



**ARTC 1302-101CL - FA2021**  
**Digital Imaging I**  
**Monday and Wednesday 8 - 10:50AM , STEAM 145**

**INSTRUCTOR INFORMATION**

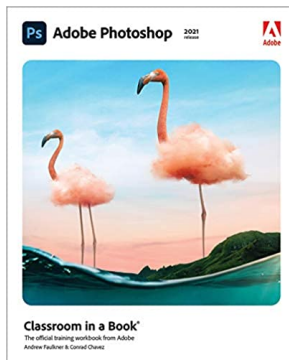
**Instructor:** Robin Stone Collins  
**E-mail:** [rcollins8@com.edu](mailto:rcollins8@com.edu) / robinssg@comcast.net  
**Phone:** 281.794.6366 cell  
409.938.1211 main college number  
409.933.8531 direct line to the graphic arts lab  
1.800.258.8859 toll free  
(works from most parts of Texas but not within the 409 area code)

**OFFICE HOURS AND LOCATION**

**Office:** Before and after class in the STEAM Building, Room 145  
**Office Hours:** Monday and Wednesday, 7:30 – 8:00 am and 10:50 - 11:20 am and by appointment.

**REQUIRED TEXTBOOK AND MATERIALS**

**Textbook:** Adobe Photoshop CC 2021 Release, Classroom in a Book by Andrew Faulkner & Conrad Chavez, ISBN 13: 978-0-13-690473-1



**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.

## **COURSE DESCRIPTION**

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

## **COURSE REQUIREMENTS**

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 illustration in a vector and raster software package. Students will learn the fundamentals of an industry standard vector and 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.

### **Required Supplies:**

1. Flash Drive or External Hard Drive (at least 128gb)
2. 2 - 12 x 15 Manila Clasp envelope for turning sketches
3. Exacto 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. Attend in-class lectures and complete the classroom exercises.
3. Complete all projects with quality and attention to detail.
4. Attend all scheduled classes; attend any field trips or guest lectures.

## **Determination of Course Grade/Detailed Grading Formula**

<b>Items</b>	<b>Points</b>	<b>% Of Grade</b>
Exercises 1-5 at 40 Points Each	200	25
CC in a Book 1-15	200	25
Project 1: Magazine Ad	50	10
Project 2: Event Postcard	150	5
Project 3: Website Mockup	150	10
Project 4: Video	150	10
Project 5: Artistic Collage	100	10

Class Participation / Attendance	50	5
<b>Total:</b>	<b>1000</b>	<b>100</b>

**Exercises:** Students will be required to complete exercises 1-5. These will develop basic photoshop skills and will constitute 25% of your grade.

**Projects:** Five major projects will be assigned during the semester. These five projects constitute 50% of your grade. Each project will have a detailed have a detail instruction a requirements sheet assigned to it, as well as a comprehensive tutorial which will be covered in class.

**Please Note:** grades and projects are all subject to change.

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

### **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.

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 Lynda.com videos, textbooks resources in the studio area, videos, help from classmates and instructor.

*\*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.*

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

**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:** 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 work place.

**Lynda.com:** Use Lynda.com or other outside resources as necessary to better your understanding of course material.

**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 test before the deadline to avoid issues. If you forget to take a quiz that is not a technology issue and you will have a zero.

## 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.

**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.

**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

**Communicating with your 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. I will use the email in BB to send you

emails regarding class, etc. If you want to respond you may do so in BB or email me direct. I will respond as soon as I see your message. You may also text me at 281.794.6366. I may not be as responsive on weekends and after 9 pm during week.

<b>Student Learner Outcome</b>	<b>Maps to Core Objective(s)</b>	<b>Assessed via this Assignment</b>
Identify terminology, advantages and limitations of image editing software.	Critical thinking skills Communication skills Empirical & quantitative skills	Project 1
Distinguish bit-mapped resolutions for image acquisitions and output devices.	Critical thinking skills Communication skills Empirical & quantitative skills	Project 2
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
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 4
Specify appropriate file formats.	Critical thinking skills Communication skills Empirical & quantitative skills	Project 5

## 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 and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

### Plagiarism:

The practice of taking someone else's work or ideas and passing them off as one's own. : 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 proper citation, copying directly from a website and pasting it into your paper, 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 discipline action.

### Link(s) to resource(s) about ways to avoid plagiarism:

<http://en.writecheck.com/ways-to-avoid-plagiarism/>

## 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](mailto:cjackson@com.edu).

## COURSE OUTLINE

Week	Lecture Topic	Work Due
<b>Week 1</b> <b>Aug 23, 25</b>	<b>Day 1:</b> Syllabus, Introduction/Icebreaker, Design Introduction Powerpoint, Log in and open photoshop for the first time. Ing images, Lynda.com, thumbnails, file organization  <b>Day 2:</b> Project 1 Tutorial —Magazine Ad bleeds / guides, set up files, layers in Photoshop	<b>Mon:</b> <b>Bleed Exercise due</b> <b>Thumbnails of Magazine Ad due</b>
<b>Week 2</b> <b>Aug 30</b> <b>Sept 1</b>	<b>Day 1:</b> Project 1 Magazine Ad work session and thumbnails	<b>Wed:</b> <b>Chapter 1 &amp; 2 due</b>

