Course Name: *Two Dimensional Computer Design Syllabus*
Course Number: **ART169 (OL) Online**
Course Section(s): **Section # 0295**
Course Semester: **Spring 2005**

1. REQUIRED TEXTBOOK / MATERIALS / COMPUTER EQUIPMENT / ACCESS NEEDED:

    Text:

    Design Synectics: Stimulating Creativity in Design
    Author: Nicholas Roukes
    Publisher: Davis Publications
    ISBN: 87192-198-7

    Application Software:

    Student Choice; must be able to create digital images and export to a JPEG format.
    Instructor recommends Adobe Photoshop or Adobe Illustrator

    Additional Software:

    Web Browser (Internet Explorer preferred)

    Additional Instructions:

    o   **You are responsible for all the information presented in this syllabus. It is expected that you have read all the information.** If you have questions regarding the syllabus or need clarification, please send me an email.
    o   Spend time reviewing your Syllabus, Textbook and the **WebCT** classroom.
    o   All email communications will occur inside the **WebCT** classroom by using its email function.
    o   You **WILL NOT** be able to complete this course by using an older version of the software.
    o   You may perform your coursework anywhere that you have access to a computer, the required application software and an Internet connection. **EXCEPTIONS WILL NOT BE MADE** for students who choose to take the online class and bypass the online requirements set forth in this syllabus.
    o   All information for this course is contained in **WebCT** and all assignments, labs, discussion questions and the final project must be submitted via this medium.

2. TO CONTACT YOUR INSTRUCTOR:

    Instructor: Sara Beakley-Mercill
    Phone: (602) 690-0196
                    This is my personal cell phone. When leaving a message, please leave a message with the best time and a number to reach you at.
    Email: sara.beakley@sccmail.maricopa.edu
    Office: I am an adjunct faculty so I do not have an office on campus

    The best way to contact me is via email. I will check email on a daily basis and **respond to you within 24 to 48 hours**. If you do not hear from me or have a need to speak in person, feel free to call my cell

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phone number listed above. Please speak clearly, state your name, state which class you are taking, what your question is and a number to reach you at.

3. ## COURSE DESCRIPTION:

Generation of electronic two-dimensional images and traditional methods of visual problem solving. Understanding of computer techniques and art presentation methods.

Prerequisites or Corequisites: ART 100 or permission of instructor.

Note ➔ *It would be most helpful to have had a basic design course in your background and the ART100 course that introduces you to the computer and some art software.*

> ### This is not a software course; it is a design course using graphics software of your choice and availability on your computer.

In addition, I strongly recommend that you…
- o *Are comfortable working in a computer environment*
- o *Are comfortable opening, closing and saving files*
- o *Are comfortable using the Internet to find information*

Although the aforementioned suggestions are not a requirement to take this class, I have found that those students lacking in these skill have a hard time keeping up with the rest of the class.

Remember, online learning is not for everyone. Although it is a convenient way to take classes, there is a lot of maintenance on the student's part to succeed. If you would like to know more about online learning at Phoenix College, visit the following link: http://www.pc.maricopa.edu/courses/index.html

4. ## COURSE OBJECTIVES:

Upon completion of this course, you should be able to:
- Define terms related to computer design and concepts
- Work with traditional design methods to develop 2D concepts
- Design two-dimensional images through use of electronic image generation
- Apply compositional principles using digital application
- Present art portfolio ready for critique and evaluation

5. ## COURSE FORMAT:

This **IS** an **online** course where <u>you **ARE** required to submit assignments by their published due date and to participate in class discussions</u>. Additionally, you must **finish by the published end date**.

I am online 24 hours a day and I check the online classroom for homework submissions, discussion question postings, questions and email a minimum of one time per day; however I usually check it more frequently. My standard response time for anything is 24 to 48 hours. I encourage you to use the **Q&A Discussion Area** or **email** as your primary form of communication; however I have provided my cell phone if you need to talk in person (see Contact Information section).

The course is separated into **Modules**. Modules contain the work that you are required to complete. Modules may span several weeks so be sure to review the **Due Date** column in the Assignments section of the syllabus carefully.

The textbook is absolutely necessary to the success of this course! The text serves as a guide for you to work through the studio experiences. It was written for students using traditional media and so, at times, must be translated from the tools and materials discussed to those used in your computer software. **Trust that you can do this.**

Read the introduction to the text very carefully. Many people skip this. Don't. This section is full of new terms and concepts. You will very rapidly discover that this author loves large and interesting words. Don't panic. It's a good opportunity to really enrich your art vocabulary and, once thought through, the words are just variations of concepts you should already be familiar with in a different aspect of your previous art learning. All of these concepts and competencies will be fully defined, described and applied throughout the book.

