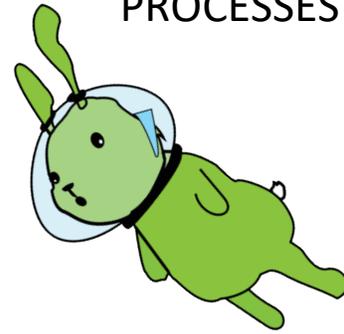


# Linn-Benton Community College

## ART120: FOUNDATIONS IN DIGITAL IMAGING

Fall 2020

## PROCESSES



### **INSTRUCTOR INFORMATION**

**Instructor:** Laura Butler Hughes

**Email:** HughesL@linnbenton.edu

**Drop-in Zoom Office Hours:** M/W 2-4pm

<https://linnbenton.zoom.us/j/3754078600>

**Communication Response Time:** Please allow 24 hours for a response Mon. – Thurs. and within 48 hours Fri.- Sun.

### **COURSE INFORMATION**

**CRN:** 25310, 25311

**Credits:** 4

**Course Location:** Online – Moodle and Zoom

**Course Meeting Times:**

Group A - M/W 11-12:20

Group B - M/W 12:30-3:50

Group C – T/Th 1-2:20

Group D – T/Th 2:30-3:50

### **COURSE DESCRIPTION**

Introduces Adobe Photoshop and Adobe Illustrator for image manipulation and creation. Students will be introduced to tools used in both applications. Investigate capturing, processing, and publishing for different digital image types. Projects will investigate various aspects of shapes, paths, points, fills, and gradients. Emphasis will be placed on file management, printing, and color management. Student projects, reading, and exams will be required to complete this class.

### **COURSE OUTCOMES**

- Create vector illustration.
- Use layers effectively in file construction.
- Identify and minimize safety threats in the workplace.
- Create and export Photoshop documents.
- Use Photoshop to repair and modify images.
- Use opacity and blending modes for Online and print documents.
- Identify file types and file size management.

# COURSE MATERIALS

## REQUIRED SUPPLIES

Flash Drive (16 GB) or external hard drive. **Saving and backing up your work is so important.**

## REQUIRED TEXTBOOKS

Textbooks can be purchased from the bookstore or online. Print books or e-books are available, either can be used for this class, just please be sure to get the correct edition! Books are also on reserve at the LBCC library though we cannot physically visit the library this term, the library can provide scanned pages with [this form](#). These books come with work files which will be made available on Moodle.

[Link to Bookstore listing](#)

Adobe Illustrator Creative Cloud Revealed, Botello, Cengage 9781305262614

Adobe Photoshop Creative Cloud Revealed, Reding, Cengage 9781305262614



We will also be using sections of the OER (openly-licensed) textbook, Digital Foundations: Introduction to Media Design with Adobe Creative Cloud. Chapters will be made available as needed on Moodle

## TECHNOLOGY

### MOODLE

This course uses the Moodle learning platform. Think of Moodle as the online class hub: you will use the Moodle course site to access announcements, the syllabus and schedule, assignment guidelines, and to turn in homework and activities.

### I'm having trouble uploading an assignment to Moodle, what do I do?

- Check to be sure that your file is the correct size and type.
- Make sure you have a strong internet connection.
- Try using a different web browser.
- Try using a different electronic device.
- If the problem persists, try uploading the document a little later. Sometimes the server gets overloaded, especially during peak traffic (e.g. Sunday night when everyone at LBCC is rushing to submit assignments by deadline)
- For continued problems, contact the Help Desk (see below) or email me right away (before the deadline!) Do not wait until the last minute to turn in work!

## ADOBE PHOTOSHOP AND ILLUSTRATOR

Access to Adobe Photoshop and Illustrator are essential for this course. LBCC has purchased licenses for every student in Visual Communications courses during Fall 2020.

### Here is how to access your Adobe account:

- Create an account with [Adobe](#) using your LBCC email (the license should automatically be linked to this email so be sure you are not using your personal email here!)
- You will need to download the application (which is 50gb)
- Viola! You should have access (or so I am told)

Please contact me if you are having any issues with your **Adobe account**. I, personally, will not be able to fix the problem but will contact our software support team.

## ACCESS TO TECHNOLOGY

Decent internet access and a computer that can run the software will be necessary for this class. If you need to borrow equipment, please visit the [equipment reservation page](#) and keep me in the loop.

## TECH HELP

Students who need **technical assistance** with MyLB, Moodle, Gmail, Zoom, and other college software or with library equipment should contact the Student Help Desk at (541) 917-4630 or [student.helpdesk@linnbenton.edu](mailto:student.helpdesk@linnbenton.edu).

## ZOOM SESSIONS

We will meet on Zoom twice a week in our groups. All sessions will be recorded, and portions will be made available later on Moodle. I have set the Zoom settings so that the group links are always available, if you would like to meet up with each other outside of class time.

