Course Info
Course title: Graphic Design 1: Comp Graphics
Course meeting location: UGLC 202A
Course meeting times: TR 1:30 pm - 4:20 pm
Course Semester & Dates: Fall August 25–December 4, 2014

Instructor Contact Info:
Instructor name: Jacob Muñoz
Instructor office #: 461 Fox Fine Arts
Instructor office hours: Tuesday & Thursday by appointment only
Instructor email: jmunoz8@utep.edu

Instructor Introduction
Your instructor for this course, Jacob Muñoz, has been creating graphic design for over a decade. He holds two degrees including a BFA from the University of Texas at El Paso with a major in Graphic Design and a minor in Drawing and his MFA form New Mexico State University majoring in Graphic Design. Prior to becoming an Instructor, Jacob Muñoz has designed for a number of Design Studios and Ad Agencies in the El Paso area. Apart from teaching, Muñoz has been an acting freelance designer for Substance, El Paso Chili Company, and for Ysleta del Sur Pueblo respectively.

Course Description
Graphic Design 1: Computer Graphics. This is an introduction to graphic, illustration, and page layout software on Macintosh computers. Students scan, generate, import, process, and combine images and text in black and white and in color. Industry standard desktop publishing software and imaging programs are used. The essential applications taught in this course are:
• Adobe Illustrator
• Adobe Photoshop
• Adobe InDesign

Course Prerequisite Information
Course prerequisites include ARTF 1301, ARTF 1302, and ARTF 1304 each with a grade of “C” or better. 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 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 Illustrator, Photoshop, and InDesign.
• Development of improved visual communication skills as they relate to digital image making and graphic design.

Course Outcomes
• Experience and fundamental competency using Illustrator, Photoshop, and InDesign.

Required Course Materials
Students are required to purchase a monthly subscription to Lynda.com (www.Lynda.com) for the duration of the course. The educational cost is $25.00 per month. To sign up for this service go to: http://www.lynda.com/plans?bnr=topbeamember_newsite#see_all
Students are required to subscribe to this service beginning August 25, 2014 and retain the subscription through December 5, 2014.

Required Software
• Adobe Illustrator
• Adobe Photoshop
• Adobe InDesign

Note: Access to the required software is available in the classroom lab and various campus labs. Thirty day trial downloads are available for all required Adobe applications from http://www.adobe.com/downloads. You will need to create an Adobe ID. There is no cost involved. Because the trial period is limited to thirty days, do not download and install any trials until the module associated with the specific application begins.

*Last Updated: June 2013. Syllabus is subject to change with prior notification.
Grading Criteria
Graphic Design 1 Computer Graphics is designed around three modules. Module topics include:

1. Illustrator (6 tasks)
2. Photoshop (4 tasks)
3. InDesign (3 tasks)

*Tasks/Assignments are subject to change

Specific grades are applied as follows:
- The Illustrator module exercises and assignments
- The Photoshop module exercises and assignments
- The InDesign module exercises and assignments
- In some cases work for one assignment will be required for completion of another.
- Attendance and performance as related to the Task/Program

No assignment will be accepted after the assigned due date and time, with the exception of a documented serious personal illness or death in the immediate family. 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. 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 (online books and videos), manage assignment development, and exhaustively work to solve problems they may encounter 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 via repeated attempts to rework and improve upon solutions.

Skilled Use of Software Technology
Students will demonstrate the ability to skillfully select and use essential tools and processes of 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.
- Students will demonstrate an understanding of tools learned and apply them to design.
- Students will also demonstrate an understanding of programs and how each relate to design.

Attendance Policy
Students are permitted 3 absences during the semester without penalty. Information missed during an absence is the sole responsibility of the student. Students with more than 3 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. Each absence after 3 will result in the final course grade being lowered a full letter grade. After 5 absences you will be dropped from the course.

Coming to class unprepared or attending class and not working is regarded and recorded as being absent. Coming late to class and returning late from a break will be recorded as a half absence. 2 half absences

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constitute 1 full absence. Leaving class early is regarded as a full absence. If a student’s cell phone rings or is otherwise “monitored” during class, a half absence will be recorded for the day. (If you anticipate a phone call relative to an emergency, bring this to my attention at the start of class.) Personal web browsing, social networking, and instant messaging during class time is prohibited. If a student is found to be violating this prohibition, a half absence will be recorded for the day.

Grading consequences for poor participation and performance not specifically related to the evaluation of assignments will be applied at the discretion of the instructor.

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 less than average performance and is considered underachieved. Credit given.

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

**Course Calendar:** A detailed assignment and class calendar will be distributed the first day of class.

**Time Management**
The rule of thumb for time planning for a course is approximately three (3) hours for every credit hour taken. This is a standard figure recommended across the board by American universities. For a 3 credit studio course, you should expect to spend 6 hours of class time + 9 hours of study and prep time = 15 hours per week.

Students are encouraged to communicate with each other in the classroom and outside. Do not isolate yourself. Furthermore, if at any time during the course of the semester you find yourself lost or falling behind please contact me immediately using the my UTEP email.

Each student is required to sign a contract to officially acknowledge that they have read this syllabus and agree to meet all the requirements and conditions set forth in this syllabus.

**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. If you are found to be cheating or plagiarizing, you will be subject to disciplinary action, per UTEP catalog policy. Refer to http://www.utep.edu/dos/acadintg.htm for further information.

**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://www.utep.edu/dss
- Phone: (915) 747-5146 voice or TTY
- Fax: (915) 747-8712
- E-Mail: dss@utep.edu
ARTG 2306 syllabus acknowledgement and course contract acceptance.

I have received and reviewed the attached syllabus. I have had the opportunity to ask questions for clarification and I understand and agree to the conditions of this syllabus.

ARTG 2306 - 005 - Fall 2014

Name (print) ______________________________________________________
Signature _________________________________________________________
UTEP Student ID # _______________________________________________