Course Information
Graphic Design 1: Computer Graphics
ARTG 2306, CRN 10954, Section 003 FALL 2023
Class Hours: 100% Online

Instructor Contact Information
Instructor: Nabil Gonzalez
E-mail: nggonzalez@utep.edu
Office: A261 Fox Fine Art Bldg.
Office Hours: Mon/Wed 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.

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 this time.
<u>Recommendation</u>
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 immediately when you need it.

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 Software

- Adobe Photoshop
- Adobe Illustrator
- Adobe 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 regarding the Creative Cloud All Apps Student License.

If you have not received this email, 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 2023 software versions of the Adobe Creative Cloud.

Course Delivery

All assignments are available via a folder link on the Blackboard home page. Please be sure to keep track of due dates and times for all assignments.

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.

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 the Spring Session begins.
Liberal Arts Center for Technology (LACIT)
https://www.utep.edu/liberalarts/lacit/
Liberal Arts Room 405
Confirm availability and hours after the Spring Session begins.
Cyber Café
https://www.utep.edu/technologysupport/CyberCafe.html
Union East Room 204
Confirm availability and hours after the Spring Session begins.

LinkedIn Learning
Course instruction will be delivered in video format. Required videos will be provided by LinkedIn Learning. User accounts have been setup for all students to access LinkedIn Learning. If you have problems accessing the content, contact the Help Desk at 747-HELP
The LinkedIn Learning content is only available in the Blackboard Course. See the Blackboard course homepage inside the "LinkedIn Learning Videos" folder for access. If required, login with your UTEP email and password. There are three video titles.

1. Illustrator 2023 Essential Training
2. Photoshop 2023 Essential Training
3. InDesign 2023 Essential Training

NOTE: Students are required to watch all videos in each video title. Your certificate of completion will be submitted as an assignments for a grade. Details provided in the Blackboard Course.

Assignment Feedback 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 email message to me (nggonzalez@utep.edu) . Please allow ample time for feedback, do not ask for feedback a few hours before the assignment is due. Due it at least a day in advance.

3. If you do not send the email message, I will not know that you have submitted your work and are requesting a review.
4. Do not attach the assignment file to the email message. I can only review work that has been submitted via the assignment page in Blackboard.
5. I will respond via email with my comments in a timely fashion.

Keep in mind, that assignment reviews (see above) provide important one-on-one feedback, beyond comments typically included with a grade. Up to three submissions are permitted for all assignments. A second submission, with corrections based on the first review, supplements the learning experience. Students are encouraged to request reviews.

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 a day after the due date and time and before 5:00 pm, will have 50% deducted from the final grade. Any late submission after 5:00 pm will not be accepted.

No assignment will be accepted under any other circumstance.

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. Be certain to include a statement of the submission issue.

Grading Criteria

Graphic Design 1: Computer Graphics is designed around three modules and two tests.

- Illustrator
- Photoshop
- InDesign
- Final Project

Specific grades are applied as follow:

- 7 Illustrator assignments
- 5 Photoshop assignments
- 3 InDesign module assignments
- 1 Final Project
- In some cases work for one assignment will be required for completion of an other.
- Attendance and performance as related to the Task/Program

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 detail!

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.

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 Communication
I am here to help you! If you find yourself falling behind at any time, or need assistance, contact me immediately via a UTEP Email Message.
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. Make use of the following: If possible come to my office during office hours, ask to set up a Zoom meeting during office hours or communicate via UTEP email. I will make every attempt to respond to your message within 24-48 hours of receipt weekdays.

Course Calendar: A detailed assignment calendar will be provided.
Announcements: Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.

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

1. Engagement in the 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.

Other Details

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. Students can use their UTEP OneDrive account to store assignment files.
2. 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.
3. 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.
4. If at any time a student would like to discuss a grade on an individual assignment, they must send a statement via UTEP Email Message 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.
5. Make-up work will be given only in case of a documented emergency. 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.

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

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.

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.
This syllabus is subject to change with prior notice.