FALL 2020

Graphic Design 1: Comp Graphics - 13805 - ARTG 2306 – 008

Graphic Design 1: Comp Graphics - 18713 - ARTG 2306 – 009

Instructor: John Dunn

Email: jdunn@utep.edu

Phone: 915-747-7854

Office Hours: Virtually via Zoom

This is a recurring meeting scheduled every Tuesday and Wednesday between 4:00 and 4:30 PM.

Join Instructions

COMM_Zoom

While I will be checking my UTEP email regularly, students are also required to check Blackboard regularly for announcements and course messages.

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.

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 a working-familiarity 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: 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 UTEP Technology Support at for further assistance.

The email should resemble the graphic below.

Click the "Get Started" button and proceed:

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

Course Calendar with Assignments and Required Videos

NOTE: Required Videos are identified in the Calendar. You will need to watch these videos in sequence prior to working on assignments.

- [All Assignments Calendar in Notion](#)
- [Illustrator Calendar in Notion](#)
- [Photoshop Calendar in Notion](#)
- [InDesign Calendar in Notion](#)
- [XD Calendar in Notion](#)

There are numerous ways to view the Assignment and Required Videos listings. In Notion, click on the down arrow to the right of the Calendar view (or any view) to access these. Be certain to check out the various table views. See graphic below.

Assignments

See Blackboard for list of course assignments with instructions and due dates.

Multiple required assignments are due on Fridays.

- I will grade only one assignment from the multiple submission each Friday. Students will not know in advance which specific assignment will be graded.

Multiple assignments are due on Wednesdays.

- These assignments are for extra credit. Submission is optional. If you choose not to submit these, your final grade will not be negatively effected. I will grade only one assignment from the multiple submission each Wednesday. You will not know in advance which specific assignment will be graded.
- **Students are required to watch the associated instructional video for all extra credit assignments**. Information from these may be necessary in advance of completing required Friday assignments.

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 using the Blackboard Messaging System.

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 can email me your assignment 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. 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 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 Friday at 5:00 PM of the week before 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. Do not attach the assignment file to the Course Message. I can only review work that has been submitted in Blackboard.
4. I will respond via the same Course Message 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.

Accomodation 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 them at cass@utep.edu, or apply for accommodations online via the CASS portal.

FERPA and Email Policy

This course adheres to Federal Educations 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

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

This course has no scheduled on campus sessions.

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.

Please note that if COVID-19 conditions deteriorate in the City of El Paso, all course and lab activities may be transitioned to remote delivery

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.