Term: 16-Week Course  
Course: Design I and Digital Art I  
Course Dates: 1/21/2020 - 5/11/2020  
Class Location: F201

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Tuba Koymen</th>
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<tr>
<td>Email:</td>
<td><a href="mailto:tubakoymen@gmail.com">tubakoymen@gmail.com</a></td>
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<tr>
<td>Class day-time:</td>
<td>Monday – Wednesday 9:30 AM – 12:20 PM</td>
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| Office & Office Hours: | F201  
                      | By appointment only. |
| A&C Division:   | F201                        |

A&C Division: F201

Instructor: Tuba Koymen  
**Email is the best way to contact the professor: tubakoymen@gmail.com**

When emailing the professor, include your first and last name, course number, and section number in the subject line (Example: Tuba Koymen, ARTS-1311-43002 Design I). Emails WITHOUT your full name, course & section numbers in the subject line **will not be opened**.

**Important Dates:**

**Mid Term Exam:** 10/16/2019, Wednesday  
Student will have one midterm exam to evaluate their progress and technical knowledge. This midterm review will be graded and MANDATORY.

**Thanksgiving Holiday:**

**Final Portfolio:** December 4, Wednesday  
See also course deadlines send to your emails in the beginning of the semester and on eCampus course site.  
See the official Eastfield College Academic Calendar here:  

Required text and additional information: There is NO required textbook. However I recommend you to look for “Pedagogical Sketchbook” by Paul Klee (Author), Sibyl Moholy-Nagy. Also SHORT COURSE IN PHOTOGRAPHY by Barbara London and
Jim Stone is a great resource for photography. If you’d like a more in-depth book on Photoshop, I recommend any Adobe Photoshop books printed or online sources.

Course Prerequisites

None

COURSE DESCRIPTION:
This is a basic art and design class. No prior knowledge or prerequisites are necessary. In this class you will have an opportunity to learn looking, seeing, observing, documenting, copying and recreating. During the semester you will be practicing about composition, elements and principles of design and how to identify their roles in the visual stimuli you absorb every day. You will also learn camera and computer operations for the use of photographic, Photoshop to edit your photographs, printing and presenting your work.

The main objectives of this course are as follows:
1. To introduce the student to the tools, visual and verbal vocabulary of art and design to develop a working proficiency in art.
2. To help the student to develop a critical awareness of contemporary art, art history, his/her own work, as well as, the work of other students through critiques and discussions on both the individual and group levels.

To accomplish these goals demonstrations, lectures, readings, discussions and critiques may be used to instruct you in technical and aesthetic matters. You are also encouraged to seek aid during the supervised lab period for any problems encountered concerning photography.

Teaching Philosophy: I consider my students as professionals. When I teach the medium, I give my students a solid foundation in technique; demonstrate knowledge of critical and theoretical issues in contemporary art in order to help them to enhance their understanding of art. For a well rounded education, the students will be able to create art work, exhibit, engage in discussions about their own and other’s and ultimately be better prepared for life within their chosen field because of that education.

Student Learning Outcomes

Upon successful completion of this course, students will:

- Apply art terminology as it specifically relates to works of art.
- Demonstrate knowledge of art elements and principles of design.
- Differentiate between the processes and materials used in the production of various works of art.
- Critically interpret and evaluate works of art.
- Demonstrate an understanding of the impact of arts on culture.

Course Policies and Requirements

Grading: During the course of the semester your progress will be ascertained by 5 assignments that will become your final portfolio at the end of semester, also one test and your class participation will effect your final grade.

Portfolio Projects
1. De-Construct Project (10%)
2. Depth of Field (10%)
3. Point of View (10%)
4. Collage (20%)
5. Self Portrait (20%)

All of the assignments/portfolio grades will be based on the technical and aesthetic quality of the completed homework assignments. You will receive a grade each time you turn in a portfolio so that you may assess your progress at that time in the semester. This will help you to understand how you are doing with your creative projects in the class. All of your efforts will work towards your final grade.
• Portfolios: 70% out of 100 points
• Class Participation = 20% of final grade out of 100 points.
• Midterm exam = 10% of final grade out of 100 points.

Total is from 3 grades. Total points for the class will be 100.

Guidelines Final grading: Work will be graded based on the objectives discussed for each assignment:

A Excellent quality and demonstrating a superior grasp of concepts, exploration, and presentation. Work that shows a serious and consistent effort, commitment, and participation. Excellent presence in class critiques and discussions. Consistency is usually the hallmark of an A. There is usually good diversity in approach so that each image is a surprise and not similar to other submitted photos. Often photographs are made at different locations and different times of day. The work clearly shows that student was fully engaged in the assignment, searching out shots, composing carefully, and using light well. Each image shows originality and intention. All categories are fulfilled correctly.