The basic premise presented by the author is that it is necessary to utilize both sides of our brains to create successful designs. The left, or cognitive, side refers to our sense of reason and order or our "design" sense. The right side of the brain, or subjective side, refers to our sense of fantasy and invention or our "synectics" sense.

Studio experiences are presented to exercise your full design potential using both sides of your brain.

You may perform your coursework anywhere that you have access to a computer with a graphics software package of your choice. The instructor recommends Adobe Photoshop and/or Adobe Illustrator; however; all assignments should be saved in JPEG file format.

Students enrolled in an online class are expected to complete the work off campus in an asynchronous manner.

If online students want to use the on campus labs, they **must register for the NC500 class** in order to gain access to the labs. This is a zero credit lab class. Refer to the campus schedule for further information.

> **If you don't have a computer or don't want to buy the software, you need to consider taking an on-campus ART169 course where you can use the school's machines and software.**

Exceptions WILL NOT be made for students who choose not to register for this class and do not have access to a computer off campus.

6. <u>COURSE REQUIREMENTS</u>

   - This course is organized **into seven (7) modules**. Each module will contain reading and exercises. Some modules will contain discussion questions and quizzes in addition to the reading and exercises. Modules may contain a mixture of the following elements:

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- o **Lectures** for download in a PDF format.
- o **Required Reading** from <u>Design Synectics: Stimulating Creativity in Design.</u>
- o **Homework Assignments**. A description of the homework assignment, and its point value, will be provided on the Module page along with a link to download the assignment in a PDF format.
- o **Discussion Questions.** A description of the discussion question and its point value.
- o **Quizzes**. The point value will be provided.
- o **Final Exam**.
- There **are five (5) chapters** in the book. Some chapters are spread across multiple modules.
- There will be a quiz covering the concepts learned in each chapter for a total of **five (5) quizzes.**
- There is **one (1) comprehensive final exam**. <u>You must take the final exam to complete this course</u>, failure to do so will result in a failing (F) grade for the course.
- It is recommended that you keep a sketchbook handy when reading the chapters to illustrate concepts presented.
- **You are not to copy the works you see in the text or posted examples the instructor provides on the website.** You are to create your own "variation" on a theme of your choice, using the concepts as they are presented.

7. <u>SUBMITTING ELECTRONIC ASSIGNMENTS</u>

Follow these steps when submitting chapter exercises. Failure to do so may result in a penalized grade:

- It is recommended that you create a directory on your disk or hard drive for each chapter and save the exercises in the appropriate subdirectory. You eventually will want to use some of this work as portfolio pieces and being able to locate it quickly and efficiently will help you later on.
- Save the exercise using the following naming convention: *ch#_exercise#.file extension* (i.e.: **ch1_1.jpg** or **ch5-12.jpg**). **DO NOT USE SPACES** in your naming conventions use an underscore (_) or a dash (-).
- Save the exercise in the native or proprietary file format (i.e.: a *.psd* file format for a Photoshop image or an *.ai* file format for an Illustrator image). By keeping the original image in its native file format, you can go back and improve upon it if you want to use it as a portfolio piece.
- **Export the saved image as a .jpg file format** and use the proper naming convention.
    - o **SPECIAL NOTE**: <u>Just typing the letters .jpg will NOT format that file to actually BE a .jpg file.</u> You must select the format option in either a **file>save** or **file>export** routine. If you don't know how to do this, check your software manual or online help routine for the software you are using.
- Attach the file to an email in WebCT. **Please use the mail feature that comes with WebCT, it will be easier to manage your grading.** You may attach multiple exercises to one email, but please do not mix chapters.
- Be sure to include an appropriate subject line in your email (i.e.: ART169 Chapter 1 exercises)

Keep a journal of your learning; record ideas that appeal to you for use in your own work later on. Check this out when you have a chance:

http://www.pc.maricopa.edu/departments/art/arttips.html#artjournal

Keep a disk portfolio for your future and, if you have a printer, keep printed examples of the works you create. I personally use ring binders with archival plastic slip holders. I put images in these slips and have

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notes on them as to how I can find the original files in my archives. Getting organized early in your career is an excellent idea. Developing journal and archival information as you go along will prove to be an excellent self-discipline and future resource!

