Course Syllabus

ARTC 1353 Computer Illustration

Objectives: The objective of this class is to provide the student with the knowledge and skills necessary to apply computer graphics to design and production problems in the visual arts and graphic design and to use an industry standard vector drawing program as a medium to create graphics, illustrations and drawings. The primary focus of this class is to give the student a working knowledge of Adobe Illustrator, while also concentrating on the basic concepts of graphic design, typography and color models.

Overview: This course is designed to give the student a working knowledge of Adobe Illustrator, while also concentrating on the basic concepts of Design, Typography, color models and technological aspects of the software. As the student progresses in the class it will often be necessary to work on an art project as well as be preparing for a project. Course documents and lecture notes will be provided.

Course Requirements: Students are required to have an e-mail address, list it in your student profile on ecampus, and keep it current. E-mail is the primary way your instructor will communicate with you. If you do not have an e-mail address, you can obtain one through the DCCCD.edu website. Students enrolled in the online section are also required to have access to the software used in this class: Adobe Illustrator CC 2018. Either platform/operating system, PC (Windows) or Mac (OSX) can be used. You will also need a current browser, but cannot use AOL to access eCampus. For submitting exercises to the assignment drop that require more than one document, a compression software is also required, such as Win Zip (PC) or StuffIt(Mac).

Labs: Students are welcome to use the campus labs and software. Illustrator is provided in both MAC and PC computer labs on campus. If you live closer to another one of the DCCCD colleges, you might be able to use a computer lab on that campus, however there is no guarantee that Illustrator will be available as it is a specialized graphics software and might not be loaded on the general use computers.

The Mac lab is in the B-Building where we have 3 computer labs: B-222, B-226 and B-227. All software is available on Macintosh OSX computers and all computers have internet access. Open lab hours are available to any enrolled student, online or campus student, however access is limited to scheduled open lab hours. Open lab hours will be posted within the first two weeks of the semester. To use the computers, login with ‘Student’ as the id and password. Bring a USB Flash/thumb drive to save the work you create in the lab. The lab assistant is available for questions concerning operation of the Mac Computers and help with printing, saving and opening files and some software questions. Although our lab assistants use and understand Illustrator and most software that we teach, they have many responsibilities and cannot sit with students individually and tutor. They will answer a few questions and help as they can, however if you totally do not understand an assignment, e-mail your instructor. Make sure you bring your textbook with you to lab.
The PC lab is in K107. Hours will be posted outside the lab. To use the computers, stop by the lab assistant’s office for access. Login with ‘Student’ as the id and password. Bring a USB Flash/thumb drive to save the work you create in the lab. Although the PCs are provided for student use, and Illustrator is installed on the computers, the lab assistant is NOT available for questions or help with software in this lab.

The overall weekly time necessary to complete the required assignments in the 16 week semester is estimated at 8 – 12 hours per week. Hours are estimated. This is a technical class, so the amount of time spent will ultimately be based on individual comprehension, skill level and study/work habits.

**Required Textbook:**


**Learning Outcomes:**

Successful completion of this course will enable the student to:

- Identify terminology, advantages and limitations of vector software
- Use vector drawing tools to manipulate, create, and edit vector drawings for print or web
- Create, design and produce illustrations, drawings and design projects
- Employ the creative process in developing graphic communications
- Develop graphic concepts that appeal to a particular audience
- Integrate typography and pictorial elements in a graphic illustration
- Integrate Illustrator with Photoshop
- Specify file formats
- Create and style variables
- Employ a data set
- Create vector graphics for web applications
- Exhibit professionalism through meeting stated deadlines, presentation criteria and craftsmanship
- Increase critical skills and utilize effective verbal communication skills through the critique process
- Determine effectiveness of designs and/or illustrations through critical evaluation/critique process

**Late Work:**

Even though much of this class can be self paced, you have regular and required due dates. Late work is not accepted and points will be deducted. There are generous due dates throughout the semester, so there is no reason for work to be late. If you have a special circumstance, communicate with your instructor. Please keep this in mind.

**Submitting Required Work:**

MOST WORK WILL BE SUBMITTED VIA DROPBOX:

*Dropbox.com, Sign-in: ThomasJeffersonHS2019@gmail.com, pswd: illustrator*

All work is to be turned in when due, as is outlined in the course schedule. You are required to submit work through the assignment feature in eCampus. This is the same assignment that you access the instructions and files to complete exercises. When you complete the exercise/project, return to the assignment and upload your files. Submit each exercise as you complete it, using compression software to submit exercises requiring more than one document. eCampus doesn’t allow uploading of folders, only files. You must compress your folders that contain multiple files into a zip file, and submit this one
zip file. Please do not submit incomplete files. Once you submit your work for an assignment, you will not be able to resubmit work for the same assignment without prior permission from the instructor. You may SAVE your assignment until it is complete, then submit when it is complete.

**Examination Policy:**

This class relies mainly on practical hands-on lab assignments, however there are two short, timed quizzes over your reading assignments that must be taken and submitted when due. You will find the quizzes located in the “Exams” folder. A quiz is only available during a short time period, usually 2 weeks. After the due date, the quiz is no longer available. Please make sure you take the quiz prior to the due date.

**Evaluation and Grading Policy:**

Evaluation of the exercises will be based on technical achievement.

Evaluation of the projects will be based on concept, design and composition as well as technical achievement. Active participation in critique is mandatory and will affect the overall grade for each project.

