

ARTG 2306: Graphic Design 1: Computer Graphics (ONLINE) CRN: 34902 Summer 2021

NOTE: **This course is not easy.** During a typical Fall or Spring sixteen-week semester this class would meet in the classroom for a total of 5 hours and 20 minutes. Additional time would be required beyond the class time to complete assignments. The Summer session runs 8 weeks for a total of 10 hours and 40 minutes per week of class time. Again, additional time would be required beyond this amount. For successful completion of the course, you must put in these required hours each week. Take time now to block out your schedule.

The first two course assignments are due, Friday, June 18 no later than 11:59 pm. This is the end of the second week of classes, with only 6 weeks remaining. This date is set so that you will be able to begin work on assignments and submit them in advance and continue throughout the semester to work ahead of scheduled due dates. This will provide the opportunity to request an advanced review (see below) as well as avoid any last-minute glitches with submissions.

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.

[Watch this course introduction video.](#)

Professor: John Dunn

jdunn@utep.edu Students, however, should use the Blackboard Messaging System for all course related correspondence.

(915) 915-747-7854

Office Hours: via Zoom using this link: <https://utep-edu.zoom.us/j/7664943935> and during the following times: Wednesdays: 4:30-5:30 pm, Mountain Time.

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 accommodations can be made when appropriate.

Course Information: What this class is about and what we will do.

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 a grade of "C" or better. ARTG 2326 may be taken concurrently with ARTG 2306. Course fee required.

Essential applications include -- Adobe Illustrator 2021, Adobe Photoshop 2021, Adobe InDesign 2021, and Adobe XD 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 and XD.

EXPECTED LEARNING OUTCOMES

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

LEARNING MODULES

The course is divided into four module units as follows:

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

REQUIRED HARDWARE

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>

Course content is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP e-mail 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.

IMPORTANT: If you encounter technical difficulties beyond your ability to troubleshoot, please contact the UTEP [Help Desk](#) , 915-747-4357 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. If you are unable to come to campus, see COVID-19 ACCOMMODATIONS and COVID-19 PRECATUIONS below. (The HelpDesk does not help for working with any of the Creative Cloud application.)

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.

https://www.utep.edu/technologysupport/ServiceCatalog/SOFTWARE_PAGES/soft_adobecreativecloud.html

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 Student License now.**” If you have not received this e-mail, please contact the [Help Desk](#) , 915-747-4357 for further assistance.

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 hours after Summer Sessions begins.

Liberal Arts Center for Technology (LACIT)

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

Liberal Arts Room 405

Confirm hours after Summer Sessions begins.

Cyber Cafe

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

Union East Room 204

Confirm hours after Summer Sessions begins.

LINKEDIN LEARNING

<https://www.linkedin.com/learning/>

Course instruction will be delivered in video format provided by LinkedIn Learning. Access to LinkedIn learning is available to all UTEP students by logging in via a UTEP email name and password.

COURSE ASSIGNMENTS

Assignment instructions with due dates and times are available in Blackboard on the home page and the navigation menu on the left panel. These are also available via the following link: <https://qd1.webflow.io/assignments> or <https://qd1.webflow.io/assignment-calendar>. This is a site I created outside of Blackboard to allow for enhanced access to the instructions. However, **all assignments are submitted via the assignment page in Blackboard only.**

Assignments are due on Tuesday and Friday, with multiple assignments due each day. I will grade only one assignment from each day's group. Periodically, at my discretion, I will go back and grade a few assignments that were not previously graded for extra credit points. This extra credit opportunity will never negatively impact your final grade.

GRADING

Assignments for this course are graded according to rubrics. You can find these rubrics by clicking on the appropriate assignment link in Blackboard and choosing to "View Rubric" from the button beneath the Points Possible for the assignment, but only after, the assignment has been graded. The rubric will not be available for viewing until after the assignment has been graded.

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.

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 a Course Message in Blackboard.

