ATEC Course Syllabus

DELETE THIS TABLE PAGE BEFORE PRINTING

This syllabus has been modified for ATEC 2382 Computer Imaging FALL 2010 from the university template established by UT|D Academic Senate (Last update 08/05/2009)

Most of the syllabus is standard. Please edit and Submit to the online CourseBook.

Personalize these sections:

Course Information" on page 1
> Highlighted sections need your personal info.

Academic Calendar on page 3
> Insert your schedule if you like or print separately (see Sample Course Schedule.doc)

Student Assessment & Feedback on page 4
> Pay special attention to this and edit to meet your teaching style.

Review the "Grade Weights" on page 4 - currently set to match the Sample Course Schedule.doc

7 PS TOOLS (3 points each)	20%
5 DISCUSSIONS (2 points each)	10%
3 PROJECT (10 points each)	30%
MID TERM (2 part)	15%
CRITIQUES	15%
FINAL PORTFOLIO	10%

*The grading scale is based on the UT Dallas undergraduate grading policy. For details on grading, see the OEE Teaching Toolkit.

Pages 6 -9 are standard university policies.

COURSE INFORMATION

SESSION: Fall Semester   08/19/2010 – 12/15/2010
MEETING TIME: ATEC 1.102 TBD

INSTRUCTOR:
Office Phone
Email Address
Online / Office Hours
Other Information

About the Instructor:
(Brief intro about the instructor)
(Brief intro about the instructor)
(Brief intro about the instructor)

COURSE DESCRIPTION

The nature of this course is to integrate technical ability with visual communication as they relate to digital art and the design problems within. Computer images are prepared for multiple delivery environments, including internet, games, and animation. Students will apply the techniques of digital imaging using tools in Adobe Photoshop software, in concert with foundational knowledge of the elements and principles of art. Students will be encouraged to use divergent thinking in problem solving as a way to address emerging media.

This is a lower-level required course for students pursuing an A&H undergraduate degree in the Arts & Technology Program. The course is a full 16-week session, meeting once a week for 2:45 hours per week in a computer lab environment. Additional time outside of class is required to complete assignments. Course delivery is blended online, lecture and lab environment. *Students will need a NetID and access to the internet for eLearning content.*

STUDENT LEARNING OUTCOMES

- ✓ Students will critically evaluate/assess and defend the validity of applied techniques in imagery and the use of emerging media that supports the visual communication of ideas.

- ✓ Student will communicate knowledge of techniques in digital imaging, through self-paced tutorials related to software tools in Adobe Photoshop CS5.

- ✓ Students will design and create a personal interest expression through a visual composition that successfully demonstrates the use of design theory and digital media tools.

- ✓ Students will communicate knowledge of elements & principles of art through at least one digital art medium related to their degree focus.

- ✓ Student will participate in critique activities through group discussions of observable work created in Adobe Photoshop CS5.

✓ Students will analyze, assess, and derive meaning from works of art, including their own, according to the elements of art, the principles of design, and aesthetic qualities.

COURSE REQUISITES

Students should have moderate computer navigation skills plus basic knowledge of online social etiquette and work ethic. Complete the assignments and turn them in on time - no deadline extensions. Activities require regular access to a computer with internet capability and Adobe Photoshop Extended CS5 installed. Students will need a NetID to access lab computers and eLearning, plus a UTD ID number to access additional instructional materials through UTD Library.

REQUIRED TEXTBOOKS AND MATERIALS:

- *Adobe Photoshop **CS4** Classroom in a Book* by Adobe Creative Systems
  Online e-books through the McDermott Library: Proquest.SafariBooksOnline.com
  Students require an active UTD ID in order to access this reference.
- Online Adobe TV account: http://tv.adobe.com/library
- Personal storage device (approx 1G flash drive for transport to/from ATEC labs)

SUGGESTED COURSE MATERIAL: *(helpful but not required)*

- Personal Computer with internet access and Adobe Photoshop CS3 or higher installed.
  See Adobe.com for educational pricing of software: **ATEC has CS5 Extended**
  http://www.adobe.com/education/students/
- *Universal Principles of Design* by William Lidwell, Kritina Holden & Jill Butler
- *Criticizing Art, Understanding the Contemporary - Second Edition* by Terry Barrett
- Digital camera and Scanner
  These items are often available for use/checkout from the Tech Team in ATEC

