

Graphic Design 1:Comp Graphics (Online) Fall 2022

ART-2306-CRN-11752-Graphic Design 1:Comp Graphics-Dunn

ART-2306-CRN-13609-Graphic Design 1:Comp Graphics-Dunn

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

Contact:

Professor: John Dunn

jdunn@utep.edu

(915) 915-747-7854

Students, however, should use the Blackboard Messaging System for all course related correspondence.

Office Hours via Zoom

Wednesday: 4:30-5:30 pm, Mountain Time. See Zoom meeting link on Blackboard course page.

When you first enter Zoom you will be placed in a waiting room. I will get to you first come, first served.

I will have my UTEP email open during the Zoom session. If you have difficulty accessing Zoom, send me an email and I will see what I can do to get things working.

If you are unable to attend my Zoom Office Hours because of a time conflict, contact me via a Blackboard Course Message as soon as possible so that accommodation can be made when appropriate to provide an alternate meeting time.

Participation Requirements

NOTE: This course is not easy. During the semester, this class would meet in the classroom for a total of 4 hours and 40 minutes each week. Significant additional time is required to complete coursework in addition to these hours. For successful completion of the course, you must put in these required hours each week.

1. Take time now to schedule your time to work (days and times) on this course and keep to it.
2. Keep in touch with me regularly via a course message and let me know how you are doing.
3. Always request a review of your assignment work in advance. (See details below.)
4. Ask for help when you need it.

Course Description

Graphic Design 1: Computer Graphics introduces students to graphic, illustration, page, and screen-based layout. Students generate, import, process, and combine images and text in black and

white and in color. Industry standard publishing software and imaging programs are used.

Recommended to be taken in the sophomore year. Prerequisites: ARTF 1301, ARTF 1302, and ARTF 1304 each which have a grade of "C" or better. ARTG 2326 may be taken concurrently with ARTG 2306. Course fee required.

Essential applications include -- Adobe Illustrator 2022, Adobe Photoshop 2022, Adobe InDesign 2021

Students enrolled in ARTG 2306 should have successfully completed 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 computer including hard drive folder navigation for saving and retrieving documents, "cut and paste" and basic word processing.

Course Objectives

Practical and real-world introduction to Illustrator, Photoshop, InDesign.

Expected Learning Outcomes

Experience and competency using Adobe Illustrator, Photoshop, InDesign.

Required Hardware / Software

Students will need to have access to a computer/laptop to complete assignments. This computer/laptop must meet all system requirements for running Adobe Creative Cloud applications. See:

<https://helpx.adobe.com/creative-cloud/system-requirements.html>

*Adobe Creative Cloud: The Adobe Creative Cloud program collection will be available to students of this course provided by the University at no additional cost. If you have not already done so, please check your UTEP email and look for an email with the Subject Line "Get started with Creative Cloud All Apps Student License".

Choose "Company or School Account".

If you have not received this email by August 17, 2022, please contact UTEP Technology Support at helpdesk@utep.edu (weekdays) for further assistance.

DO NOT TRY TO SET UP YOUR ADOBE ACCOUNT by going directly to Adobe. Carefully follow the instructions provided in the email notice. If you do not do so, considerable effort by Tech Support will be required to get your access straightened out.

Students are required to work exclusively with the 2022 software versions of the Adobe Creative Cloud.

Course Delivery

Course content is delivered using the Blackboard Learning Management System. Ensure your UTEP email account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

NOTE: If you encounter technical difficulties beyond your ability to troubleshoot yourself, contact the UTEP Help Desk, helpdesk@utep.edu or 915-747-4357 (weekdays) as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance as I do not have access to resources for troubleshooting. The Help Desk is much better equipped than I am to assist you! If it is an urgent matter, contact them by phone. The Help Desk does not provide help for working with or how to use any of the Creative Cloud applications.

NOTE: Although students will be provided access to install the Adobe Creative Cloud applications on personal computers, students must be prepared to work in a campus computer lab with the Adobe Creative Cloud application installed, in the event of any technical issues accessing or working with the Creative Cloud applications on a personal computer.

Labs with a limited number of Adobe CC computers:

Collaborative Learning Center

<https://www.utep.edu/technologysupport/CLC.html>

UTEP Library 2nd Floor

Confirm availability and hours after Summer Session begins.

Liberal Arts Center for Technology (LACIT)

<https://www.utep.edu/liberalarts/lacit/>

Liberal Arts Room 405

Confirm availability and hours after Summer Session begins.

