Course Information
Graphic Design 1: Computer Graphics
ARTG 2306, CRN 11751, Section 001 FALL 2022
Class Hours: 1:30 pm - 4:20 pm, MW, Room LART 411

Instructor Contact Information
Instructor: Nabil Gonzalez
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Office: A261 Fox Fine Art Bldg.
Office Hours: Mon/Wed 11:30 am - 12:30 pm, Tue/Thur 12:00 pm - 1:00 pm (Best by appointment)

Instructor Information
Nabil Gonzalez is your instructor for this course. She holds an Associate of Arts degree from El Paso Community College, a double BFA degree in Graphic Design and Printmaking from the University of Texas at El Paso and an MFA degree in Printmaking from the Rhode Island School of Design. As a studio artist, Nabil's work has been focused on social and political views affecting the borderland as well as the exploration of identity, repetition and erasure. Her work has been shown throughout the United State, Mexico, Colombia and China. Her artist books and prints are included in museum collections in the United States.

Course Description
Graphic Design 1: Computer Graphics is an introduction to graphics, illustration, and page layout software on Macintosh computers. Students scan, generate, import, process, and combine images and text in black and white and in color. Industry standard desktop publishing software and imaging programs are used. The essential applications taught in this course are: Adobe Illustrator, Adobe Photoshop and Adobe InDesign.

Course Prerequisite Information
Course prerequisites include ARTF 1301, ARTF 1302, and ARTF 1304 each with a grade of "C" or better. 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 Foundational 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.

COVID-19
This is a face to face course that requires student's use of the studio's working space. In order to assure the safety of all please practice safe social distancing as much as possible and be respectful of others. The following guidelines will be followed by all students during class time. Failure to follow these rules will result in your removal from the class for the day. If these problems continue the student in question may be removed from the course.

• Students are encouraged to wear a face mask but know it is **not mandatory**.
• Practice safe distancing when possible, respect others working space.
• Students are highly encouraged to not share any materials. Always make sure you have all necessary materials with you.

• Students must be aware of the possible forced changes that are out of UTEP control and accept the syllabus as contract to that fact. The structure of this course may change at any time if mandated by the city of El Paso and UTEP.

In the event the face-2-face instruction/open-campus is delayed or re-enacted I will continue online through Blackboard, and email. Class projects will change to better suit at home learning.

COVID-19 Precautions

Please **stay home** if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodations. 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 Student Health Center is equipped to provide COVID-19 testing.

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. If you still need the vaccine, it is widely available in the El Paso area. For more information about the current rates, testing, and vaccinations, please visit epstrong.org.

Course Objectives
- Practical and real-world introductory experience using Illustrator, Photoshop, and InDesign.
- Development of improved visual communication skills as they relate to digital image making and graphic design.

Course Outcomes
- Experience and fundamental competency using Illustrator, Photoshop, and InDesign.

Required Course Materials
Sketch book
Thumb drive
Pencils
Eraser
Ruler

Required Software
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign

Note: Access to the required software is available in the classroom lab and various campus labs (Library 3rd floor computer lab and Fox Fine Arts building 3rd floor Graphic Design lab during open lab hours). Free trial downloads are available for all required Adobe applications from http://www.adobe.com/downloads . You will need to create an Adobe ID. There is no cost involved. **NOTICE:** when using Adobe software in different labs across campus may result in unexpected results. Be sure that you are using the same version of Adobe CC that is installed in the computer lab LART 411.

If you want to purchase the software, student plans are available. Go to https://creative.adobe.com/plans and click on the "Students and Teachers" tab.

Grading Criteria

Graphic Design 1: Computer Graphics is designed around three modules.
- Illustrator
- Photoshop
- InDesign

Specific grades are applied as follow:
- The Illustrator module exercises and assignments
- The Photoshop module exercises and assignments
- The InDesign module exercises and assignments
- In some cases work for one assignment will be required for completion of an other.
- Attendance and performance as related to the Task/Program

No assignment will be accepted after the assigned due date and time, with the exception of a documented serious personal illness or death in the immediate family. All assignments are submitted digitally via Blackboard, **no assignment will be accepted via regular email**. Students are required to verify that their submission has been uploaded correctly and will display accurately for evaluation purposes. **While working on the computer students are encouraged to save all work early and often.** Students are responsible for keeping a back up copy of all work files, separate from saving files on a single computer. Any work "lost" due to lack of organization or any failure to save and back up files must be recreated by the student for delivery at the assigned due date and time (this includes the final project).

Evaluation Standards: Critical Thinking and Problem Solving
- Students will use critical thinking skills to research and identify essential assignments, related instruction (online books and videos), manage assignment development, and exhaustively work to solve problems they may encounter in advance of requesting instructors help.
- 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 demonstrate a resistance for premature assignment resolution and strive to resolve assignments via repeated attempts to rework and improve upon solutions.
- Students must learn to pay attention to the little details. Design is all about consistency and details!

Skilled Use of Software Technology

Students will demonstrate the ability to skillfully select and use essential tools and processes of each software application effectively and productively.

