabled Student Services Office can also be reached in the following ways:

- Web: [http://sa.utep.edu/cass/](http://sa.utep.edu/cass/)
- Phone: (915) 747-5148
- E-Mail: cass@utep.edu

This content is subject to change with prior notice.
Last update: August 18, 2014.