	<b>Day 2:</b> Assign Project 2 Event Postcard Print Design, File Formats, Bleeds, Ad tutorial ING Images	<b>Proj 1 Tutorial</b> <b>Magazine Ad due</b>  <b>Magazine Ad</b> <b>Thumbnails Due</b>
<b>Week 3</b> <b>Sept 6 Holiday</b> <b>Sept 8</b>	<b>Day 1: Holiday</b>  <b>Day 2:</b> Project 2: Event Postcard / Work Session, Exacto Blade exercise presentation and mounting, Mockup, straighten, crop, Resolution, DPI.	<b>Wed: Chapter 3 Due</b>  <b>Run Magazine Ads in</b> <b>color</b>
<b>Week 4</b> <b>Sept 13, 15</b>	<b>Day 1:</b> Present Magazine Ads Assign Project 2 Event Postcard and exercise Print Design, File Formats, Bleeds, Ad tutorial.  <b>Day 2:</b> Project 2 Postcard work session / thumbnails.	<b>Mon: Project 1 Mag</b> <b>Ad Due mounted in</b> <b>color</b>  <b>Wed: Project 2</b> <b>Postcard thumbnails</b> <b>due</b> <b>Chapter 4 &amp; 5 Due</b>
<b>Week 5</b> <b>Sept 20, 22</b>	<b>Day 1:</b> Project 3 Website Mock-up Exercise.  <b>Day 2:</b> Design Lecture Project 3 Work session.	<b>Mon:</b>  <b>Wed: Chapter 6 Due</b> <b>Print Postcards in</b> <b>color for mounting</b>
<b>Week 6</b> <b>Sept 27, 29</b>	<b>Day 1:</b> Project 2 Presentation (Postcard) Project 3 Website Mockup begin Exercise in class and wire frame discussion  <b>Day 2:</b> Project 3 Website: work session	<b>Mon: Project 2</b> <b>Postcard printed,</b> <b>mounted due</b>  <b>Wed: Chapter 7 Due</b>
<b>Week 7</b> <b>Oct 4, 6</b>	<b>Day 1:</b> Project 3 Website: work session  <b>Day 2:</b> Project 3 Website: work session	<b>Mon: Website Pizza</b> <b>Exercise Due</b> <b>Website Thumbnails</b> <b>Due</b>  <b>Wed: Chapter 8 Due</b>
<b>Week 8</b> <b>Oct 11, 13</b>	<b>Day 1:</b> Project 3 Website work session.  <b>Day 2:</b> Project 3 Website work session	<b>Mon:</b>  <b>Wed: Chapter 11 Due</b>



<b>Week 9</b> <b>Oct 18, 20</b>	<b>Day 1:</b> Begin Project 4 Video / Chapter 11  <b>Day 2:</b> Project 4 Video Work session	<b>Mon: Project 3 Website Due</b>  <b>Wed: Chapter 9 Due Video Storyboard Due</b>
<b>Week 10</b> <b>Oct 25, 27</b>	<b>Day 1:</b> Project 4 Video Work session  <b>Day 2:</b> Project 4 Video Work session	<b>Mon:</b>  <b>Wed: Chapter 10 Due</b>
<b>Week 11</b> <b>Nov 1, 3</b>	<b>Day 1:</b> Introduction to Bridge and Camera Raw.  <b>Day 2:</b> Project 4 Video Work Session	<b>Mon:</b>  <b>Wed: Chapter 12 Due</b>
<b>Week 12</b> <b>Nov 8, 10</b>	<b>Day 1:</b> Project 4 Video Work Session  <b>Day 2:</b> Project 4 Video Presentation Watch Videos	<b>Mon:</b>  <b>Wed: Chapter 13 Due Project 4 Video Due</b>
<b>Week 13</b> <b>Nov 15, 17</b>	<b>Day 1:</b> Project 5 (Artistic or Abstract Collage)  <b>Day 2:</b> Project 5 Collage Work Session	<b>Mon: Collage Thumbnails Due</b>  <b>Wed: Chapter 14 Due</b>
<b>Week 14</b> <b>Nov 22, 24</b>	<b>Day 1:</b> Project 5 Collage Work Session  <b>Day 2:</b> Project 5 Collage Work Session	<b>Mon: Chapter 15 Due</b>  <b>Wed: ALL Chapters DUE!!</b>
<b>Week 15</b> <b>Nov 29, Dec 1</b>	<b>Day 1:</b> Project 5 Work Session  <b>Day 2:</b> Project 5 Printed and mounted, Presented	<b>Mon: Print Project 5 in color</b>  <b>Wed: Project 5 Due Mounted in color ALL WORK DUE!!</b>
<b>Week 16</b> <b>Dec 6, 8</b>		<b>Files Removed from Lab Computers</b>

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## 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](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](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 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 Holly Bankston at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Counseling Statement:** Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto:counseling@com.edu) to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

**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 1<sup>st</sup> 8-week session is October 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 2.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> 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 F<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> 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 tasked 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.

**COVID-19 Statement:** All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at [www.com.edu/coronavirus](http://www.com.edu/coronavirus). In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit [com.edu/coronavirus](http://com.edu/coronavirus) for future updates.