Cyber Cafe

<https://www.utep.edu/technologysupport/CyberCafe.html>

Union East Room 204

Confirm availability and hours after Summer Session begins.

LinkedIn Learning

Course instruction will be delivered in video format provided by LinkedIn Learning. Access to LinkedIn learning is available to all UTEP students.

NOTE: Students are required to watch a specific number of assigned videos from LinkedIn Learning. Access to a list of these videos is available on the Blackboard course homepage within the “LinkedIn Learning Videos” folder.

LinkedIn Learning Access

<https://www.utep.edu/student-affairs/careers/students-alumni/linkedin-learning.html>

1. Go to your UTEP Home Page: <https://my.utep.edu/My> and sign in if required.
2. Click the orange link button: “Go To Dashboard” at the top of the page.
3. In the Applications section, select LinkedIn Learning and click.
4. Login to LinkedIn using your UTEP email and password.

Assignments

Assignment instructions with due dates and times are available via the Blackboard home page.

Multiple assignments (typically a total of five) will be due on the same day. I will grade only two assignments out of the five.

Students are required to verify that their assignment submission file(s) have been uploaded properly and will display accurately for grading purposes.

Quizzes

There will be three quizzes during the semester, one for each of the Creative Cloud applications.

Grading

Assignments for this course are graded according to rubrics.

Evaluation Standards

1. 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.
2. 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.

3. Students will demonstrate a resistance to premature assignment resolution and strive to resolve assignments through repeated attempts to rework and improve upon solutions.
4. Students will demonstrate the ability to work with each software application effectively and productively.
5. 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.
6. Students will demonstrate visual awareness in producing work that exhibits attention to detail.

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 the merely adequate.

C 70-79.99 Average: Represents adequate work.

D 60-69.99 Below Average: Represents inadequate work that falls below requirements and expectations.

F Below 60: Represents failure.

Course Communication

I am here to help you! If you find yourself falling behind at any time, or need assistance, contact me immediately via a Course Message in Blackboard.

Because this is an online class, we will not see each other in the ways you may be accustomed to in a face-to-face setting.. However, there are several ways we can keep the communication channels open:

Office Hours: My office hours will be held via Zoom during the following times: Wednesdays: 4:30-5:30 pm Mountain. See Zoom meeting link on Blackboard course page

Course Messages: Use Course Messages inside of Blackboard (only) for all course related communication. I will make every attempt to respond to your message within 24-48 hours of receipt weekdays.. When using Course Messages to contact me, first enter a topic-specific subject line. In the body of your message, clearly state your question.

Do not send course related correspondence via the UTEP email service unless you are unable to contact me via a Blackboard Course Message. When emailing me, be sure to use the email from your UTEP student account and enter the course name and number in the subject line. In the body of your email, tell me why you were unable to use Blackboard Course Messaging and clearly state your question or concern. At the end of your email, be sure to put your first and last name.

Announcements: Check the Blackboard Announcements regularly for updates or other important messages.

Participation

Your full participation in the course is required. Participation is determined by completion of the following activities:

1. Participation in all learning activities of the course.
2. Reading / Viewing all required course materials and videos.
3. Other activities as indicated.

Because these activities are designed to contribute to your learning week by week, you must not fall behind.

Grading

Students are required to verify that their assignment submission file(s) have been uploaded properly and will display accurately for grading purposes.

Assignments submitted after the due date and time, but on the same day, will have 25% deducted from the final grade.

Assignments submitted the day after the due date and time and before 5:00PM, will have 50% deducted from the final grade.

No assignment will be accepted under any other circumstance.

1. 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.
2. Students can use their UTEP OneDrive account to store assignment files and then upload the file in Blackboard (directly from OneDrive) for assignment submission in Blackboard. Otherwise, students would attach files to assignments in Bb that are stored on their device's hard drives.
3. All assignments are submitted digitally via the Blackboard assignment page. Students are required to verify that their submission has been uploaded correctly and will display accurately for grading purposes.
4. I strongly suggest that students submit assignments with plenty of time to spare. You may find that you have a technical issue with the course website, network, and/or your computer at the last minute.
5. If at any time a student would like to discuss a grade on an individual assignment, they must send a statement via the Blackboard Messaging System to me explaining in detail the concern. The student must wait 24 hours after the grade has been delivered before sending this message. The instructor will respond within 48 hours, Monday – Friday.
6. An incomplete final grade may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

7. If you feel that you are unable to complete the course successfully, please let me know and then contact the Registrar's Office to initiate the drop process. If you do not, you are at risk of receiving an "F" for the course.

