Digital Art I Syllabus
Richland College

Disclaimer Reserving Right to Change Syllabus:
The instructor reserves the right to amend this syllabus as necessary.

Instructor Information
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Office Hours: To be announced
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Course Information
Course Title: Digital Art I
Course Number: ARTS-2348
Section Number: 83002
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Time: Tuesday & Thursday • 12:30–2:50pm
Class Location: Thunderduck Hall – T255
Certification Date: 2/3/20
Last Day to Withdraw: 4/16/20

**Academic Calendar**

**2020 Spring Multimedia/Photography/Game Day Courses Calendar**

**January 21, 2020 – May 14, 2020**
Spring 2020 MW, TR, MWF, HS classes and regular online classes. Saturday only courses, Evening Flex Term courses and Online Flex Term courses have different calendars.

<table>
<thead>
<tr>
<th>CALENDAR DATE</th>
<th>CALENDAR DATE DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 20 (M)</td>
<td>Dr. Martin Luther King, Jr. Day – Holiday</td>
</tr>
<tr>
<td>January 21 (T)</td>
<td>Monday – Friday Day Classes Begin</td>
</tr>
<tr>
<td>January 25 (Sa)</td>
<td>First Saturday the Multimedia Lab will be open.</td>
</tr>
</tbody>
</table>
| February 3 (M)   | **12th Class Day / Census Day for Monday - Friday day classes and regular online classes.**  
|                  | Last day to drop a course without receiving a "W" grade on transcript.                   |
| February 27 -28 (R-F) | **Professional Development Days** - Thursday and Friday day classes will not meet. Friday evening, Saturday and Sunday classes will meet. |
| March 16-22 (M-Su) | Spring Break                                                                               |
| April 10 (F)     | Holiday                                                                                   |
| April 16 (R)     | **Final Withdraw Date:** Last Day for Monday - Friday day classes and regular online classes to withdraw with a grade of "W". |
| May 11-14 (M-R)  | **Final Exams:** See the online Final Exam Schedule for your exam times.                  |
| May 14 (R)       | **Semester Ends.** Last day lab is open for the semester.                                  |
Course Prerequisites
Prerequisite Recommended: For Art Majors -- ARTS 1311 and ARTS 1316

Course Description
Studio art course that explores the potential of the computer hardware and software media for their visual, conceptual, and practical uses in the visual arts.

Student Learning Outcomes
Identify terminology, advantages and limitations of image editing software; distinguish bit-mapped resolutions for image acquisitions and output devices; use digital editing and painting tools; use basic half-tone theory in production of images, manipulate, create, and edit digital images for print and for web; specify appropriate file formats.

Texas Core Objectives
The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the activities you engage in will give you the opportunity to practice two or more of the following core competencies:

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Communication Skills - to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. Personal Responsibility - to include the ability to connect choices, actions, and consequences to ethical decision-making
6. Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
Required Lab Hours:

This course contains lecture and lab components, both held during the posted class times. Students may need to put in additional time in the Multimedia Learning Center to complete assignments.

Students are required to spend extra hour(s) per week outside of class working on student projects.

See Schedule of Classes for the exact number of hours per week.

Multimedia Learning Center Lab Information and Hours of Operation:

The Multimedia Learning Center (972-238-6001) is located in Thunderduck Hall, T246 and is for all currently enrolled Multimedia and Game students to use for Multimedia and Game class work and projects.

Lab assistants and faculty are usually in the lab to answer questions, however multimedia tutoring is not available in the lab.

LAB HOURS
Mon-Thurs, 9 a.m.-9:45 p.m.; Fri, 9 a.m.-4:45 p.m.;
Sat (Spring & Fall), 12 p.m.-4:45 p.m.; Sat (Summer), closed;
Sun: closed

Lab is closed for the same Holidays as the College.
The Lab may close between semesters.
The Lab may be used as a Classroom at various times during the year and will not be available to drop-in students.

The other campus computer lab for credit student use is Del Rio, D229, which has longer lab hours.

All Multimedia (credit and continuing education) students must show a Student ID Card to use the lab and check out any equipment. IDs are available at the Office of Student Life in El Paso Hall, E040.

Required Course Materials

Textbooks:

Required:
Supplies:

**Required Supplies for all Courses:** headphones and some kind of external storage: jump drives, external hard drives, blank CD-Rs/DVDs or cloud storage like Dropbox.