B Commendable quality. Work that demonstrates a strong effort and evidence of growth. Above-average quality work showing a grasp of technical skills and studio habits, and good participation in class. It is better than C, but less than A. The work goes further than the minimal demonstration of the assigned fundamental. B’s are usually given for either of two reasons. One: lack of consistency—the group may have some very strong A quality images, but is surrounded by less successful images. Two: the overall quality is less than A, but group shows more effort and thought than C work. All categories are fulfilled correctly.

C Acceptable quality work that satisfies all the requirements but does not indicate much more than this. This is the norm and requires coming to class and doing the work. The work will indicate some technical problems or difficulty with concepts. Participation generally when prompted only. Student seems to be approaching the assignment by doing the bare minimum to fulfill it. The energy level in the shooting is low, as evidenced by a repetitive approach to subject matter and the techniques. Successful presentation strategies are minimally evident. Student does not seem to be engaged with the aesthetic challenges of the assignment, which are fully discussed in lectures. Technical categories are fulfilled, but the images are uninspired and ill considered. The second reason for a C is inconsistency. There may be some very successful work, but some of the remaining works are barely or minimally acceptable in technical and aesthetic qualities.

D Poor quality. Work that demonstrates below average skill and grasp of concepts. Work that is incomplete or does not follow the guidelines of the assignment, and/or is submitted late. Participation in class discussion and critiques is minimal to absent. Attendance issues. Some or many of the works are not properly done and/or have poor quality. Works are labeled or sized improperly. Generally the work is weak, inconsistent, and/or very redundant and most often just wrong in terms of the categories.

F Unacceptable quality work that is incomplete. Work that has not been completed, or attendance that amounts to missing 6 or more sessions. Poor attitude, uncooperative and disruptive of others working in class. Poor studio habits and a general disregard for the studio environment.

A (91-100) = outstanding accomplishment in demonstrating mastery of assignment goals and objectives, innovative thinking, full participation in discussion and critiques
B (81-90) = above average accomplishment in demonstrating proficiency of assignment goals and objectives, innovative thinking, above average participation in discussion and critiques, demonstrates good progress
C (71-90) = average demonstration of proficiency of assignment goals and objectives, average participation in discussion and critiques, demonstrates little change or progress
D (61-70) = lack of project assignment completion, disinterested participation in discussion and critiques, demonstrates little or no progress
F (0-60) = missing assignment grades, missing critique grades, lack of communication or participation in discussion and critiques

Attendance Policy: The university attendance policy states that Attendance is mandatory for all classes. Attendance in all classes is imperative. This is a studio course and much of my evaluation takes place as I watch you work. Unexcused absences and/or excessive lateness will affect your final grade. I will announce your new assignments and provide my feedbacks in class. If you miss a class or demo, you will be responsible catching up with the rest of your classmates. If you miss more than 3 studio classes, I will drop a letter from your final grade. If you miss 5 classes, you will get F for your final grade. It is important for you to come to every studio classes, because there is always a new information is given in each and every class. It is also important to share your progress with me. Your attendance and practice in the given medium will affect your development in a studio class.

• You receive a grade for the work you do on each class day.
If you miss a class, you receive a zero for the project for that day.
If you arrive late, take a long break, or leave early, your grade will drop.
If you arrive without art supplies required for a class, your grade will drop.
To be counted present and receive a grade for the day, you must do the project as assigned using the correct materials for the whole class.
Always email the instructor BEFORE you miss a class. Note that emails will not be read on class hour and days.
Missing a formal critique results in a one letter-grade drop for that absence.
In-Class Work is produced during regular class sessions, so attendance is required.
If you are regularly disruptive or uncooperative, your semester grade will be F.

EVALUATION:
No late work is accepted. Work not presented for critique on time will receive a zero = F.

COURSE TIME COMMITMENT:
Expect to spend 4—6 hours per week outside of class time on this course in order to:
Complete unfinished class work; complete homework assignments and special projects
Attend the Eastfield College art events such as art lectures, gallery shows and receptions.

BASIC COURSE INSTRUCTIONS:
ARRIVE ON TIME. Assignments explained at the beginning of class are not repeated.
Immediately buy the required art supplies, read the Syllabus, sign and return the contract.
Check email daily (the email you have listed in eCampus). Check eCampus weekly.
Stay organized! Do not fall behind. Keep track of homework listed in the syllabus.
Bring ALL of the art supplies with you to each class.
Email your instructor if you have questions about the subject matter.
Studio courses demand a lot of time outside class for working on projects. Students are allowed and encouraged to work any time the room is available.