Grading is on an accumulative point system. Each project, exercise, and activity is awarded points through evaluation.

**Total Possible Semester Points: 850**

- 350 pts = 7 Mini-Projects (technical exercises /50 pts each)
- 100 pts = Mid Semester and Final Exam (50 pts each)
- 400 pts = 4 Creative Projects (100 pts each)

**NOTE: For each mini-project, creative project, mid-semester or final, points are deducted for lack of work ethic including cell phone or internet use, doing homework from another class during presentations (teacher or student), demonstrations or class lectures.**

**Grading Scale:**

- 500 - 450 = A
- 449 - 400 = B
- 399 - 350 = C
- 349 - 300 = D
- 299 or Less = F

**Semester Begins:** January 22, 2019

**Last Day to Drop/Withdraw:** April 17, 2019

**Final Exam Week:** May 13-16th, 2019

**Semester Ends:** May 16, 2019

Institutional Policies relating to this course can be accessed from the following link:

[www.brookhavencollege.edu/syllabipolicies](http://www.brookhavencollege.edu/syllabipolicies)
Campus and District Policies

Drop/Withdrawal Policy:

Withdrawing from a course is a formal procedure which YOU must initiate; the instructor cannot do it for you. You may withdraw from a class in either the Admissions office or Advising Center. If you stop attending or are unable to complete this class and you do not withdraw before the official drop date, you will receive a performance grade, usually a grade of “F.” Students sometimes drop a class when help is available that would enable them to continue. Please discuss your plans with the instructor if you feel you need to withdraw. The full drop and withdrawal policy is online in the college catalog. https://www1.dcccd.edu/catalog/GeneralInfo/GradesTranscripts/dw.cfm?loc=BHC

Stop Before You Drop:

For students who enroll in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your college counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated six non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. The full drop and withdrawal policy is online in the college catalog. https://www1.dcccd.edu/catalog/GeneralInfo/GradesTranscripts/dw.cfm?loc=BHC

Financial Aid Statement:

Failure to attend classes could result in a loss of Financial Aid (FA). If you are receiving any form of financial aid, you should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Financial Aid Certification of Attendance: You must attend and participate in your on-campus and online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance and participation. In an online course, you must participate in an academic related activity pertaining to the course in order for your attendance to be validated. Simply logging-in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and engaged in an academically related activity by the certification date. The academic related activity used to validate online course participation is at the discretion of your instructor.

This statement of certification of attendance applies to all students enrolled regardless of whether they are receiving financial aid or not. All students must be certified.
International Students:

Students on an F---1 visa cannot withdraw from classes without jeopardizing their official status. If you are on an F---1 visa, you MUST NOT withdraw from any class without the permission of an International Student Advisor in the Multicultural Center, in Room S124 or at 972-860-4192.

Religious Holidays:

A student shall be excused from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence.

ADA Statement:

Brookhaven College, in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, assures access to college programs and facilities. Students are responsible for notifying the Disability Support Services Office of their need for assistance. Students with documented disabilities, such as mobility impairment, hearing or visual impairment, learning, cognitive, and/or psychological disorders are eligible for services. Disability Support Services is located in Room S136 in the Student Services Center, Building S, or may be reached by telephone at 972--860--4673 or e-mail at bhcADAservices@dccc.edu.

Academic Integrity:

Scholastic dishonesty is a violation of the Student Code of Conduct and is punishable as stated in college policies. Please review the full Student Code of Conduct as listed in the college catalog for additional information. https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/code.cfm?loc=BHC

Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College District. This environment views students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities.

Repeating the Course:

Each college of the DCCCD charges additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and continuing education/workforce training courses will result in additional tuition being charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts included courses taken at any of the DCCCD colleges since the Fall 2002 semester. The District’s policy for tuition charges relating to a third attempt is in the college’s catalog.

https://www1.dcccd.edu/catalog/GeneralInfo/GradesTranscripts/third_attempt.cfm?loc=BHC
**Grade Reports:**

Final grade reports are not mailed to students. You may obtain your final grades via eConnect at https://econnect.dcccd.edu/. From the student menu, select “My Grades” under “My Personal Information.” If you are not already logged in, you will be prompted to do so. Select the grade type you wish to review. Press the submit button and all grades for the selected grade type will be displayed.

**FERPA:**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. More information about the FERPA guidelines is available online in the college catalog at https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/privacy.cfm?loc=BHC

**INSTITUTIONAL EQUITY:**

DCCCD policy, as well as federal and state laws, prohibits harassment, discrimination and sexual misconduct. More information about DCCCD institutional equity policies and resources is available at https://www.dcccd.edu/au/fastfacts/legal/TitleIX/Pages/default.aspx. To report a violation, contact Brookhaven College's Title IX coordinator at TitleIXo BHC@dcccd.edu or 972-860-4825. https://www.dcccd.edu/au/fastfacts/legal/titleix/pages/default.aspx

**WEAPONS:**

The use, possession or display of a weapon in violation of law and college district policy is strictly prohibited. This prohibition applies to firearms, knives, clubs, fireworks of any kind, incendiary devices, razors, chains, throwing stars and any other device designed to expel a projectile or to inflict bodily harm. Violations may result in disciplinary action and/or criminal penalties.

**INSTRUCTOR’S RIGHT TO MODIFY:**

The instructor has the right to add, delete, or revise segments of this course syllabus.