You will need some means of storing and backing up the digital files for your assignments. Multiple locations for storage and backup are always preferable to only one storage location. You should consider using several of these types of storage:

- A local directory on your home or laptop computer, if you have a computer.
- A portable electronic storage device such as a USB jump drive or a portable hard drive.
- An online storage service such as Dropbox.
- An online backup service such as iDrive.com.

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Graded Work**

The tables below provide a summary of the graded work in this course and an explanation of how your final course grade will be calculated.

**Method of Evaluation:**
Graded will prioritize the following: Ability to follow assignment instructions and apply techniques • Good hand skills • Thoughtful concept • Eye appeal • Creativity • Engaged class participation • All work is complete and turned in on time

**Summary of Graded Work**

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercises</td>
<td>7 @ 25 points</td>
<td>175 points</td>
</tr>
</tbody>
</table>
### Assignments

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects</td>
<td>8 @ 100 points each</td>
<td>800 points</td>
</tr>
<tr>
<td>Exam</td>
<td>1 @ 25 points each</td>
<td>25 points</td>
</tr>
</tbody>
</table>

TOTAL: 1,000 points

### Final Grade

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentages</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900-1,000</td>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>700-799</td>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>600-699</td>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>0-599</td>
<td>0-59%</td>
<td>F</td>
</tr>
</tbody>
</table>

### Description of Graded Work

**Exercises:** During the first 7 weeks, basic skills will be taught, involving a hands-on demo and graded in-class exercises. These skills will become the basis of everything produced for the rest of the term.

Projects: Design, typography and illustration will all be integrated to demonstrate technical skills applied to visual and conceptual creativity.

Exam: This will be a visual, not written, test on the last day of the term.

### Attendance and Your Final Grade

In order to be successful, attendance is expected at EVERY class. Why? Because this is a lab- centered class, which means that a great deal of one-on-one instruction is involved. That's why absences strongly impact and jeopardize your grade in this class.

**Absences: Impact on Failure**

Three UNEXCUSED absences result in a drop of 1 letter grade, 4 absences result in failure. Excused absences require a doctor’s written note or an obituary.

**What to do if you are absent**
It is the student’s responsibility to inform the instructor regarding absences or conflicts. It is advised that students take a proactive approach by contacting their instructor as soon as possible – if possible before an absence (the next class is too late). It is the student’s responsibility to maintain their course work during absence(s).

If you are unable to attend class, you are expected to email the instructor BEFORE THE CLASS BEGINS. The alternate less reliable choice: leave a message for the instructor at the ACCESS Office at (972) 238-6140
Consequences of not showing up on time, or not staying in class
Lectures and demos are given at the beginning of each class. That’s why it is imperative for students to arrive on time. It is also critical to remain in class the entire session each week so that you can receive PERSONAL GUIDANCE and instruction on your work. A persistent habit of late arrival will negatively impact your learning process. Early departures from class may result in being counted absent. Both will affect grades.

**Late Work Policy**

Late assignments will be dropped one (1) letter grade for each week late up to two (2) weeks late. If an assignment is three weeks late, it will receive a 0 / F.

**Grade Reports**

Final grade reports are not mailed to students. You may view your final grades via eConnect. From the Current Credit 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 shown.

**Class Disruption Policy**

Disruption of class in any form will result in a student being asked to leave class, which consequently will also result in an absence for that day (see above re: Absences). All behaviors in the Richland College Student Code of Conduct [http://www.richland.edu/info/rights/conduct](http://www.richland.edu/info/rights/conduct) – and anything else the instructor deems as disruptive to the focus and success of the class-at-large – constitute a violation of classroom etiquette and will result in the student’s expulsion from class. A more extensive coverage of these policies can be found here: [https://www1.dcccd.edu/catalog/generalinfo/collegepolicies/code.cfm](https://www1.dcccd.edu/catalog/generalinfo/collegepolicies/code.cfm)
Institutional Policies

Institutional Policies relating to this course can be accessed using the link below. These policies include information about tutoring, Disabilities Services, class drop and repeat options, Title IX, and more. Richland Institutional Policies (http://www.richlandcollege.edu/syllabipolicies)

Classroom Policies

Attendance Policy:

In order to be successful, students must attend and participate in enrolled courses.

While Richland College does not have a formal attendance policy, students are expected to attend class regularly. If you know you will be missing classes this semester, please speak to your instructor about days you will be missing so you can receive information on the missed lessons and assignments.

If you are unable to attend class, please email the instructor or leave a message for the instructor at the ACCESS Office at (972) 238-6140 BEFORE THE CLASS BEGINS.

It is imperative students arrive to class on time and remain in class the entire session each week.