Design
- 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.
- Students will demonstrate an understanding of tools learned and apply them to design.

- Students will also demonstrate an understanding of programs and how each relate to design.

Course Policies
- Students are permitted **3 absences** during the semester without penalty. <u>Information missed during an absence is the sole responsibility of the student.</u> **Students with more than 3 absences should consider dropping the course and retaking it at a time when the student can commit the proper attention to the course.**
- Excused absences are defined as documented serious illness, death in the immediate family, or University sanctioned events with prior approval.
- ***<u>Each additional unexcused absence after 3 will result in the final course grade being lowered a full letter grade. After 5 unexcused absences you should drop the course.</u>***
- Late to class (ARRIVING AFTER THE ROLL IS TAKEN) constitutes one half of an absence. That is, 2 tardys = 1 unexcused absence.
- Coming to class unprepared (not having the required materials) or attending class and not working is regarded and recorded as absent.
- Coming to class late and returning late from a break will be recorded as a half absences. **2 half absences constitute 1 full absence.** Leaving class early without permission is regarded as a full absence.
- **NO TEXTING!** If student is found violating this policy a verbal warning will be given at first, if found violating policy a second time a half absence will be recorded for the day.
- **Please turn off your cell phones before entering class.** If, because of an emergency situation, you must have your phone on, inform the instructor, put the phone on silent mode and exit if needed.
- **If a student's cell phone rings during class , a half absence will be recorded for the day.** (Again if you anticipate a phone call relative to an emergency, bring this to my attention at the star of class.)
- Music is not allowed during any instruction, lecture, or during critique. Students may listen to music at a low volume with headphones during any other class time as long as it does not disturb other students. **NO NETFLIX, HULU, SOCIAL MEDIA (FACEBOOK, INSTAGRAM, SNAPCHAT, TIKTOK) AND NO YOUTUBE.** If you wish to listen to music please use a music app that does not require your attention. If student is found violating this policy a verbal warning will be given at first, if found violating policy a second time a half absence will be recorded for the day.
- **NO PERSONAL WEB BROWSING OR PRINTING!!!!**

Grading consequences for poor participation and performance not specifically related to the evaluation of assignments will be applied at the discretion of the instructor.

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 Average
Represents effort and performance beyond expectations.
C 70-79.99 Average
Represents adequate work that fulfills requirements and expectations.
D 60-69.99 Bellow Average

Represents less than average performance and is considered underachieved. Credit given.
F Below 60 Unacceptable Performance
No credit given.

Course Calendar: A detailed assignment and class calendar will be distributed the first day of class.

Time Management
The rule of thumb for time planning for a course is approximately three (3) hours for every credit hour taken. This is a standard figure recommended across the board by American universities. For a 3 credit studio course, you should expect to spend 6 hours of class time + 9 hours of study and prep time = 15 hours per week.

Students are encouraged to communicate with each other in the classroom and outside. Do not isolate yourself. Furthermore, if at any time during the course of the semester you find yourself lost or falling behind please contact me immediately using my UTEP email.

COVID-19 Accommodations
Students who report a positive COVID test, exposure or symptoms will not be allowed on campus and may need accommodations. If this occurs, you should **contact your instructor as soon as possible so necessary accommodations can be made**. If necessary please contact the Dean of Students' Office and the Center for Accommodation and Support Services (CASS), to help provide reasonable accommodations.

Incompletes, Withdrawals, Pass/Fail
Incompletes or "I" grades will be considered for students completing satisfactory or better work and having serious legitimate situations beyond their control requiring additional time to complete the course requirements. All "I" grades are at the discretion of the instructor and the approval of the Departmental Chair.
Students hold the **full responsibility for withdrawing from this course** if that procedure is elected. Withdrawals must be **completed on or before the final drop date** to drop a course with a W. Students missing this deadline will be issued a grade for their performance in the course.

This is a grade-based course and is not available for audit or pass/fail options.

Plagiarism/Academic Dishonesty Statement
Cheating/Plagiarism: Cheating is unethical and not acceptable. Plagiarism is using imagery, information or original wording without giving credit to the source of that imagery, information or wording: is also not acceptable. Do not submit work under your name that you did not do yourself. You may not submit work for this class that you did for an other class. If you are found cheating or plagiarizing, you will be subject to disciplinary action, per UTEP catalog policy. Refer to http://www.utep.edu/dos/acadintg.htm for further information.

Accommodations Policy
I will make any reasonable accommodations for students with limitations due to disabilities, including learning disabilities. Please contact me in the first week of class to discuss any special needs you might have. If you have a documented disability and require specific accommodations, you will need to contact

the Center for Accommodations and Support Services (CASS) Office in the East Union Bldg., Room 106 with in the first two week of classes. Center for Accommodations and Support Services (CASS) Office can also be reached in the following ways:

- Web: https://www.utep.edu/student-affairs/cass/
- Phone: (915)747-5148 voice or TTY
- Fax: (915)747-8712
- E-mail: cass@utep.edu

In case of an emergency call the Campus Police at 747-5611 or dial 911