ADDITIONAL STUDENT RESOURCES:

- UTD Distance Learning: http://www.utdallas.edu/distancelearning/students
- McDermott Library: List of eBook Resources
  http://www.utdallas.edu/library/resources/ebooks.htm
- Remote Access: Students may download the VPN software for off-campus network access.
  https://netid.utdallas.edu/download/login
- UTD Computer Helpdesk: For UTD account connectivity problems call 972.883.2911 or
  email assist@utdallas.edu. Further information on the website:
  http://www.utdallas.edu/ir/helpdesk

TECHNICAL REQUIREMENTS:

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful eLearning experience. Technical requirements for personal access outside of ATEC labs include but are not limited to:

Personal Computer Software

- Web browser: Internet Explorer, Firefox, or Safari. For eLearning supported browsers and versions, please see the validated browser list.
- Virus detection/protection software.
- A zip file expansion tool such as WinZip.
- "Plug-ins" including (free versions available for downloading):
  - o RealPlayer
  - o Adobe Acrobat Reader
  - o PDF Writer/Printer *for Windows OS try* CutePDF or Bullzip
  - o Java - Sun Microsystems
  - o Flash Player
  - o QuickTime

ACADEMIC CALENDAR

The instructor reserves the right to make adjustments to the syllabus as needed. The course schedule* is subject to change according to the needs of the class. You can always find the most current materials and course schedule inside the eLearning course website.

Please see the separate course activity schedule for details of weekly course content.

Full-term session Begins ....Thursday, August 19, 2010

Last Day to Add a Course .... Thursday, August 26

Last day to drop a class without a "W" ....Friday, Sept. 3

University Closing: Labor Day .... Monday, Sept 6

"Signature required" UG course WP/WF period begins ………..... Thursday, Sept. 16

Last day to withdraw from an UG course with WP/WF ………..…. Monday, October 25

Midterm Grades Available Online ....Friday, October 15

University Closing: Thanksgiving .... Thurs, Nov. 25 - Sat, Nov. 27

Last Day of Classes These dates do not include final exams ..…… Monday, December 6

Reading Days (Study days prior to final exams) …..…….…….…... Tues. Dec. 7 & Wed. Dec. 8

Final Exams / Projects …………………………….…….……… Thurs. Dec. 9 - Wed. Dec.15

STUDENT ASSESSMENT & FEEDBACK

Students will be evaluated on attendance, participation in class discussions, and the quality and quantity of work completed from week to week. Assignments will be discussed throughout the course, with specific requirements spelled out each week.

ASSIGNMENT SUBMISSION INSTRUCTIONS:

All assignments are due BEFORE the beginning of class - unless otherwise specified - and will be graded on a 100 point scale, comprising 30% of the overall grade. Professional presentation is required. You will submit your assignments *(in the required file format with a simple file name and a file extension)* by using the Assignments tool on the course eLearning site. Please note: each assignment link will be deactivated after the assignment due date. **Late assignments will not be accepted and are subject to a grade of Zero.** No deadline extensions will be granted without prior permission for extreme circumstance. Extensions are subject to deductions. For more details, see Classroom Policies.

FEEDBACK APPROACHES:

Each design project will incorporate a group critique for aesthetic feedback. Summative project assessments will be done post project due dates – Typically, students will be able to access project grades 24 hours prior to the following week's class time. Additional feedback by student request is during office hours (by appt.) or through email correspondence at any stage within a project. Students are welcome to post pre-phase work on the discussion board for peer review outside of class-time.

GRADING SCALE:

Students can check their progress in eLearning after the grades for each project module are released. There is a 24 hour mandatory waiting period after you receive your grades during which we will not discuss grades. Specific grades are also not discussed during class, over the phone or electronically. You must make an appointment to discuss any kind of grade issue.
No extra credit is available.

