Syllabus

- I want to give you some flexibility in designing your own assignments that use the required skills. I hope you will choose to explore your own creative ideas as you create graphic design pieces. You'll design assignments that will end up in your personal portfolio. Your professional e-portfolio can be shared with potential employers. I desire to give you the freedom to choose what to create, and yet at the same time, still learn the required skills needed for this course.
- I want to be a facilitator/mentor for you as you work through your assignments. I will keep liberal office hours where you can visit with me in person, or through the internet (Skype, Google Hangout, Canvas messaging, etc.)
- I want to connect you with online community, mentors, and resources that will assist you far beyond the boundaries of this course.
- I want to provide you an engaging learning experience in the classroom and online.

Class Attendance:

This is a blended course (having off campus students at a distance participating, as well as face-to-face instruction for students at the Logan campus). Class attendance for Logan Campus students, or a weekly contact in Canvas or a Google Hangout for distant students is required. Class time is a time you can ask and receive answers to questions you may have. Online students can communicate with me through a Google Hangout or by messaging me in Canvas. Class time will focus on critiquing student assignments from the previous week (and learning design elements and principles in the process), on teaching an aspect of graphic design, on teaching a Photoshop feature set, and having the opportunity for outside experts to come to class and share their expertise. Distance students will have these same opportunities, only they will participate online. Points will

be awarded for attending class each week. For distant students, the same points will be awarded for doing a weekly contact with me, where you can ask questions, get instructions and clarifications. The method of contact will be specified in each lesson.

Grading: Points will be assigned for the following:

- Assignments and real world projects: Point system - graded on a rubric. Assignments and their associated design reflection/notes will be posted to your portfolio. You will have the freedom to adjust and re-design each piece as you gain new understandings and skills during the course, and the grade on the assignment will be revised to reflect the improvements. The focus is on learning - not grading! Each week, the class will reflect and critique on the design elements and principles of assignments turned in. You will have the opportunity to take what you've learned to improve any assignment you've submitted. However, you'll need to submit the assignment on time to take advantage of this option (see **Late Work** below).
- Quizzes: 10 points
- Attendance (for Logan Campus students) or online contact (Distant Students): 5 Points each week.
- Tests: To be arranged.

Grades will be assigned based on the percentage of total points you've earned. **The instructor's evaluation of your effort in class and your improvement in design and Photoshop skills over the semester will also factor in to your final grade**. Point percentages break down as follows:

- 94-100% = A
- 90-93% = A-
- 87-89% = B+
- 83-86% = B

- 80-82% = B-
- 77-79% = C+
- 73-76% = C
- 70-72% = C-
- 60-69% = D
- Less than 60% = F

Course Policies: Course Fees: There is a course fee of $75. The fee supports the hardware and software for the ITLS student computer lab. During the semester, you will have access to that lab and its software anytime the Education building is open to work on assignments and projects. From time to time there will be classes scheduled into the lab, such as our class, but other than those, you can use the lab anytime.

Instructor Feedback/communication: The best way to communicate with me is to either visit with me during office hours in the YETC, or to message me in our Canvas class online. **We will be using both Canvas (for messages, grading, assignments, etc.) and this website.** I can arrange with you to communicate via a Google Hangout as well. Hangouts allow us to share computer screens, and are very useful when you run into a problem you can't solve.

Student Feedback/communication: Outside of class, I will communicate with you several ways, through Canvas, or a Google Hangout. Please make sure you access Canvas frequently to check for messages and announcements. I will be using Canvas to message you personally, or for the entire class.

Syllabus or Class Changes: During the course of the clsss, you will be notified of any changes to the class syllabus by a message in Canvas. Changes to this syllabus *before* or *after* the course may occur without any notification. Please check back. Changes to a scheduled class or a class cancellation (because of illness, bad weather, natural disaster, etc) will be posted to the

above, and also a message in Canvas. Please check before class for any changes in plans. I suggest you bookmark this class site in your browser.

Submitting assignments and electronic files: Instructions for submitting assignments may vary from assignment to assignment. Instructions for how to submit each assignment will be given along with the assignment.

Late work: In the industry, it's critical that you meet your deadlines. In this advanced class, late work will be accepted at 50% of the point value it would have received if it had been submitted on time, except for extenuating circumstances such as incapacitating illness, death in the immediate family, etc. (similar to the "I Grade policy" below).

Ethics and Honesty: "Each student has the right and duty to pursue his or her academic experience free of dishonesty. The Honor System is designed to establish the higher level of conduct expected and required of all Utah State University students.

The Honor Pledge: To enhance the learning environment at Utah State University and to develop student academic integrity, each student agrees to the following Honor Pledge: "I pledge, on my honor, to conduct myself with the foremost level of academic integrity." A student who lives by the Honor Pledge is a student who does more than not cheat, falsify, or plagiarize. A student who lives by the Honor Pledge:

- Espouses academic integrity as an underlying and essential principle of the Utah State University community;
- Understands that each act of academic dishonesty devalues every degree that is awarded by this institution; and
- Is a welcomed and valued member of Utah State Cunversity."

Plagiarism: "Plagiarism includes knowingly "representing, by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgment. It also includes the unacknowledged used of materials prepared by another person or agency engaged in the selling of term papers or other academic materials." The penalties for plagiarism are severe. They include warning or reprimand, grade adjustment, probation, suspension, expulsion, withholding of transcripts, denial or revocation of degrees, and referral to psychological counseling."

Please take time to read through Utah State University's Academic Honesty/Integrity Policy - we will adhere to it in class. In particular, the Photoshop assignments you turn in must be your own work. Sources of images that are not your own must be documented and credited. Using Photoshop brushes, gradients, actions, styles, etc., that are not your own must be documented and credited.

Students with Disabilities - The Americans with Disabilities Act states: "Reasonable accommodation will be provided for all persons with disabilities in order to ensure equal participation within the program. If a student has a disability that will likely require some accommodation by the instructor, the student must contact the instructor and document the disability through the Disability Resource Center (797-2444), preferably during the first week of the course. Any request for special consideration relating to attendance, pedagogy, taking of examinations, etc., must be discussed with and approved by the instructor. In cooperation with the Disability Resource Center, course materials can be provided in alternative format, large print, audio, diskette, or Braille."

Withdrawal Policy and "I" Grade Policy: Students are required to complete all courses for which they are registered by the end of the semester.

In some cases, a student may be unable to complete all of the coursework because of extenuating circumstances, but not due to poor performance or to retain financial aid. The term 'extenuating' circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter a work schedule to secure employment, (4) change in work schedule as required by an employer, or (5) other emergencies deemed appropriate by the instructor.