

# ART 1400.03

## Introduction to Digital Imaging (3 Credits)

Spring 2021

Online & Hybrid Access

Tuesday & Thursday

6:20 pm - 9:05 pm

Instructor

Armon Means

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Online Access

Blackboard will be used for project details, supplemental information and uploading assignment files. Zoom will be used for class meetings.

Additional Online Resources

LinkedInLearning.com

smashingmagazine.com

Supplies/Web Tools

- Digital Storage
- Access to scanner (not required)
- Access to digital camera (cellphone camera will work)
- May need additional supplies for final project, depending on your project concept.

Overview:

This introductory course in digital imaging will introduce students to the basic Macintosh hardware and operating system. In addition, the course is a survey of basic, Adobe Photoshop, Adobe Illustrator, and Adobe InDesign. Students will also explore basic concepts of digital art making, page design, typography, layout, and time-based functions within basic Adobe software - **STUDENTS WILL NEED AN ADOBE CC SUBSCRIPTION**

Course Goals and Outcomes:

Course Goals: Students will learn...

- ★ Belmont's Art Department graphics lab policies.
- ★ How to use the lab network.
- ★ How to manage image collections, assets and files.
- ★ How to use department supplies as well as specialty supplies for image production.

Course Outcomes: Students will...

- ★ Acclimate to the expected workflow of an academic environment.
- ★ Be proficient in raster- and vector-based image creation.
- ★ Learn how to print, using standard and speciality paper.

# Grading

Class Grades	
Attend/Participation.....	15%
Project 1.....	15%
Project 2.....	15%
Project 3.....	20%
Excercise.....	10%
Project 4.....	25%

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Project #1	<b>DIGITAL COLLAGE</b> - Photoshop
Project #2	<b>“HOW - TO” INSTRUCTIONAL</b> - Illustrator
Project #3	<b>GIG / EVENT POSTER</b> - InDesign
Project #4	<b>Animated GIF</b> - Photoshop (or video editing software of choice)
Project #5	<b>ZINE</b> - multi software final project

**ATTENDANCE & PROGRESS:**

Attendance is mandatory. You should come to class prepared to work. Bring all materials necessary for that class period. Quizzes may be given at unannounced times covering material discussed in class.

Belmont University is committed to the idea that regular class attendance is essential to successful scholastic achievement. Your presence and participation in discussions are vital to the class. Punctual attendance is mandatory and you are considered tardy immediately after the lecture or class has begun.

*The Department of Art attendance policy is as followed:*

- You are allowed three (3) absences per course. Additional absences beyond this will result in a drop in your final grade by one full letter grade.
- After six (6) absences, you will receive an FN (failure for non-attendance) for the course.
- An excused absence can only come from the Office of the Provost or Student Support & Disability Services (SSDS). A doctor’s note does not make an absence excused.
- Tardiness, early departure or other excessive time away from class is considered 1/3 of an absence, thus three (3) lates/early departures will thus result in one (1) absence.

*Belmont’s full attendance policy can be found online at: [belmont.edu/registrar/apolicies/attendance.html](http://belmont.edu/registrar/apolicies/attendance.html)*

**CLASS PARTICIPATION & CRITIQUES:**

Group and individual critiques are held to evaluate the student work in relationship to class assignments. You are expected to contribute to group discussions and critiques by exercising your ability to make aesthetic judgments, present ideas, and exchange viewpoints. Participation also implies a serious effort towards the work.

**PROJECTS:**

All work will be graded considering the following: graphics/visual appearance, appropriateness of communication and content relative to the problem, and craftsmanship.

Established deadlines must be met. All studio work is due for criticism at the first of the period on the specified date. If you are late for critique or do not present your work in a professional manner you will be counted absent (this includes wet media!). Late work is unacceptable. If you are going to miss a due date, send the problem by someone to bring it to me early. Lab printer problems do not constitute a reason to have late work—there are many service bureaus in Nashville and surrounding communities that are capable of output.

Design is a professional discipline **MISSING DEADLINES CAN'T BE TOLERATED!**

## HYFLEX ATTENDANCE ADDENDUM:

Belmont University is committed to the idea that regular student engagement is essential to successful scholastic achievement. Absence is permitted in cases of illness or other legitimate cause, as determined by the professor. Attendance and engagement are assessed from the first class meeting, whether in the traditional classroom setting, in an online classroom, or a hybrid of the two. Late registrants will automatically have accrued some absences prior to formal registration in the course. In the case of an excused absence from class, students have the right and responsibility to make up all class work missed.