Generally, Monday/Tuesday sessions will be focused on lecture, demo, homework feedback, class discussion, and assignment introduction. Wednesday/Thursday sessions will consist of hands-on activity and small group work (usually a chance to work on the week's assignments with guidance).

If you need assistance with **Zoom** there are some [great tips and tutorials on this site](#)

## ZOOM ETTIQUITE AND POLICIES

- Please arrive to the session on time and stay until the end so as not to disturb the class. If you need to arrive late or leave early, please let me know in advance.
- We will not be using a password or waiting room unless privacy and security become an issue.
- Please mute yourself during lectures/demos, or if you have background noise that might be distracting to others.
- The Zoom sessions are interactive! Be ready to share your screen, talk about completed homework, and work in small groups.
- You are not required to have your camera turned on, though it is highly encouraged if you are able!
- Any inappropriate language or behavior will not be tolerated, and you will be dismissed from the Zoom session immediately. This includes derogatory language, anything intended to make others feel unwelcome, and distracting behavior.

# COURSE POLICIES

## “NO SHOW” POLICY

A student may be withdrawn for non-attendance during the first week of the term if they have not attended either Zoom Session or have not visited the class Moodle page. This policy is to ensure that the class is the right fit for you. If you cannot commit to these requirements, please consider dropping the course, and feel free to re-register in a future term.

## ATTENDANCE/ PARTICIPATION

Non-attendance to Zoom sessions will not be counted against your grade. This is to allow maximum flexibility in these truly complicated times. Though, you are strongly encouraged to attend as much as possible. You will get more from the class through interaction and live activities.

Due to the fact that everyone is working with a different technology set-up I am aware that it may not be possible for everyone to participate in Zoom sessions the same way. If you have concerns please contact me.

## COMMUNICATION

The best ways to reach me are:

- Email at [HughesL@linnbenton.edu](mailto:HughesL@linnbenton.edu). Please allow 24 hours for a response M-Th, 48 hours for a response on weekends. Please use your Linn-Benton email for all course communication.
- Drop-in Zoom office hours, M/W 2-4pm. There is a waiting-room enabled for student privacy. Use this link: <https://linnbenton.zoom.us/j/3754078600>
- Appointment! Send me an email to request an appointment

## LATE WORK AND RE-WORK

Late work will be accepted until the last week of the term with a 10% grade reduction. Any homework or activity may be reworked and resubmitted until the last week of the term, the higher of the grades will be kept. Resubmit work with this [resubmission form](#), I will check this form about once a week.

# ASSIGNMENTS AND GRADES

## GRADE SCALE

A = 90-100% - Passing work that is excellent

B = 80-89% - Good Work

C = 70-79% - Average Work

D = 60-69% - Poor Work

F = 0-59% - Failing Grade

## **ASSIGNMENTS**

Activities **25%**  
Homework **30%**  
Mid-Term **15%**  
Illustrator Final **15%**  
Photoshop Final **15%**  
**Total 100%**

### **ACTIVITIES (25%)**

Every week you will be assigned multiple quick activities to build proficiency and understanding of the software. These activities will be guided step-by-step in your books and will be graded on your ability to follow directions to produce the specified outcome. Some activities will be demo'd in Zoom sessions or completed together. Most activities will require you to open and download the appropriate work files available on Moodle.

### **HOMEWORK (30%)**

Every week you will be assigned homework in addition to the quick activities. The homework is self-guided and requires you to apply your skills to produce an assignment that is more creative or open-ended. These assignments are designed so that you can work to (or slightly past) your appropriate limit. Everyone comes to this class with different levels of knowledge, if what we are doing is old news for you, then try to answer the "problem" of the assignment in a way that keeps it interesting for you.

**ALL ACTIVITIES AND HOMEWORK ARE DUE A WEEK AFTER ASSIGNED:**

**GROUPS A/B WORK DUE SUNDAYS AT 11:59PM**

**GROUPS C/D WORK DUE MONDAYS AT 11:59PM**

### **MID-TERM (15%)**

During Week 5 of the term there will be a skill and knowledge-based assessment. The exam will be administered through a virtual proctoring program which will inhibit the use of your internet browser. However, the exam will be open-note/ open-book. Students will be notified in-advance of two windows which the exam can be taken.

### **ILLUSTRATOR FINAL PROJECT (15%)**

Over the course of two weeks you will be asked to re-create a complex illustration using all of the skills you've acquired this term. **Due Monday 12/7**

### **PHOTOSHOP FINAL (15%)**

2-hour timed skills assessment in Photoshop, in which you'll be given an image to edit with instructions. The exam will be administered through a virtual proctoring program which will inhibit the use of your internet browser. However, the exam will be open-note/ open-book. Students will be notified in-advance of at least two windows which the exam can be taken during exam week.

