ARTC-1302-101C3-FA2024-Collins
Tuesday and Thursday 8 - 10:50AM
STEAM Bldg. #22, Room 145

INSTRUCTOR INFORMATION
Instructor: Robin Stone Collins
E-mail: rcollins8@com.edu
Phone 409-933-8943 *(please leave your message with the Fine Art Administrative Assistant she will contact me)*
409.938.1211 main college number
1.888.258.8859 toll free

OFFICE HOURS AND LOCATION:
Office Before and after class in the STEAM Building, Room 145.
Office Hours Tuesday and Thursday, 7:30 – 8:00 am and 2:00 - 2:30 pm and by appointment.

REQUIRED TEXTBOOK/MATERIALS:

Adobe Photoshop Classroom in a Book 2024 Release
by Andrew Faulkner & Conrad Chavez
ISBN 13: 978-0-13-8262525-2

Or

COURSE DESCRIPTION: Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions.

DETERMINATION OF COURSE GRADE/DETAILED GRADING FORMULA: An Advisory Committee of professionals who work within the Graphic Arts industry has determined goals for this course. This course is designed to introduce or build on the principles of illustration in a vector sportswear package Students will learn the fundamentals of an industry-standard vector application including workspace, menus, palettes, document setup, tools, navigation, and printing procedures. Students will complete all lessons and projects assigned by the instructor and design quality, professional-level printed pieces

REQUIRED SUPPLIES:
1. Sketch Pad
2. Camera for capturing images, a cell phone will work just fine
3. Access to a computer, internet, and software like MS Office and Adobe Creative Cloud Including Illustrator.
4. Flash Drive or External Hard Drive (at least 128GB)
5. X-Acto Knife/with Steel #11 blades
6. 3 - 11x14 Black mounting Boards
7. Metal Ruler (at least one side metal)
8. Dry Mount tissue / 8.5" X 11"
9. https://www.freestylephoto.com//332072-Drytac-Trimount-Dry-Mount-tissue-8.5x11-25-*New-Formula*?srsltid=AfmBOopvRnZuWnrkUtaNO6yQ4gz8nmA85QZxt_mcld4vUH_FCs5CpX4hL1U

STUDENT PERSONAL RESPONSIBILITIES:
1. Participate in course discussions and critiques, both in the classroom and online.
2. Purchase the Textbook and complete Chapter Projects.
3. Attend in-class lectures and complete the classroom exercises.
4. Complete all projects with quality and attention to detail.

DETERMINATION OF COURSE GRADE

Items	Points	% Of Grade
Exercises 1-5 at 10 Points Each	50	10
CIB 1-15 (3-15 points each chapter)	200	20
Project 1: Photo Edit / Restore	100	10
Project 2: Magazine Ad	150	15
Project 3: Event Postcard	150	15
Project 4: Artistic Collage	150	15
Class Participation / Attendance	200	15
Total:	**1000**	**100**

Please Note: grades and projects subject to change

All typos will represent -5 points.
Typos include misspelled words, superfluous words/letters, extra spaces, double returns, etc.

To give back to our community, and give students real-world client experiences, we may take on a "real community" project. This changes from semester to semester, but if the instructor

can work with a "real client" we will. Grading will be realigned to the outcomes of that project, and students will be made aware of changes via blackboard grade center and class discussion.

In the classroom as in business, the need may arise for students to go beyond the given instructions or directions. Therefore, additional resources will be helpful to the student. These may include additional LinkedIn learning videos, online videos, other textbooks, and help from classmates and instructors.

GRADING SCALE:
90 - 100%   **= A**
80 - 89%   **= B**
70 - 79%   **= C**
60 - 69%   **= D**
Any grade below 60 is an **F**

Projects will be graded using the following formula or variation communicated with project		
Subject Matter	Proper tone and atmosphere with regards to subject matter; clear communication of ideas; creativity in presentation; and engagement quality of subject matter.	20
Planning	Ideas properly conveyed in thumbnail sketches	20
Production	Evaluation of proper photo editing practices, effective layout design ability (if applicable), use of design principles. Evaluation of file organization.	20
Printing, Mounting, Presentation	Evaluation of trimming and mounting. Evaluation of verbal Communication of project ideas and inspirations in a presentation format.	20
Effort	Dedication, Effort, Commitment to refine project; Process, Strategy and Communication	20
		Total 100

SUCCESS TIPS Be Diligent: do not fall behind with **projects some cannot be done in a day**.