### Faculty Responsibilities

Faculty members will provide a course engagement policy on each course syllabus and review and explain the policy to all students. Faculty members providing for excused absences will review requests or those not covered by the Provost's Excuse and communications relating to unexcused absences and approve them according to the course syllabus. They will honor absences that are properly documented and provide either the same or in-kind assignments and provide opportunities for students to make up missed coursework during or immediately following an excused absence period.

### Failure for Non-Attendance

Should the number of absences other than Provost's Excused Absences exceed 20% of class meeting time (applicable to every term and part-of-term course) for a given student, the faculty member may assign the grade "FN" (failure for nonattendance) to that student. The definition of "20% of class meeting times" depends on the instructional modality of the course. Specifically, the following types of instructional modalities have the following limits for "20% of class meetings":

- Asynchronous - If there are three (3) total weeks (these could be consecutive or accumulated across the entire semester) in which there is no evidence of engagement in any of the week's checkpoints (there must be more than one "checkpoint per week"), the faculty member may assign the grade "FN" (failure for non-engagement) to that student.
- Synchronous - If a student demonstrates no engagement in more than 20% of synchronous and/or asynchronous sessions, the faculty member may assign the grade "FN" (failure for non-engagement) to that student.
- HyFlex - If a student demonstrates no engagement in more than 20% of in-person, synchronous, and/or asynchronous sessions, the faculty member may assign the grade "FN" (failure for non-engagement) to that student."

When attending in-person classes, students and faculty will show their daily COVID Symptom Tracker status at the door. The Symptom Tracker is dynamically updated by Health Services throughout the day and can change status if contact tracing determines an exposure. Because of Belmont's commitment to protecting each other and our community, a COVID status indicated by a green dot is required for entrance to the classroom.

### Belmont's Hyflex (In-person and Online components)

- a. Students are expected to attend their assigned in-person class sessions as they would in a typical semester. Faculty members will determine how course content will be delivered in the online setting and use the appropriate policies outlined above for asynchronous or synchronous engagement as appropriate.
- b. In cases where a student is unable to attend an in-person or synchronous session, an absence is permitted in cases of illness or other legitimate cause, as determined by the professor. The faculty member will honor absences that are properly documented and/or provide opportunities for students to make up missed coursework during or immediately following an excused absence period. Such engagement opportunities may include discussion board posts, journal entries, assigned readings, and/or writing projects, as determined by the professor.

**Honor Code:**

All students are expected to abide by the standards of Belmont's Honor System and will be held accountable to the terms of the Honor Pledge:

I will not give or receive aid during examinations; I will not give or receive false or impermissible aid in coursework, in the preparations of my reports, or in any other type of work that is to be used by the instructor as the basis of my grade; I will not engage in any form of academic fraud. Furthermore, I will uphold my responsibility to see to it that others abide by the spirit and letter of this Honor Pledge.

**Accommodations & Safety:**

If you have any special physical problem or learning disability let me know now so the class environment can be adjusted or I can be prepared for emergencies.\*

\*In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, Belmont University will provide reasonable accommodation of all medically documented disabilities. If you have a disability and would like the university to provide reasonable accommodations of the disability during this course, please notify the Office of the Dean of Students located in Beaman Student Life Center (460-6407) as soon as possible.

In an effort to maintain a safe academic and working environment, the Department of Art will endeavor to comply with the intent of state laws or acts and the University Health and Safety Program.

There will be time devoted in this class to the safe use of common Graphic Design materials. It is your responsibility to read and understand the safe use of any art materials you purchase. This information is being updated every year as more data is compiled part of your professional responsibility for your own safety and the safety of those you work around is to keep current with developments in this area.

**Inclusion, Diversity, & Equality Statement:**

The Watkins College of Art embraces a notion of intellectual community enriched and enhanced by inclusion, diversity, and equality along a number of dimensions including but not limited to: ethnicity, race, culture, nationality, gender, gender identity, sexuality, class, socioeconomic status, age, disability, and religion. We are especially committed to increasing the representation of those populations that have been historically excluded from participating in U.S. higher education and strive to include a variety of artists, art historical perspectives, and contemporary art concerns in all courses. Belmont University adheres to the philosophy that all community members have a right to enjoy an environment free of any form of harassment, sexual misconduct, decimation, and/or violence. Your suggestions are encouraged and appreciated in regards to improving the effectiveness of the course for you personally or for other students. Given the sensitive and challenging nature of the material discussed in the course, it is imperative that there be an atmosphere of trust and safety in the classroom. If material may be of sensitive nature or could possibly merit a content warning, we will do our best to provide such a warning. If there is an issue concerning a sensitive topic discussed, please meet with the professor after class to address the concern. It is important to hear and respect every member of our community of learners. If you have a name and/or set of pronouns that differ from those in the official records, please inform us. Students from all diverse backgrounds and perspectives will be well-served by this course and our diversity of learners is viewed as a resource, strength, and benefit to all.



