Basic computer skills such as turning on a computer, transferring files to and from a drive, navigating the user interface of your computer, and emailing are necessary. Our lab is made up of Macintosh computers so I recommend becoming familiar with the Mac OS interface before class if at all possible. Be sure to complete the Class Prep part of this course.

REQUIRED SOFTWARE:
Adobe Photoshop CS6, CC, or CC 2014. USU currently has licensing agreements with Adobe for the Master CS6 suite to be installed in campus computer labs so this is the version that the tutorials were created in. All the features and tools that will be used are also in the newer releases. If you don’t already have the software installed on your computer please consider Adobe’s Student & Educator Monthly Subscription.

REQUIRED HARDWARE:
A laptop or desktop computer capable of running Adobe Photoshop CS6.
A reliable Internet connection

RECOMMENDED TEXTBOOK
The Non-Designers Design Book by Robin Williams
“Photoshop CS6: The Missing Manual” by Lisa Snider. (or whichever version you need to match your Photoshop.)

SCHEDULE
Each week’s material builds on the previous weeks and therefore skipping ahead may leave gaps in your education.
Please do not complete assignments ahead of schedule unless you have arranged it with me.

COURSE PARTICIPATION
You will be expected to go through the materials and complete assignments each week. If a life-event prevents you from doing so please contact me.

ASSIGNMENT SUBMISSION
We will be using CANVAS to turn in assignments. When submitting files please ZIP or COMPRESS files into one folder. If a file is too large to load your files to CANVAS you may use an FTP site to get it to me. In this case go to bit.usu.edu and email me the files before the deadline.

ASSIGNMENT REVISIONS & RESUBMISSION
My focus is on learning - not grading! As the semester progresses you will be increasing your knowledge and skills through assignments and instructor critiques. For any portion of an assignment turned in on time you have a week from the time it is graded to make revisions in response to feedback and resubmit the assignment for regrading. Quizzes and tests don't qualify for resubmission. This policy is a courtesy to you, if it is abused it will be revoked.

GRADING POLICY OVERVIEW
- On time file submissions may be reworked in response to feedback and resubmitted for a higher grade within one week of receiving the original grade. If a lesson includes multiple assignments this only applies to the portions you submit on time.
- Late assignment points are automatically reduced by 20% in the first week, 30% in the second week, and receive an F grade in the third week.
  - Late assignments are not eligible for resubmission.
  - Early assignment submission is accepted only in special circumstances.
  - Some points may be made up through completion of extra credit projects as announced by the instructor.

Grades will be assigned based on the percentage of total points you’ve earned. 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
Instructor Feedback / Communication: Please communicate with me via Canvas messaging/emails. Messages from Canvas do appear in my regular email inbox. If you are unable to access canvas you may contact me at rs smith.photoshop@gmail.com or by phone at 435-232-0125. Please adjust the settings on canvas so that you will receive email notification for notes on submitted assignments.

Syllabus or Class Changes: During the course of the class any changes to the syllabus or schedule will be announced through CANVAS.

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:

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.”

Also - I have been around awhile. I have seen a lot of images and I will know what your general Photoshop capability is. If I see something suspicious or wonder about the authenticity of any of your work I will check it with TinEye.com, a reverse image search that can identify plagiarized content.

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. Photoshop brushes, gradients, actions, styles, etc., that you have used, but not created, also must be 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 (435-
232-0125) and document the disability through the Disability Resource Center (435-797-2444), 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.

**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.

I look forward to getting to know you! You may contact me anytime via email or by phone during “office” hours.

Sincerely,
**Rachael Smith**
435-232-0125
rsmith.photoshop@gmail.com
www.rsmithphotoshop1.weebly.com

Website Password: 1000
Content will be password protected at beginning of semester. You will receive the password via email before the start of class.

Last Updated: January 6, 2015