LATE WORK, MAKE-UP, AND EXTRA-CREDIT POLICY: There are **NO** makeups for this class. However, if a student has a legitimate excuse (death in the family, medical emergency, etc.) some deadlines can be extended. **These problems need to be communicated to the instructor as soon as possible.**

Late work will receive 10 points at the first class after the due date. Afterwards, a 0 will be given.

EXTRA-CREDIT WORK: is not typically given except what is in the book at the end of chapters. But if there is something extra a student wants to do please feel free to talk to me about such.

This course has a grade for class participation including attendance, ability to work with little assistance, participation in classroom discussion, and working as a peer proctor for other students.

ATTENDANCE POLICY: Roll will be taken each class period; 100% attendance is expected. More than 5 missed classes may result in a student being dropped from the course. The only exception to this rule is death within the immediate family or a note from the Doctor. The student is expected to be on time for every class. It is to the students' disadvantage to arrive late as they may miss essential demonstrations, lecture information, etc.

TARDINESS: The student is expected to be on time to every class. It is to the students disadvantage to arrive late as they may miss essential demonstrations, lecture information, etc.

COMMUNICATION WITH INSTRUCTOR: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

You are welcome to email me at rcollins8@com.edu. In the subject line or top of the email please include the course you are in. For example, ARTC 1303-101C3 Digital Imaging 1. I will respond as soon as I see your message (within 24 hours.) However, I will most likely not respond past 6 PM and on weekends. It is your responsibility to check your COM email, or announcements in D2L/Brightspace.

CELL PHONES: Students are expected to **work during class and not be on their cell phones** or sleeping during class time.

LINKEDIN LEARNING Use LinkedIn or other outside resources as necessary to better your understanding of course material.

CLASSROOM CONDUCT POLICY: College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook. http://www.com.edu/student-services/student-handbook..   Students are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

STUDENT LEARNING OUTCOMES

Upon successful completion of this course, students will:

1. Identify terminology, advantages and limitations of image editing software. Distinguish bit-mapped resolutions for image acquisitions and output devices, and specify appropriate file formats.
2. Use digital editing and painting tools; use basic half-tone theory in production of images, manipulate, create, and edit digital images for print.
3. Use digital editing and painting tools; manipulate, create, and edit digital images for web.

CORE OBJECTIVES: Students successfully completing this course will demonstrate competency in the following Core Objectives.

1. **Critical thinking skills** – to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
2. **Empirical and quantitative skills** – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
3. **Communication skills** – to include effective written, oral, and visual communication.
4. **Teamwork** – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
5. **Social responsibility** – to include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
6. **Personal responsibility** – to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learner Outcome	Maps to Core Objective(s)	Assessed via this Assignment
Identify terminology, advantages and limitations of image editing software.	Critical thinking skills Communication skills Empirical & quantitative skills	Project 1 Chapter 1 & 4
Distinguish bit-mapped resolutions for image acquisitions and output devices.	Critical thinking skills Communication skills Empirical & quantitative skills	Project 2 Chapter 1 & 8
Use digital editing and painting tools	Critical thinking skills Communication skills	Project 3 Exercise 1,2,3 6, 7, 8, 9, 10

	Empirical & quantitative skills	
Use basic half-tone theory in production of images, manipulate, create, and edit digital images for print and for web.	Critical thinking skills Communication skills Empirical & quantitative skills	Project 3 Chapter 11, 13 & 14
Specify appropriate file formats.	Critical thinking skills Communication skills Empirical & quantitative skills	Project 4 Chapter 13, 14 & 15

ACADEMIC DISHONESTY: Any incident of academic policy will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam/quiz/project and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

STUDENT CONCERNS/QUESTIONS STATEMENT: if you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If you continue to have questions after discussing your concern with me, please contact Dr. Kristina Jantz, Fine Arts Department Chair at kjantz@com.edu or 409-933-8255.