Please refer to the **"Due Date**" column in the **Recommended Timeline** section below so that you can plan your time efficiently. Also, because the most successful online students keep up with their course work regularly, it is required that you submit your assignments by their published due date. While you should expect to do your best work on each new exercise, you do not want to belabor each exercise. In all, you will complete 45 required exercises (that averages fewer than 6 exercises a week for each of the 8 weeks). If we were meeting in a classroom for ten hours a week, that would permit more than an hour per exercise (allowing for some reading and reflection time), **if you actually work one hour per exercise that would be a fair investment of your time**. You may vary this and find some of these exercises to be ten minute accomplishments while some others may take more than an hour to work through.

Academic Honesty and Conduct

Duplicate assignments will not be accepted. If two or more assignments look suspiciously similar, all will receive a grade of 0 and all involved will be subject to the college's policies on cheating and plagiarism.

8. SUBMITTING LATE ASSIGNMENTS

The following penalties will apply to late assignments:
- **Late Assignments will be penalized - minus 20%** (no assignment accepted greater than 1 week after the due date and no assignment accepted after the last day of class).
- Participation in regular class discussions is required and postings will **NOT** be accepted for credit after their due date.
- You may **NOT** receive extra credit on homework assignments that are submitted past the due date.

If an emergency arises and you need an extension for a due date, **it is best to contact me as soon a possible so I may work with you**. It is important that I know that you are committed to completing the course.

Communication with me is the key to your success in this course. I cannot help you if I do not hear from you.

9. <u>WITHDRAWAL PROCESS:</u>

IMPORTANT: You must contact me (via email) or submit an assignment within 2 weeks after your start date. If you do not comply with one of the previous options, you will receive either a Withdrawal "W" or an "F" in the course (without refund).

If you start the class and than decide it is not what you expected you must do one of the following:
- Go to campus and drop the course if it is still in the drop/add period
- Go to campus and withdraw from the course
- Email me and request a withdrawal

If you start work in the class and do not finish, you will receive a failing grade unless you have completed one of the aforementioned options.

10. <u>TESTING and QUIZZES</u>

There are **five (5) Module Quizzes** that are to be taken through WebCT. Each quiz is available for one week only. <u>Quizzes cannot be taken after the scheduled due date</u> so plan carefully. Each quiz may consist of a mixture of multiple choice, true/false, short answer, and multiple answer questions. Each quiz is timed at 60 minutes and you only have one try to complete the quiz. If you close the quiz window your grade will be reported as a zero (0). **All quizzes are open book and open notes.**

You must take the Final Exam for this course, it is required. If you do not take the Final Exam you will receive a Failing grade (F) for this course.

- <u>**The Final Exam is Open Book and Open Notes**</u>
- The exam should take between 30 and 60 minutes
- Your final will be retained by the college.

11. <u>EXTRA CREDIT</u>

- Extra credit may be given out at the discretion of the instructor.
- You may not receive extra credit if the original assignment is not handed in.
- You may not receive extra credit on homework assignments that are submitted past the due date.

12. <u>DISCUSSION QUESTIONS AND PARTICIPATION</u>:

Because you have chosen to attend this course in an online environment, you must be motivated, self-disciplined and you are required to participate in regular online discussions. There will be **five (5) Discussion Questions (DQ)** posted throughout the semester.

The purpose of these discussions is to help each other out and to build a peer support group that you can utilize now and in the future. From experience, I truly believe that you never learn a topic better than when you impart your knowledge about the topic with someone else.

Participation in this course is **required** and **will affect your grade**. Students are required to participate meaningfully, substantially and in a relevant manner in **two ways** by every discussion due date. **You should post your own response to the topic and then a response to at least two (2) other students'**

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posting each week. Each student should respond to the original discussion topic and should read the discussion threads to respond and pose other questions to students in the class. Obviously the more you participate equates to how much you gain from the discussions.

Meaningful, substantial and relevant participation is at the discretion of the instructor and is defined as follows:

- Participate in the discussion topics or questions regularly and by their due date. Discussion questions are given one week for completion. Those students who choose to wait until the due date to participate miss the opportunity to build relationships and gain from the experience of thoughtful and meaningful discussions that occur over time; rather they only read a "moment in time" defeating the purpose of a "discussion".

- Use proper grammar and spell check. Try to avoid the use of shorthand or slang in your postings as not all of your peers are familiar with Internet slang. If you choose to use slang, please define the slang terms so that everyone understands what you are communicating.

- Provide thoughtful, comprehensive responses to all parts of the topic with explanations and rationale to back them up. Don't just post "I agree" or "That is a good point". You will not receive full participation credit without providing a rational to your post.

- Respond to other student questions or comments. Responses to the instructor only **will not** result in participation points.

