Course Name: *Computer Graphic Photographic Imaging Syllabus*
Course Number: **ART177 (OL) Online**
Course Section(s): **Section # 0303**
Course Semester: **Fall 2004**

1. <u>REQUIRED TEXTBOOK / MATERIALS / COMPUTER EQUIPMENT / ACCESS NEEDED</u>:

   Text:

   <u>Adobe Photoshop CS: Classroom in a Book</u>
   Publisher: Adobe Press
   ISBN: 032119375X
   www.adobepress.com

   Application Software:

   Adobe Photoshop CS

   Additional Software:

   Web Browser (Internet Explorer preferred)

   Note → Students may use ether a PC or a MAC. Be aware that the book was written from a MAC viewpoint and although the software interfaces are slightly different, you should not have trouble following along.

   Additional Instructions:
   - **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.
   - Spend time reviewing your Syllabus, Textbook and the **WebCT** classroom.
   - All email communications will occur inside the **WebCT** classroom by using its email function.
   - You **WILL NOT** be able to complete this course by using an older version of the software.
   - 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.
   - 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. <u>TO CONTACT YOUR INSTRUCTOR:</u>

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

This syllabus is subject to change at the discretion of the instructor.

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 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. <u>COURSE DESCRIPTION:</u>

Introduction to the multiple elements of microcomputer-photographic imaging. Basic foundation in the use of the photographic manipulation of images using software programs. Special attention to aesthetic foundations underlying photographic composition.

Prerequisites or Corequisites: **ART100 or permission of instructor.**

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. <u>COURSE OBJECTIVES:</u>

Upon completion of this course, you should be able to:
- Describe the basic operational system of photo imaging software.
- Describe the general characteristics of computer-image alteration fundamentals.
- Use various imaging properties of software to accomplish texture smoothing and scaling, as well as shading and tonal manipulation techniques to alter photographic images electronically.
- Edit graphics and textural information received from external sources through various mediums (hardware).
- Execute finished photographic images via hard copy from an appropriate printer.
- Describe presentation formats.

5. <u>COURSE FORMAT:</u>

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**.

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

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 o 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).

Modules may contain a mixture of the following elements:
- **Lectures** in Microsoft Power Point format for download. If you do not have access to Power Point that is OK, you may download a slide show version for viewing instead.
- **Required Reading** from Adobe Photoshop CS: Classroom in a Book.
- **Labs.** A description of the tutorial based lab, and its point value, will be provided on the Module page along with a link to download the lab in a Microsoft Word document format.
- **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 Microsoft Word document format.
- **Discussion Questions.** A description of the discussion question and its point value.
- **Final Project**. A description of the final project, and its point value will be provided on the Module page along with a link to download the final project in a Microsoft Word document format.

The textbook is absolutely necessary to the success of this course! The textbook is to be read while sitting at the computer. Students are to read and practice the tutorials at the same time. It is expected that the student will have completed the hands on tutorials in each chapter before attempting the homework assignments for the course.

The Adobe programs can be purchased from your school's bookstore, from web sites such as www.journeyed.com, www.amazon.com, and can even be found at local discount club warehouses. You will not be able to use trial versions of this software downloaded from Adobe's website because any images you manipulate cannot be saved. **You will not be able to use trial versions of this software downloaded from Adobe's website because any images you manipulate cannot be saved.**

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Notice about the CD that comes with the book!

The CD that comes with Adobe Photoshop CS Classroom in a Book **DOES NOT include a copy of the software**. The CD only contains the project files that are needed to complete the tutorials in each chapters/lessons. More information regarding the CD can be found on page 3 of the book.

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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.

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.

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> **If you don't have a computer or don't want to buy the program, you need to consider taking an on-campus ART177 course where you can use the school's machines and software.**

6. <u>COURSE REQUIREMENTS</u>

- This course is organized into **eight (8) modules**. Each module may contain a mixture of reading, discussion questions, labs, homework projects and quizzes.
- There are a total of **five (5) discussion questions**
- There are total of **three (3) labs**
- There are a total of **six (6) homework assignments**
- There is **one (1) final project**

Note: the difference between a lab and a homework assignment is that the labs are tutorial based projects for fewer points. Labs will build upon the concepts and tutorials covered in the book.