COURSE OUTLINE - Subject to CHANGE at as needed but will be communicated in class:

Week	Lecture Topic	Practical	Deliverables
1	Introduction to Photoshop course and syllabus - www.ingimage.com -www.linkedin.com/learning/ - file organization Lecture – Bleed, safe, crops **Exercise** 1 - Bleeds	Log in to D2L and look at course Check announcements Read Syllabus, purchase textbook Purchase supplies Set up LinkedIn Learning as needed	
2	Lecture DPI **Exercise 2** - DPI Lecture Crop and Straighten **Exercise** 3 Crop, Straighten, Rotate, Flip	Getting to Know the Work Area Basic Photo Corrections	**Chapter 1 & 2 Due** **Exercise 1 Due Bleeds** **Exercise 2 Due DPI**
3	Lecture Thumbnails Lecture Photo Restoration	Working with Selections Thumbnails Exporting and Saving Files	**Chapter 3 Due** **Exercise 3 Due Crop**

	Project 1 – Photos restore		
4	**Exercise 4** Magazine Ad **Project 2** Magazine Ad and Thumbnails Magazine Ad Work session	Layer Basics	**Chapter 4 Due** **Project 1 Magazine Thumbnails Due**
5	**Project 2** Magazine Ad Work Session, Xacto Blade exercise presentation and mounting	Quick Fixes	**Chapter 5 Due** **Project 1 Photo Restoration Due** **Exercise 4 Baseball Magazine Due**
6	Magazine Ad work this week. **Exercise 5** Event Postcard	Masks and Patterns Typographic Design	**Chapter 6 & 7 Due**
7	Lecture Exercise 5 Event Postcard: tutorial work session Project 3 Event Postcard work session	Vector Drawing Techniques	**Chapter 8 Due** **Exercise 5 Postcard Tutorial Due** **Project 3 Postcard Thumbs Due**
8	Lecture Project 3 Event Postcard work session	Advanced Compositing	**Chapter 9 Due** **Project 2 Magazine Ad Due**
9	Lecture Project 3 Event Postcard Work session	Painting with Mixer Brus	**Chapter 10 Due**
10	Lecture Project 3 Event Postcard Work Session	Video Editing	**Chapter 11 Due**
11	Lecture Project 3 Event Postcard Due/mounted in color	Working with Camera Raw	**Chapter 12 Due** **Project 3 Event Postcard Due**
12	**Project 4** Artistic Collage Intro Lecture (Artistic or Abstract Collage) Project 4 Artistic Collage Work Session	Preparing Files for the Web	**Chapter 13 Due**
13	Lecture	CMYK vs RGB	**Artistic Collage Thumbnails Due**

	Project 4 Artistic Collage Work Session		
14	Lecture Project 4 Collage Work Session / Print Color	Producing and Printing Consistent Color Exploring Neural Filters	**Chapter 14 & 15 Due** **ALL Chapters DUE!!** **Project 4 Artisitic Collage Due** **Print in color / mount**
15	Project 4 Collage Due/mounted in color/oral presentation		**ALL WORK DUE!!**
16	All work should be turned in and completed.		**Files Removed from Lab Computers**

NOTE: Course Schedule and Projects are subject to change.
But will be communicated to the class

FORMAT OF LEARNING ACTIVITIES & ASSIGNMENTS
Teaching Methods:
To accomplish the educational purpose, this course will provide multiple instructional tools to assist in your learning including on-line video training, publisher resources, classroom lecture and demos

Lectures/Demonstrations:
Important material from the text and outside sources will be covered in this course. You should plan to take careful notes as not all material can be found in the texts or readings.

SUCCESS TIPS FOR STUDENTS
In this course, you can use a variety of Adobe software applications to complete your projects. However, we will focus on Adobe Illustrator

Required Software:
Adobe Photoshop and possibly Adobe Illustrator and MS Word

Backup Copies of Assignments:
You are responsible for keeping copies of all assignments.

File Management:
You are expected to have intermediate or higher-level skills at file management: the ability to create folders, move & rename folders & files, identify type of file by its file extension, attach files to emails, and download plug-ins required for the course.

STUDENT RESOURCE:

Adobe.com

Graphic Design Rips Offs or Inspiration?

INSTITUTIONAL POLICIES AND GUIDELINES

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact:
Kimberly Lachney, Student Accessibility Services Coordinator
Phone: 409-933-8919
Email: AccessibilityServices@com.edu
Location: COM Doyle Family Administration Building, Student Success Center

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 2. The last date to withdraw from the 16-week session is November15. The last date to withdraw for the 2nd 8-week session is November 26.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:
If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here https://www.com.edu/community-resource-center/. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:
The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.