Assignment Reviews

Assignment reviews will be provided for all standard assignments. To request a review, follow these steps:

1. First submit the assignment in Blackboard.
2. Request the review in a course message to me in Blackboard no later than Thursday at Noon of the week before the week the assignment is due. If you do not send this, I will not know that you have submitted your work and are requesting a review.
3. Include the assignment name in the subject line, for example PSD02.
4. Limit each course message request to a single assignment. Use a single message to request only one assignment review at a time.
5. Do not attach the assignment file to the course message. I can only review work that has been submitted via the assignment page in Blackboard.
6. I will respond via email with my comments in a timely fashion.

Makeup Work

Make-up work will be given only in case of a documented emergency. Note that make-up work may be in a different format than the original work, may require more intensive preparation, and may be graded with penalty points. If you miss an assignment and the reason is not considered excusable, you will receive a zero. It is therefore important to reach out to me—in advance if possible—and explain with proper documentation why you missed a given course requirement. Once a deadline has been established for make-up work, no further extensions or exceptions will be granted.

Course Drop Policy

According to UTEP Curriculum and Classroom Policies, "When, in the judgment of the instructor, a student has been absent to such a degree as to impair his or her status relative to credit for the course, the instructor may drop the student from the class with a grade of "W" before the course drop deadline and with a grade of "F" after the course drop deadline." See academic regulations in the UTEP Undergraduate Catalog for a list of excused absences.

If I find that, due to non-performance in the course, a student is at risk of failing, I reserve the option to drop the student from the course. If a student neglects to submit more than two consecutive assignment sets I reserve the option to drop the student from the course.

If you feel that you are unable to complete the course successfully, please let me know and then contact the Registrar's Office to initiate the drop process. If you do not, you are at risk of receiving an "F" for the course.

Alternative means for submitting work in case of technical issues

I strongly encourage students to submit assignments with plenty of time to spare. If you are experiencing difficulties submitting your work through the course website, contact the UTEP Help Desk helpdesk@utep.edu or 915-747-4357 (weekdays). You may email me your assignment with the attached assignment file as a last resort. The timestamp on this communication must be no later than the assignment due date and time.

Incomplete Grades

Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

Netiquette

As we know, sometimes communication online can be challenging. It is possible to miscommunicate what we mean or to misunderstand what our classmates mean given the lack of body language and immediate feedback. Therefore, please keep these netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.

1. Always consider the audience. This is a college-level course; therefore, all communication should reflect polite consideration of others' ideas.
2. Respect and courtesy must always be given to classmates and to the instructor. No harassment or inappropriate postings will be tolerated.
3. When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
4. Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted in these online spaces is intended for classmates and professors only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

Accommodation Policy

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting accommodation based on a disability must register with the UTEP Center for Accommodations and Support Services (CASS). Contact the [Center for Accommodations and Support](#)

[Services](#) at 915-747-5148, or email them at cass@utep.edu, or apply for accommodation online via the CASS (Center for Accommodations and Support Services) portal.

Scholastic Integrity

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as one's own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action. To learn more, please visit HOOP: Student Conduct and Discipline.

Copyright Statement for Course Materials

All materials used in this course are protected by copyright law. The course materials are only for the use of students currently enrolled in this course and only for the purpose of this course. They may not be further disseminated.

COVID-19 Precaution Statement

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you have tested positive for COVID-19, you are encouraged to report your results to covidaction@utep.edu, so that the Dean of Students Office can provide you with support and help with communication with your professors.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine.

Course Resources:

UTEP provides a variety of student services and support.

Technology Resources

- **Help Desk:** Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.

Academic Resources

- [UTEP Library](#): Access a wide range of resources including online full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- [University Writing Center \(UWC\)](#): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- [Math Tutoring Center \(MaRCS\)](#): Ask a tutor for help and explore other available math resources.
- [History Tutoring Center \(HTC\)](#): Receive assistance with writing history papers, get help from a tutor and explore other history resources.
- [RefWorks](#): A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.

Individual Resources

- [Military Student Success Center](#): Assists personnel in any branch of service to reach their educational goals.
- [Center for Accommodations and Support Services](#): Assists students with ADA-related accommodations for coursework, housing, and internships.
- [Counseling and Psychological Services](#): Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.

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This syllabus is subject to change with prior notice.

Last Update: August 22, 2022