Letter Grade	% Score	GPA Spread
A+	100-98	4.00
A Excellent	97-94	4.00
A-	93-90	3.67
B+	89-87	3.33
B Good	86-83	3.00
B-	82-80	2.67
C+	79-77	2.33
C Fair	76-73	2.00
C-	72-70	1.67
D Poor	69-60	1.00
F Failure	< 60%	0.00

Content Grading Weights	
20%	PS Tools
10%	Discussions
15%	Critique Participant
15%	Mid Term Exams
30%	Projects
10%	Final Portfolio

ATEC CLASSROOM POLICIES

| *Communication* | *Clarification* | *Respect* | *Responsibility* |

Please be courteous with the use of cell phones, pagers and surfing in class. Please do not do your homework for other classes in this class. There will be a "no monitors on or hands on the mouse" policy during class lectures or presentations. Failure to adhere to these policies will affect your attendance and participation grades.

Responses to electronic communications from instructor are expected within 24 hours. You must check your email *daily*. Please clearly identify the content of your message in the subject line and identify yourself, particularly at the beginning of the semester as we are getting to know one another. You must follow the rules of common courtesy in all email messages.

Respect your colleagues, this classroom and the instructor's role as your professor. This respect must be shown in any communication, both inside and outside of this classroom, be it written, verbal or nonverbal. Respect for outside speakers or a guest is mandatory. Failure to act appropriately when guests are present can result in you being asked to leave the premises immediately and will negatively impact your attendance and participation grades.

Any student who engages in behavior that disrupts the teaching-learning process (e.g., disrespect, unprofessionalism, ignoring the classroom conduct or policies including the classroom equipment/ technology policy, whispering and talking to others, engaging in behaviors not related to the discussion at hand, etc.) will be asked to leave the class and will have points deducted at the instructor's discretion.

Students are expected to have done weekly assigned readings and activities prior to class. You are to take responsibility for the level of work you produce, along with submission of that work, and for asking the instructor for help outside of class if you are having trouble with any aspect of the information.

Attendance at class is expected. Please discuss absences beforehand with instructor. **More than two unexcused absences may negatively affect your letter grade.**

Participation is a vital part of the learning process. More than simply being physically present in class, participation includes asking questions about readings, answering questions, engaging in class discussions, and demonstrating a professional and positive attitude. Attendance and various types of participation comprise 35% of the overall grade.

In fairness to other students, no late assignments will be accepted without prior approval. Late assignments are highly discouraged. **Even with approved extension; late submittals can be fined up to 10% per day past a deadline.** To request an extension, email instructor with the request date before the deadline. You must keep all correspondence.

An absence, limited lab access, being busy, forgetting, losing work or a computer crash are unacceptable excuses for poor quality or late work. Do not wait until the last minute to do your

work. You might not understand a portion of the assignment; have an unexpected problem such as computer crash or server problem. Allow time to meet deadlines…from the fields of project management…it ALWAYS takes longer than you expect it to. Remember that technology is unpredictable.

UNIVERSITY POLICIES

Scholastic Honesty

The University has policies and discipline procedures regarding scholastic dishonesty. Detailed information is available on the UTD Judicial Affairs web page. All students are expected to maintain a high level of responsibility with respect to academic honesty. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty are strictly enforced.

Course Evaluation

As required by UTD academic regulations, every student must complete an evaluation for each enrolled course at the end of the semester. An online instructional assessment form will be made available for your confidential use. Please look for the course evaluation link on the course Home Page towards the end of the course.

Student Conduct & Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. **Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.**

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). ***This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.***

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials, including music and software. Copying, displaying, reproducing, or distributing copyrighted works may infringe the copyright owner's rights and such infringement is subject to appropriate disciplinary action as well as criminal penalties provided by federal law. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. As a UT Dallas student, you are required to follow the institution's copyright policy (Policy Memorandum 84-I.3-46).

For more information about the fair use exemption and *Rules of Thumb* for education, see
http://www.utsystem.edu/ogc/intellectualproperty/copypol2.htm

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the deal will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of <u>F</u>.

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m. The contact information for the Office of Disability Services is:

Office of Disability Services
(972) 883-2098 (voice or TTY)

The University of Texas at Dallas, SU 22
PO Box 830688
Richardson, Texas 75083-0688

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

Off-Campus Instruction and Course Activities

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address given below. http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm
Additional information is available from the office of the school dean.