#### **Portfolio Review (for 2<sup>nd</sup>+ year Design Comm Majors):**

There will be a portfolio review at the of the semester for all design communication majors starting when the student is enrolled in first design course. The date and schedule will be announced in the second half of the semester. The number of pieces to include is dependant on class (sophomore, junior or senior). Projects from this class can be included in your portfolio. See a design instructor for more information or to answer any questions.

#### **Teacher Evaluations:**

It is highly recommended that you complete the end of the term evaluations for every class. These evaluations will become available to you toward the end of the semester through myBelmont. These evaluations are extremely important for the instructor as well as the department.

#### **Note:**

Don't forget to have the names and phone numbers of at least 2 other people in class. Any lecture material, information, demonstrations, etc. will be given at the beginning of class and will not normally be printed out, I cannot repeat assignments for individuals since they may take as much as an hour to discuss verbally-hence the "buddy system" with notes. Missing class time does not constitute a good reason for being ignorant of what may have taken place or what may have been required.

#### **Facebook/Social Media:**

Facebook (or any other social media service) should not be used during class. Additionally, Facebook messages DO NOT count as a means of class communication with the instructor.

#### **Cellphones:**

Cellphones should never be used in class. The use of a cellphone (including, but not limited to calling, texting and/or games) during while the instructor, a student or guest is speaking is unacceptable and can result in being marked as absent for the day. The use of a cellphone during a critique will automatically drop you a letter grade on your project.

Based on the Hyflex (in-person/online) class schedule this syllabus may flex for split classes

Jan.14	First Day of Class – Read over syllabus / supply list. Introduce Project 1: <b>Digital Collage - Photoshop</b>
Jan.19	Introductory demos / show examples from previous students
Jan.21	Project 1: Importing images, further Photoshop demos
Jan.26	Project 1: Additional Photoshop demos & work day
Jan.28	– Work day / Individual progress critiques
Feb.02	– Work day / Individual progress critiques
Feb.04	<b>Project 1 Due</b> – The assignment is due at the beginning of the class period, there will be no time in class to work on the assignment. Class discussion and critique.
Feb.09	Introduce Project 2: <b>How to Guide - Illustrator (Symbols and Vector Graphics)</b> Introductory demos / examples of student work
Feb.11	Project 2: Continued Illustrator demos
Feb.16	– Work day / Individual progress critiques
Feb.18	– Work day / Individual progress critiques
Feb.23	– Work day / Individual progress critiques
Feb.25	– Work day / Individual progress critiques
Mar.02	<b>Project 2 Due</b> – The assignment is due at the beginning of the class period, there will be no time in class to work on the assignment. Class discussion and critique.
Mar.04	Introduce Project 3: <b>Gig/Event Poster - Image and Text in InDesign (Page Layout)</b> Introductory demos / show examples of student work
Mar.05	– FRIDAY: MIDTERM DUE BY 10 AM
Mar.09	– Work day / Individual progress critiques
Mar.11	– Work day / Individual progress critiques
Mar.16	– Work day / Individual progress critiques
Mar.18	<b>Project 3 Due</b> – The assignment is due at the beginning of the class period, there will be no time in class to work on the assignment. Class discussion and critique.
Mar.23	Introduce Project 4: <b>Time-Based Exercise: Animated GIF (Stop Motion)</b> Show examples from previous students / Create demo GIF in class Watch PBS Digital Studios: <a href="https://youtu.be/vuxKb5mxM8g">The Birth of a Medium (https://youtu.be/vuxKb5mxM8g)</a>
Mar.25	– Work day / Individual progress critiques
Mar.30	<b>Project 4 Due</b> – The assignment is due at the beginning of the class period, there will be no time in class to work on the assignment. Class discussion and critique.
Apr.01	Introduce Project 5: <b>ZINE - Final Project</b> Show examples from previous students / Artist reference
Apr.06	Final Project Proposals Due / Discussions
Apr.08	– Work day / Individual progress critiques
Apr.13	– Work day / Individual progress critiques - LAST DAY OF CLASS
Apr.20	[Tuesday @ 7 pm] Final Exam–Final Project Due Must be finished <u>before the beginning of the class</u> for the final critique.



**\*\*ALL PROJECT CRITIQUES WILL TENTATIVELY BE HELD ONLINE**