- If you have a question, whether related to the class or not, please use the **Q&A Discussion Area** to post them. I check this daily. I encourage you to use this first before e-mailing me with a question. *(This is because I will check the discussion boards regularly and can answer your questions there for everyone's benefit).*

Grading breakdown for discussion questions:

5 points for answering the posted question
2.5 points for each substantial response to another student's posting for a maximum of 5 points.

These required Discussion sections do count as assignment grades.

13. <u>GRADING SCALE:</u>

There are **600 points possible** for this course. Grading will be based on points earned, according to the following scale:

A = 90 – 100 %　　　　540 - 600 pts.
B = 80 - 89 %　　　　　480 - 539 pts.
C = 70 - 79 %　　　　　420 - 479 pts.
D = 60 - 69 %　　　　　360 - 419 pts.

You will receive an **F** if you accumulate fewer than **360 points OR** you **do not take the final OR** if you fail to complete the course by your end date without an extension or withdrawal.

Point Allocation Breakdown:

Item	Quantity	Point Value	Total Points
Exercises	45	10	450
Discussion Questions	5	10	50
Quizzes	5	10	50
Final Exam	1	50	50
Total			**600**

14. <u>BACKING UP YOUR FILE(S):</u>

I strongly recommend that you back up all of your files and disks on a regular basis. If you encounter a problem during the semester with corrupt files, **it is your responsibility to communicate** this to me as soon as possible. I cannot work with you if you do not let me know what is going on.

15. <u>DISABILITY AND SUPPORT SERVICES</u>

Location: Learning Center Building
Telephone: (602) 285-7477 V/TDD

The Disability Support Services (DSS) Office coordinates services which will ensure equal access to college programs for students with disabilities. Services include interpreting for the deaf/hard of hearing, note taking, reading, scribing, adaptive technology, testing accommodations, alternative text formatting, and special seating arrangements. Some classroom accommodations such as interpreting services, audio taped texts and handouts, enlarged print and brailed materials require preparation time. For this reason, students with disabilities are encouraged to contact the DSS Office prior to registration and provide us with the necessary documentation. All disability-related information provided to DSS remains confidential.

16. <u>RECOMMENDED TIMELINE FOR COMPLETING ASSIGNMENTS</u>
All assignments must be submitted to the instructor as attachments to an email **via WebCT's email feature**. See the **Submitting Electronic Assignments** above.

Note: No late work will be accepted after the last day of class!

ASSIGNMENT	POINT VALUE	TIMELINE	DUE DATES
START DATE			1/15/05
Module 1			
Read Introduction (p. 11-27)		Week 1 & Week 2	1/30/05
Read Chapter 1 (p. 30-49)			
Complete Exercises: 1-1, 1-2, 1-3, 1-4, 1-5, 1-6	60		
Post to Discussion Question 1	10		
Module 2			
Read remainder of Chapter 1 (p. 50-67)		Week 3 & Week 4	2/13/05
Complete Exercises: 1-9, 1-11, 1-12, 1-20	40		
Read Chapter 2 (p. 70-80)			
Complete Exercises: 2-1, 2-2, 2-3	30		

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Quiz 1	10		
Module 3			
Read remainder of Chapter 2 (p. 81-99)		Week 5 & Week 6	2/27/05
Complete Exercises: 2-5, 2-6, 2-12, 2-13, 2-16, 2-19	60		
Post to Discussion Question 2	10		
Quiz 2	10		
Module 4			
Read Chapter 3 (p. 102-128)		Week 7 & Week 8 & Week 9	3/13/05 *[Spring Break is Week 9 3/14 to 3/20]*
Complete Exercises: 3-1, 3-2, 3-4, 3-5, 3-17, 3-22	60		
Quiz 3	10		
Module 5			
Read Chapter 4 (p. 148-169)		Week 10 & Week 11	4/3/05
Complete Exercises: 4-1, 4-2, 4-5, 4-6, 4-9, 4-10, 4-12	70		
Post to Discussion Question 3	10		
Module 6			
Read remainder of Chapter 4 (p. 170-182)		Week 12 & Week 13	4/17/05
Complete Exercises: 4-14, 4-18, 4-22	30		
Read Chapter 5 (p. 184-201)			
Complete Exercises: 5-1, 5-2, 5-3, 5-4, 5-6	50		
Quiz 4	10		
Module 7			
Read remainder of Chapter 5 (p. 202-218)		Week 14 & Week 15	5/1/05
Complete Exercises: 5-9, 5-10, 5-13, 5-18, 5-19	50		
Post to Discussion Question 4	10		
Quiz 5	10		
Module 8			
Final Exam	50		
Post to Discussion Question 5	10	Week 16 & Week 17	5/13/05 [Note: This is a Friday]
Total Points Available	600		
END DATE			5/13/05

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