

Graphic Design 1: Spring 2021

ARTG-2306-007-CRN-21592-Graphic-Design-1-Dunn
ARTG-2306-008-CRN- 27191-Graphic-Design-1-Dunn
ARTG-2306-003-CRN-23058 -Graphic-Design-1-Dunn

Instructor: John Dunn

NOTE: Use Course Messages inside of Blackboard (only) for all course related communication.

Email: jdunn@utep.edu

Phone: 915-747-7854

Office Hours: Virtually via Zoom

Office Hours are a recurring meeting scheduled every Wednesday, 4:00 - 5:00 PM.

Join Zoom Meeting

<https://utep-edu.zoom.us/j/85023763394?pwd=Q2FheU1jbWhlaHhYc0xMcHJLVWx2dz0>

Meeting ID: 850 2376 3394

Passcode: nu7T7MKz

When you first join, you will be placed in a virtual "waiting room". I will admit students individually on a first come first served basis. I will also have my UTEP email open. If you encounter any issues send me an email to let me know - jdunn@utep.edu.

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.

NOTE: It is recommended that students use the Google Chrome when working with course content.

Course Description

Graphic Design 1: Computer Graphics provides an introduction 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 a grade of "C" or better. ARTG 2326 may be taken concurrently with ARTG 2306. Course fee required.

Essential applications include: Adobe Illustrator, Adobe Photoshop, Adobe InDesign and Adobe XD.

Course Prerequisites

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 basic skills using a computer including: hard drive folder navigation for saving and retrieving documents, "cut and paste" and basic word processing.

Required Hardware

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

Required Software

Adobe Creative Cloud 2021: The Adobe Creative Cloud application 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 e-mail and look for an e-mail with the Subject Line "Access is Granted. Enjoy Creative Cloud All Apps now." If you have not received this e-mail, please contact the [Help Desk](#) , 915-747-4357 for further assistance.

Course Objectives

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

Expected Learning Outcomes

Experience and competency using Adobe Illustrator, Photoshop, InDesign and XD.

Course Structure

The course is divided into four units as follows:

1. Illustrator
2. Photoshop
3. InDesign
4. XD

Assignments

See Blackboard for list of course assignments with instructions and due dates. Required assignments are identified in the Course Calendar.

Students are required to watch the associated instructional video for all assignments. You will need to watch these videos in sequence prior to working on assignments.

Note: For assignment due dates that include more than one submission on the same day, only one assignment will be graded. Students will not know in advance which assignment will be selected for grading.

Evaluation Standards

- 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 use critical thinking skills to research and identify essential assignment related instruction, manage assignment development, and exhaustively work to solve problems they you may encounter, and in advance of requesting instructor help.
- Students will demonstrate a resistance for premature assignment resolution and strive to resolve assignments through repeated attempts to rework and improve upon solutions
- Students will demonstrate the ability to work with each software application effectively and productively.
- 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.

I am here to help you! If you find yourself falling behind at any time, or need assistance, contact me immediately via email, jdunn@utep.edu

Grading

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 Unacceptable performance.**

What you should expect from me as the Instructor

- I will do all I can to ensure your success in this class.
- I will provide graded feedback within the course grade book on your performance in a timely manner.
- I will leave myself open to suggestions for improvement of the class.
- If any changes in the course are to be implemented, I will ensure that the class is notified in a timely manner.

Important Details

No assignments will be accepted after the assigned due date and time.

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.

I strongly suggest that you submit your assignments with plenty of time to spare in the event that you have a technical issue with the course website, network, and/or your computer. If you are experiencing difficulties submitting your work through the course website, please contact the UTEP [Help Desk](#) 915-747-4357.

You may email me your assignment only as a last resort with a note explaining the submission difficulty. The date stamp on the email will be used to determine the date and time of this submission.

Make-up work will be given only in the case of a documented emergency.

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 at all 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.

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.

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 and a proposed solution. 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.

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.

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. Reviews will not be provided for extra credit assignments.

To request a review, follow these steps:

1. Submit the assignment in Blackboard no later than Thursday at Noon of the week before the week the assignment is due.
2. Send me a course message in Blackboard to let me know that you are requesting a review. If you do not send this, I will not know that you have submitted your work and are requesting a review.
3. The subject line of the email should be the name of the assignment you are asking to be reviewed.
4. Limit each email request to a single assignment. Therefore, use a single email to request only one assignment review at a time.
5. Do not attach the assignment file to the email. I can only review work that has been submitted via the assignment page in Blackboard.
6. I will respond via email with my comments.

Course Drop Policy

Online learning requires superior time management. It is easy to fall behind for a variety of reasons. Any student who misses assignment submission for two or more weeks and has not contacted Professor John Dunn about the situation will be automatically dropped from the course.

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 an 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 cass@utep.edu, or apply for accommodations online via the CASS portal.

FERPA and Email Policy

This course adheres to Federal Education Rights and Privacy Act (FERPA) regulations: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

All course correspondence from Professor John Dunn will take place via Blackboard's course messaging function. I will never post identifiable information about students, and I will not discuss specifics of your student performance with anyone without your permission as documented by FERPA standards. Please note that, due to FERPA regulations, I cannot email students about grade numbers specifically. This is because email is considered an insecure medium and may be hacked. However, you may email more generally about improving in the course.

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 ones' 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

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 Precautions

This course does not meet face-to-face on campus.

Students are not permitted on campus when they have a positive COVID-19 test, exposure or symptoms.

You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at screening.utep.edu. If you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to COVIDaction@utep.edu.

For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website (screening.utep.edu) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. Students are advised to minimize the number of encounters with others to avoid infection.

Wear face coverings when in common areas of campus or when others are present. You must wear a face covering over your nose and mouth at all times. If you choose not to wear a face covering, you may not enter any classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be subject to disciplinary action according to Section 1.2.3 Health and Safety and Section 1.2.2.5 Disruptions in the UTEP Handbook of Operating Procedures.

Resources

[Help Desk](#) 915-747-4357

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.

[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.

[Military Student Success Center](#): Assists personnel in any branch of service to reach their educational goals.

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This syllabus is subject to change with prior notice.

Last Update: January 12, 2021