# WHAT DO I NEED TO DO TO BE SUCCESSFUL IN THIS CLASS?

- “save and save often” – Sandra Hughes (Laura’s mom)
- No for real. Save your work frequently and in multiple places (this is what your thumb drive is for). Things happen, computers crash, yet the deadline is still very real.
- Check your LBCC email regularly (preferably daily). It is the student’s responsibility to receive and read messages in a timely manner.
- Communicate Regularly. Visit office hours or send me an email.
- Keep up with the material and check into Moodle frequently.
- Don’t be afraid to ask questions! This class is designed for beginners and these programs are complex and trip up even the most experienced users. Do not be afraid to ask for help during class time, ask for something to be repeated, and to make an appointment for extra help if needed. I welcome open class discussion and will be the first to admit that I DO NOT KNOW EVERYTHING! We will progress in class so as not to lose anyone.
- Be a good class citizen. This means to be open to: 1) working with others, 2) being respectful of your peers, and 3) trying new things. It’s always OK to be unsure about how to do something; it’s never OK to give up without trying.
- Get ready to interact and be flexible. Be prepared to join breakout sessions to complete work with your classmates.
- When in the zoom session, focus on the zoom session. This time is valuable. If you have personal business (phone calls/texting, other class work), please notify us in the chat that you are stepping away from your screen, if it is not obvious.
- In Zoom sessions follow along with class demonstrations and activities. Have your books/programs at the ready so you can participate.
- Be positive and have fun!

## COLLEGE POLICIES AND RESOURCES

### ACADEMIC INTEGRITY

While you are highly encouraged to work together, you are required to do 100% of your own work from start to finish. This means that you may not use any part of the work done by another student or give your work to another student. If you are involved in any kind of cheating or plagiarism then you will be subject to discipline, up to and including automatically failing the assignment, failing the course, or disciplinary action by the Dean of Students.

Please refer to the LBCC [Student Code of Conduct](#), which outlines expectations pertaining to academic honesty.

### INCOMPLETE GRADE POLICY

An incomplete grade may be assigned when a student has **completed** and **passed** a majority of the required work, but cannot complete the course for reasons beyond the student’s control. Incompletes are given only in extraordinary and documented circumstances (i.e. family emergency or serious medical excuse), and at the discretion of the instructor. If an incomplete grade is granted, the instructor will determine the work that must be completed as well as a nonnegotiable completion deadline for submitting all missing work. If the incomplete work is not submitted on time or is unsatisfactory the incomplete will revert to an F-grade.

## ACCESSIBILITY STATEMENT

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in this class, please talk to your instructor as soon as possible to discuss your needs. If you believe you may need accommodations but are not yet registered with CFAR, please visit the [CFAR Website](#) for steps on how to apply for services or call 541-917-4789.

## STATEMENT OF INCLUSION

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in a safe, positive, and nurturing learning environment. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating and problem-solving in an ever- changing community and diverse workforce.

## VETERANS

Veterans and active duty military personnel with special circumstances are welcome and encouraged to communicate these, in advance if possible, to the instructor.

## STUDENT RESOURCES

### Important Academic Calendar Dates Fall 2020

Last day to add/drop: October 5th

Last day to withdraw: November 15<sup>th</sup>

Exam Week: Dec. 7-10th

## MOODLE SUPPORT

If you have questions about Moodle or need technical support contact:

**Student Help Desk** (in the Library at the Albany campus): Visit, call (541) 917-4630, or email [student.helpdesk@linnbenton.edu](mailto:student.helpdesk@linnbenton.edu)

**LBCC Moodle User Support Forum:** Look up answers or post questions:

<http://elearning.linnbenton.edu/mod/forum/view.php?id=26>

## LBCC EVERYTHING SUPPORT

Have a question about anything LBCC related? [First Resort](#) has folks on staff to support students and answer questions. They are amazing.

## BASIC NEEDS STATEMENT

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Roadrunner Resource Center for support ([resources@linnbenton.edu](mailto:resources@linnbenton.edu), or visit us on the web [www.linnbenton.edu/RRC](http://www.linnbenton.edu/RRC) under Student Support for Current Students). Our office can help students get connected to resources to help. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

## CHANGES TO THE SYLLABUS AND SCHEDULE

I reserve the right to change the contents of this Syllabus and Course Schedule. These may need to be adjusted along the term for many good reasons. You will be given notice of relevant changes in class, through a Moodle Announcement, or through LBCC email.

## EXTRA CREDIT !

**BY MAKING AN APPOINTMENT WITH [ACADEMIC COACHING](#)**

**Visit academic coaching once by week 4 for +3 points on your final grade!**

**Visit academic coaching by week 4 and week 9 for +6 points on your final grade!**

That could be the difference of an 85 to a 91! This is a very good deal.