



ARTC 1302-101CL - FA2022
Digital Imaging I
Tuesday and Thursday 8 - 10:50AM, STEAM 145

Instructor Information

Instructor Robin Stone Collins
E-mail rcollins8@com.edu
Phone 281.794.6366 cell
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:

Textbook: Students may use Photoshop Classroom in a Book 2021 or 2022 release.



Adobe Photoshop CC 2021 Release, Classroom in a Book

by Andrew Faulkner & Conrad Chavez

ISBN 13: 978-0-13-690473-1



Adobe Photoshop CC 2022 Release, Classroom in a Book

by Andrew Faulkner & Conrad Chavez

ISBN 13: 978-0-13-762110-1

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. A textbook is mandatory. Must have book to download lesson files.

Course Description and Goals: Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. An Advisory Committee of professionals that work within the Graphic Arts industry has determined goals for this course. This course is designed to introduce or build on the principles of raster images. Students will learn the fundamentals of an industry standard raster 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.

Course Requirements:

Required Supplies:

1. **Flash Drive or External Hard Drive (at least 128gb)**
2. 2 - 12 x 15 Manila Clasp envelope for turning sketches
3. X-acto Knife/with Steel #11 blades
4. 3 - 11x14 Black mounting Boards
5. 3M Spray 77 Adhesive
6. **Sketch Pad**
7. Metal Ruler (at least one side metal)

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.
5. Attend all scheduled classes; attend any field trips or guest lectures.

Determination of Course Grade / Grading Formula

Items	Points	% Of Grade
Exercises 1-5 at 40 Points Each	200	25
CC in a Book 1-15 (15-20 points each chapter)	200	25
Project 1: Photo Edit / Restore	50	10
Project 2: Magazine Ad	150	10
Project 3: Event Postcard	150	10
Project 4: Artistic Collage	150	15
Class Participation / Attendance	50	5

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.)

In an effort 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 has the opportunity to 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, help from classmates and instructor.

Grading Scale:

90 - 100% = A
80 - 89% = B
70 - 79% = C
60 - 69% = D

Any grade below 60 is an F

Course Communication: I will use the email in Brightspace to send you emails regarding class, etc. If you want to respond you may do so in Brightspace but also please copy me at rcollins8@com and. I will respond as soon as I see your message. I may not be as responsive on weekends and after 5 pm during the week.

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 first class after 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, participating 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.

Cell Phones: Students are expected to work during class and not be on their cell phones or sleeping during class time.

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.

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

Projects will be graded using the following formula		
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

Grading Scale:

- 90 - 100% = A
- 80 - 89% = B
- 70 - 79% = C
- 60 - 69% = D

Any grade below 60 is an F

Success Tips

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

Communicate with others

Communication with peers as well as the instructor can prevent bad grades, and misunderstood instructions. Communication with peers will also develop interpersonal skills essential in the workplace.

Lynda.com Use Lynda.com 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. **Communication skills** – to include effective written, oral, and visual communication
3. **Empirical and quantitative skills** – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

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 Empirical & quantitative skills	Project 3 Exercise 1,2,3 6, 7, 8, 9, 10
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

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, after discussing your concern with me, you continue to have questions, please contact Coleena Jackson at 933.8535 direct line to office or email her at cjackson@com.edu.

COURSE OUTLINE

Course outline tentative and is subject to **CHANGE** at as needed but will be communicated in class:

Week	Lecture Topic	Work Due
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Week 1	<p>8/23 Introduction to course and syllabus</p> <ul style="list-style-type: none"> - www.ingimage.com - www.linkedin.com/learning/ - thumbnails - file organization <p>8/25 Introduction to Photoshop</p> <ul style="list-style-type: none"> - Bleed lecture 	Purchase Book and supplies
Week 2	<p>8/30 DPI Lecture and Assign DPI Exercise 2 Crop and Straighten Lecture Assign Exercise 3 Crop, Straighten, Rotate, Flip 9/1</p>	<p>Chapter 1 & 2 Due</p> <p>Exercise 1 Due Bleeds Exercise 2 Due DPI</p>
Week 3	<p>9/6 Blur Lecture and Assign Exercise 5 Blur Tutorial</p> <p>Project 1 Tutorial — Magazine Ad bleeds / guides, set up files, layers in Photoshop</p> <p>Exercise 1 Magazine Ad work session and thumbnails</p> <p>9/8</p>	<p>Chapter 3 Due</p> <p>Crop and Straighten</p> <p>Thumbs Due Project 1 Magazine Ad</p>
Week 4	<p>9/13 Magazine Tutorial Work session</p> <p>Magazine Ad thumbnails and collect assets 9/15</p>	<p>Chapter 4 Due</p> <p>Exercise 5 Due Blur Exercise</p> <p>Magazine Ad Tutorial Due</p> <p>Magazine Project 1 Thumbnails Due</p>
Week 5	<p>9/20 Project 1 Magazine Ad / Work Session,</p>	<p>Chapter 5 Due Run Ads in color</p>

	Xacto Blade exercise presentation and mounting, Mockup, straighten, crop, Resolution, DPI. 9/22	
Week 6	9/27 Magazine Ad completion this week. Run Ads in color Mount for presentation 9/29 Project 2 Event postcard tutorial	Chapter 6 & 7 Due Run Magazine Ads in color
Week 7	10/4 Project 2 Event Postcard: tutorial work session 10/6 Project 2 Event Postcard work session	Chapter 8 Due Event Postcard Tutorial Due
Week 8	10/11 Project 2 Event Postcard work session Run project in color and mount 10/13 Project 2 Event Postcard mounted in color	Chapter 9 Due Project 2 Event Postcard Due
Week 9	10/18 Begin Project 3 Social Media Events 10/20 Project 3 Social Media Events Work session	Chapter 10 Due
Week 10	10/25 Project 3 Social Media Events Work session 10/27 Project 3 Social Media Events Work session	Chapter 11 Due
Week 11	11/1 Project 3 Social Media Events Due 11/3	Chapter 12 Due Project 3 Due
Week 12	11/8 Project 4 Artistic Collage Intro (Artistic or Abstract Collage)	Chapter 13 Due

	11/10 Project 4 Artistic Collage Work Session	
Week 13	11/15 Project 4 Artistic Collage Work Session 11/17 Project 4 Collage Work Session	Chapter 14 & 15 Due ALL Chapters DUE!! Artistic Collage Thumbnails Due
Week 14	11/22 Project 4 Collage Work Session / Print 11/24 Thanksgiving No Class Project 4 Print in Color	Print Project 4 Collage in color
Week 15	11/29 Project 4 Work Session 12/1 Project 4 Printed and mounted, Presented	Project 4 Due Mounted in color ALL WORK DUE!!
Week 16	12/6 and 12/8 All work should be turned in and completed.	Files Removed from Lab Computers

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://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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. https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

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 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 Michelle Brezina at 409-933-8124 or mvaldes1@com.edu. The Office of Services for Students with Disabilities located in the 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 5. The last date to withdraw from the 16-week session is November 18. The last date to withdraw for the 2nd 8-week session is December 1.

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.

Technology Outages

When taking quizzes please make sure you are not using Wi-Fi. It is recommended that you are at a workstation that is hardwired to the Internet. Wi-Fi can fluctuate and you may lose connection. If the College loses power and servers are down, I will be made aware of the issues by the Educational Technology Dept. and will reopen a quiz if I need to. Please be proactive and take your quizzes before the deadline to avoid issues. If you forget to take a quiz that is not a technology issue, you will have a zero.

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.

Plagiarism: Plagiarism is using someone else’s words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else’s words without giving a proper citation, copying directly from a website, and pasting it into your paper, and using someone else’s words without quotation marks. Any

assignment containing any plagiarized material will receive a grade of zero and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Resource about avoiding plagiarism:

<https://www.plagiarismtoday.com/2006/08/02/web-design-plagiarism/>

[Plagiarism and web design: prevention and reaction](#)