Course Communication: How we will stay in contact with each other

Because this is an online class, we will not see each other in the ways you may be accustomed to: during class time, small group meetings, and office hours. However, there are several ways we can keep the communication channels open:

- **Office Hours:** We will not meet on campus, but I will still have office hours for your questions and comments about the course. My office hours will be held via Zoom using this link: <https://utep-edu.zoom.us/j/85023763394?pwd=Q2FheU1jbWhlaHhYc0xMcHJLVWx2dz0> and during the following times: Wednesdays: 4:30-5 p.m. Mountain Time and Thursdays: 9-9:30 am. Mountain Time
- **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. When using Course Messages to contact me, please use a topic-specific subject line and in the body of your e-mail, clearly state your question. Do not send course related correspondence via the UTEP email service.
- **Discussion Board:** If you have a question that you believe other students may also have, please post it in the Help Board of the discussion boards inside of Blackboard. Please respond to other students' questions if you have a helpful response.
- **Announcements:** Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.
- **Email:** If for some reason you are unable to contact me via a Blackboard Course Message use UTEP email. I will make every attempt to respond to your e-mail within 24-48 hours of receipt. When e-mailing me, be sure to use the email from your UTEP student account and please put the course number in the subject line. In the body of your e-mail, tell me why you were unable to use Blackboard Course Messaging and clearly state your question. At the end of your e-mail, be sure to put your first and last name.

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.

- Always consider audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.
- Respect and courtesy must be always given to classmates and to the instructor. No harassment or inappropriate postings will be tolerated.
- 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.
- Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

Course Policies: What do you need to do to be successful in the course.

PARTICIPATION

“Attendance” in the course is determined by participation in the learning activities of the course. Your participation in the course is important not only for your learning and success but also to create a community of learners. Participation is determined by completion of the following activities:

- Reading / Viewing all course materials and videos to ensure understanding of assignment requirements.
- Other activities as indicated in the modules.

Because these activities are designed to contribute to your learning week by week, they cannot be made up after their due date has passed.

EXCUSED ABSENCES AND/OR 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 excuse absences.

Additionally, if I find that, due to non-performance in the course, you are at risk of failing, I will drop you from the course. If you neglect to submit more than two assignment, I will drop you from the course. I will provide 24 hours advance notice via email.

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 and GRADING DETAILS

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

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.

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 if you have a technical issue with the course website, network, and/or your computer at the last minute. If you are experiencing difficulties submitting your work through the course website, please contact the Help Desk 915-747-4357.

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 if they are available.

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, for example, PSD 09 or IND 03.
4. Limit each course message 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 course message. I can only review work that has been submitted via the assignment page in Blackboard.

I will respond via email with my comments in a timely fashion. Students may resubmit an assignment once only after the first submission.

MAKE-UP WORK

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 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.

ALTERNATIVE MEANS OF SUBMITTING WORK IN CASE OF TECHNICAL ISSUES

Again, I strongly suggest that you submit your work with plenty of time to spare in the event that you have a technical issue with the course website, network, and/or your computer.

I also suggest you save all your work in a separate back-up location. If you are experiencing difficulties submitting your work through the course website, please contact the UTEP Help Desk. You can email me your back-up document as a last resort. The timestamp on this communication must be before the assignment due date and time.

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

INCOMPLETE GRADE POLICY

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.

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](#).

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 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 ACCOMMODATIONS (May be subject to change.)

Students are not permitted on campus when they have a positive COVID-19 test, exposure or symptoms. If you are not permitted on campus, you should contact the Center for Accommodations and Support Services (CASS) to discuss accommodations for course work and activities.

Students who are considered high risk according to CDC guidelines and/or those who live with individuals who are considered high risk should contact the Center for Accommodations and Support Services (CASS) to discuss accommodations for course work and activities.

COVID-19 PRECAUTIONS (May be subject to change.)

Under no circumstances should anyone come to campus when feeling ill or exhibiting any of the known COVID-19 symptoms.

It is suggested that students wear face coverings when in common areas of campus or when others are present.

Course Resources: Where you can go for assistance.

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: May 28, 2021