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

Follow these steps when submitting homework projects. 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 module and save the work 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 naming conventions provided in each module.
- Save your digital artwork in the native or proprietary file format (i.e.: a *.psd* file format for a Photoshop 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.
- 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.**
- Be sure to include an appropriate subject line in your email (i.e.: ART177 HW#1 Orientation Assignment)

All course work *(including the Final Project)* **must be completed by the published end date**. Please refer to the **Due Date** column in the Assignments chart 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.

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. <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).

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9. <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.

10. <u>SUBMITTING LATE ASSIGNMENTS</u>

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.

11. <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. I will post each question at the beginning of the week it will occur in.

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' 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".

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- 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.

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

Each student will receive an **individualized grade breakdown sheet** for each graded homework assignment or project. I will send this to you, via Blackboard's Assignment Manage, each time I grade your work. It is created in Microsoft Excel. If you are unable to access the file please let me know and I can send it to you in PDF format. Do not hesitate to let me know if you do not understand something or need clarification.

There are **430 points possible** for this course. Grading will be based on points earned, according to the following scale:

A = 90 – 100 %   387 – 430 pts.
B = 80 - 89 %   344 – 386 pts.
C = 70 - 79 %   301 – 343 pts.
D = 60 - 69 %   258 – 300 pts.

You will receive an **F** if you accumulate fewer than **258 points OR** if you fail to complete the course by your end date without an extension or withdrawal.

13. <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.

14. <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.

15. <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			8/23/04
Module 1			
Review WebCT Website			
Review Syllabus		Week 1	8/29/04
Homework #1: Orientation Email	20		
Post to Discussion Question 1	10		
Module 2			
Lecture 1: Terminology Review		Week 2 & Week 3	9/12/04
Homework #2: Essay Response	10		
Module 3			
Reading in *Adobe Photoshop CS Classroom in a Book* Getting Started (p. 1-6) Lesson 1: Getting to Know the Work Area (p. 9-46) Lesson 2: Using the File Browser (p. 49-90)		Week 4 & Week 5	9/26/04
Homework #3: Article Review	25		
Post to Discussion Question 2	10		
Module 4			
Reading in *Adobe Photoshop CS Classroom in a Book* Lesson 4: Working with Selections (p. 120-142)		Week 6 & Week 7	10/10/04
Lecture 2: Selections, Layers and Colorization			
Lab #1: Selections in Photoshop	25		
Module 5			
Reading in *Adobe Photoshop CS Classroom in a Book* Lesson 5: Layer Basics (p. 146-183)		Week 8 &	10/24/04

Last Updated: 8/22/2004

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Lesson 8: Painting and Editing (p. 245-277)		Week 9	
Homework #4: Colorization	50		
Post to Discussion Question 3	10		
Module 6			
Reading in *Adobe Photoshop CS Classroom in a Book* Lesson 3: Basic Photo Correction (p. 93-116) Lesson 7: Retouching and Repairing (p. 221-241)		Week 10 & Week 11 & Week 12	11/14/04
Lecture 3: Photo Correction and Restoration			
Lab #2: Color Correction	25		
Homework #5: Photo Restoration	50		
Post to Discussion Question 4	10		
Module 7			
Reading in *Adobe Photoshop CS Classroom in a Book* Lesson 6: Masks and Channels (p. 187-217) Lesson 11: Advanced Layer Techniques (p. 374-395) Lesson 12: Creating Special Effects (p. 399-431)		Week 13 & Week 14 & Week 15	12/5/04 midnight *[Thanksgiving Break 11/25 & 11/26]*
Lecture 4: Masks, Channels and More Layers			
Lab #3: Composting Tutorial	25		
Homework #6: Impossible Image	50		
Module 8			
Final Project	100	Week 16 & Week 17	12/17/04 *[Note: this is a Friday]*
Post to Discussion Question 5	10		
Total Points Available	430		
End Date			12/17/04

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