Food and Drink Policy:

Except where otherwise determined by a faculty member, no eating or drinking is allowed in the classroom.

Web Server Posting Policy:

The Richland Student Web Server is open to all users of the World Wide Web. Any information students or instructors place in their files is readable by any user of the World Wide Web.

Computer/Internet Use Policy:

Currently enrolled Richland College Multimedia, Game, and Photography students have access to the Multimedia Lab and classroom computers for Multimedia/Game/Photography educational and instructional purposes only.
Please use the Del Rio Computer Lab (D229) for other school-related assignments and non-Multimedia/Game/Photography activities.

Students using their own laptops must use the wireless connection in the Thunderduck Hall building and cannot use the Multimedia lab and classroom computer data lines to access the Internet.

You are required to show your Richland Student ID when requested by lab personnel. You are expected to follow lab policies as well as the Student Code of Conduct specified in the catalog. If the link does not work for you (ie: you have a hard copy of the syllabus), copy/type this url into your browser window: http://www.richlandcollege.edu/conduct/

Safety Policy:

Students should participate in this class in a safe, appropriate manner. We occasionally have to step over cords for the multimedia cart and/or computer equipment. We also need to watch out for boxes and paper, students’ backpacks, etc. Students should begin to build good computing habits, designed to prevent eyestrain, carpal tunnel syndrome, etc.

Handheld Devices Policy:

Please turn OFF all electronic devices during class.

Participation Policy:

Course participation is required. Ask questions and be involved with the lesson.

Students should not surf the Net, play games, send emails or work on unrelated homework/projects during class. Students should not disturb your neighbors during lectures and demos.

End of Each Class Policy (for face-to-face classes):

When you leave class for the day, please...

1. Delete all your files from your workstation and empty the trash.
2. Shut down your computer using Windows Shut Down.
3. Turn off your monitor after computer has COMPLETELY shut down.
4. Pick up and throw away any trash around your seat.

Attention Continuing Education Students:
To receive a certificate for this course, you must make a grade of "C" or higher as a final grade. A grade average of 69% or lower is failing.

Continuing Education will not mail your certificate to you. If you do not receive your certificate the last day of class you will have to pick up your certificate at the Continuing Education Front Desk, T160.

Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Intro to Photo Manipulation</td>
</tr>
<tr>
<td>2</td>
<td>Retouching: Levels, Clone Tool, Dodge &amp; Burn, Patch</td>
</tr>
<tr>
<td>3</td>
<td>Selection Techniques, part 1: Lasso, Marquee</td>
</tr>
<tr>
<td>4</td>
<td>Selection Techniques, part 2: Magic Wand, Quick Selection Tool</td>
</tr>
<tr>
<td>5</td>
<td>Selection Techniques, part 3: Masking</td>
</tr>
<tr>
<td>6</td>
<td>Color Manipulation, part 1: Adjustment Layers, Hue/Saturation</td>
</tr>
<tr>
<td>7</td>
<td>Color Manipulation, part 2: Blend Filter</td>
</tr>
<tr>
<td>8</td>
<td>Transform Tool: House of Cards</td>
</tr>
<tr>
<td>9</td>
<td>Spring Break</td>
</tr>
<tr>
<td>10</td>
<td>Imitating 3D in a 2D Environment: Shadow Box</td>
</tr>
<tr>
<td>11</td>
<td>Photoshop for Social Media: Instagram Meme</td>
</tr>
<tr>
<td>12</td>
<td>Focus on Brushes: Facebook Profile Header</td>
</tr>
<tr>
<td>13</td>
<td>Focus on Typography &amp; Image Series: Soundcloud Graphics, part 1</td>
</tr>
<tr>
<td>14</td>
<td>Focus on Typography &amp; Image Series: Soundcloud Graphics, part 2</td>
</tr>
<tr>
<td>15</td>
<td>Conceptualizing &amp; Visualizing: Editorial Illustration</td>
</tr>
<tr>
<td>16</td>
<td>Photoshop for Mass Market: Dye Sublimation T-Shirt</td>
</tr>
<tr>
<td>17</td>
<td>Final Exam</td>
</tr>
</tbody>
</table>
The Multimedia Learning Center Department’s Web Sites:

- Multimedia
- Photography
- Game

The Multimedia Learning Center is part of the Richland College School of Engineering and Technology.
Office: Wichita Hall, WH-101 • Phone: 972-238-6210.

Student Acknowledgement:

Please download, read and sign this Student Acknowledgement and turn it in to your instructor.

10/21/19 Version