FOR EACH PROJECT:
Follow the instructions provided by the instructor at the beginning of each class or project.
Use the correct materials and working methods as demonstrated by the instructor.
Do your best work technically, demonstrating that you understand how to use the media and techniques.
Do your best work conceptually, demonstrating that you understand the concepts and their applications.
Complete any project that is unfinished before the next project is assigned.
Devote sufficient time to projects that are assigned to be completed outside of class.
Present completed work during critique or it will not be graded. Print your name and the date on the back of each artwork.

PROTECTING YOUR ART WORKS:
All work must be kept flat, clean, and safe. All projects are required for final critiques and final grades.
If you need to transport work in bad weather, use a large, heavy plastic garbage bag.
Label portfolio, sketchbook, tool bin, etc. with your name, phone, and email address.
Don’t leave your artwork in a car, near children or pets, or at someone else’s house!!!

Student Requirements:
Students will arrive on time with all class supplies, materials, and assignments. Bring all supplies to every class - we will be using everything
Students will turn in all project assignments at the beginning of class the day they are due. Late arrival on these dates means your assignment is late and this will be reflected in your grade.
Active participation in critiques and discussions is critical. Missing a critique date should be regarded as missing a test that can not be taken at a later date.
Students will work on project assignments for the full duration of class. Successful completion of assignments will often require
at least three hours of work outside of class per week. Studious effort during class and the application of my suggestions are both taken in consideration of your grade.

- Students will maintain a sketchbook to record observations, keep written notes from class presentations and outside readings, for sketches necessary in planning project assignments, and for the collection of source materials for reference and research.
- Students will keep all completed assignments in a portfolio for review at midterm and for the final.

**Due Dates:** Unless otherwise stated, all projects are due at the beginning of the class period during which is scheduled to be turned in. This is very important so that we may proceed with class instead of having to wait on someone to complete a project. Budget your time carefully and you will have no trouble completing the assignments in this class. Every late or unfinished work will affect your participation grade. If you don't have work for the critique, your grade will be lowered. If you did not return the assignments full and on time, you can’t get the full participation grade. Tardiness will also affect your participation grade so BE ON TIME FOR EVERY CLASS. Late student and the work will not be accepted.

**My expectations:** It is essential to look and observe as an artist. I recommend you to keep your sketchbook with you all the time to take notes, make little sketches, etc... I suggest that you to spend time in the library or museums to look at art or art books. Also I expect:

- Punctuality
- Seeking help when needed
- Student participation (e.g., raising hands and jumping in the discussions, helping to teammates. I am confident in your success as long as you put in the required effort.

**FOOD AND DRINK POLICY:**
Food is not allowed in the classroom except when specified by the professor. Water, coffee, and tea are allowed. Students are responsible for cleaning up trash and spills. There is a 10-minute break during each class. You can eat something OUTSIDE THE ROOM (bring it from home or purchase from machines). There is not enough time to go to Subway during breaks.

**CLASSROOM ETIQUETTE:**
Learning is rewarding and challenging. In the interest of fairness to all, it is important to follow some simple and reasonable guidelines that will allow all students to work in an environment free of distractions.

**The Do’s**
- Attend each class meeting. Be on time and leave on time.
- Have all supplies in class every day or you will be counted absent.
- Work quietly and stay focused. Silence your mobile phone (vibrate is not silent).
- At the end of each class clean up your work area, table, remove your memory card, throw away all trash. Artwork left on walls and any materials or supplies left in the studio (after each class OR at the end of the semester) is very likely to be THROWN AWAY or to become the PROPERTY of the school.

**Don’t**
- Texting or looking at your phone in class
- Leaving the classroom to answer a ringing cell phone
- Using a laptop or phone for note-taking (paper only in this class!)
- Speaking over the instructor or another student. Loud or disruptive behavior will not be tolerated.
- Any behavior that is negative, disrespectful, or disruptive to the learning of others
- Attending class unprepared—without supplies, work, preparatory materials
- Borrowing materials from other students or the instructor (this is NEVER OK; buy your own)
- Sleeping in class or not working on the assigned project—this will be considered an absence

Disruptive, disrespectful, or negative behavior and doing things on the “Don’ts” list will affect your grade, will result in a warning, and may lead to expulsion from the class. Please be sensitive and respectful.
SAFETY:
- Never eat, drink or smoke with art supplies on your hands. Wash your hands often.

CONSEQUENCES FOR ACADEMIC DISHONESTY AND/OR PLAGIARISM:
Any student in this class found guilty of copying artwork without giving credit, submitting someone’s else’s work, and/or plagiarism will receive one or more of the following penalties:
- A grade of zero (0) on the assignment in question with no second attempts allowed.
- A course grade of F (if the level of dishonesty or plagiarism is significant).
- The professor may request that the student drop the class.

INSTITUTIONAL POLICIES:
Students are expected to be aware of and to abide by all institutional policies.
The instructor reserves the right to revise the course syllabus at any time, as necessary!

Academic Advising: At Eastfield College, our Advising team works side by side with you in (1) picking the right major program, (2) enrolling in the right classes and (3) finishing on time. Degree planning is critical as you prepare to be successful in the workforce and/or to transfer to other institutions. If you are a first-time-in-college student, you are required to meet with an advisor and are encouraged to file a degree plan. If you are a continuing student, you are also encouraged to meet with available advisors, faculty and program coordinators to ensure your continued success in maintaining a quality educational pathway.

Visit Eastfield College Advising webpage for more information. Visit the district website Advising Center page for contact information for all college advising offices.

Tutoring: All students are eligible for free, convenient tutoring in a wide range of subjects. Visit the Eastfield College Tutoring webpage for more information. Visit the district website Tutoring page for contact information for all college tutoring services.

Cheating, Plagiarism and Collusion: Scholastic dishonesty is a violation of the Code of Student Conduct and Hazing. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion. Cheating includes copying from another student’s test or homework paper; using materials not authorized; collaborating with or seeking aid from another student during a test; knowingly using, buying, selling, stealing or soliciting (asking for) the contents of an unadministered test; and substituting for another person to take a test. Plagiarism is the appropriating (taking in a way that is illegal or unfair), buying, receiving as a gift or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class or you can even be suspended from college.

Your enrollment indicates acceptance of the DCCCD Code of Student Conduct and Hazing.

Changes: This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunities. Such changes, communicated clearly through classroom announcements, email, and/or Econnect, are not unusual and should be expected. If a student misses a class, it is up to that student to find out if any such changes were made and if there were any assignments made and/or quizzes administered during the absence.

E-mail Notification and communication: It is your responsibility to check your email on a regular basis. The best way to contact me is: tubakoymen@gmail.com. I will respond to e-mail as soon as possible except at the weekends or weekdays between 6pm and 9am. I will announce new assignments and provide my feedback during your class times. Please use your class time efficiently to ask questions. Please do not send me images via email for feedback. Also please contact your team members if you miss a class to see what you missed and what is coming for the next class.
Email and eCAMPUS SITE FOR THIS COURSE:
The syllabus, project examples, course announcements, and your grades are posted on the eCampus site for the course. Go to [www.dcccd.edu](http://www.dcccd.edu), click on eCampus, follow the instructions to log in, click on courses, then on this course. Be sure to enter your current email in the eConnect and eCampus systems, as the instructor sends class emails only to this address. Check eCampus weekly and email daily.

OFFICE HOURS: By appointment. If you need additional help or just want to talk about your concerns about your class, please email for an appointment.

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IN CASE OF A CAMPUS EMERGENCY: Sign up for DCCC Emergency Alerts to receive a text message, email and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of weather, utility outages or police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. For more information, see [dcccd.edu/Alerts](http://dcccd.edu/Alerts).

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**Equipment and Materials List**

Materials are REQUIRED on the second class. I will show all the materials to you on the first day. You will see the actual boxes, size, brand, etc.

You are required to purchase the materials and bring it to the 2nd class day. DO not miss the first class when I show and talk about the materials in class.

- Camera: A Digital Single Lens Reflex (DSLR camera is recommended.
- Notebook and pen-pencil - Bring to every class for taking notes
- Epson Ultra Premium Photo Paper-Luster: Instant-drying, soft gloss paper for vivid, lifelike images. Ideal for printing digital photographs with accurate colors and rich, bold blacks. Size 8.5 x11 inch ….DO NOT BUY ANY OTHER BRANDS.
- An external hard drive
- A portfolio (about 11x14 inch) for turning in assignments, portfolios to your work.
- Carbon paper (8x10 sheet, black)
- Tracing Vellum 11x14 Pad – 1 pad for each student
- 11x17 Bristol Board pads - 1 pad for each student
- Black Indian Ink – one small bottle for each student
- Pens and nibs for the Indian ink – one for each student
- Masking tape

There is NO Required Text Book