FALLSEMESTER 2019
CRN#33367
TUE/THU 2:00PM –3:15PM
ROOM E-114

REQUIRED INSTRUCTIONAL MATERIALS

The Graphic Designers Digital Toolkit, Wood, 7thEd. 2015
Non-Designers Design Book, Williams, 3rdEd, 2008.
Access to Photoshop, Illustrator and InDesign software programs
Handouts and tutorials posted on Blackboard

CATALOG COURSE DESCRIPTION

Prerequisite: ENG K101 or ENG K101s placementor completion of ENG K096with a "C#" grade or better and any 100 level humanities or social sciences course.This course is designed to introduce students to graphic design. Topics include: proper file management, Macintosh computer navigation basics, fundamental techniques of the design process, and digital plagiarism. Students will learn to create a graphic identify through proper typography, image editing, and page layout. Graphic design industry standard softwarewill be used, including adobe Photoshop, Illustrator, and InDesign. Classes consist of lectures, demonstrations, applied practice, and critiques.

LEARNING OUTCOMES

The course goal is for students to:
1.Develop a working knowledge in software applications used inthe field of Graphic Design
including Adobe Photoshop Illustrator, InDesign and Acrobat Pro.
2.Learn file management and Mac computer navigation basics.
3.Study page design, typography and image editing for publication design.
4.Learn about digital plagiarism.
5.Read and report on Graphic Design topics.

While in room E-114, use the Macintosh computers for class related work ONLY! Any other instances, such as checking social media sites, are NOT allowed! In such instances you will be asked to leave class and it will result in a lower grade. Multiple instances will result in a failing grade!!!

EVALUATION AND GRADING POLICIES:

Late assignments or make-up work is not allowed. There is NO extra-credit work. Any course work which is emailed to the instructor will be deleted and given a zero.You must upload your work through the assignment tool.

1000 POINT GRADING SYSTEM BREAKDOWN:

10% (5pointseach) –20 Discussion Questions (DQs)
20% (varyingpoints) –Quizzes
40% (30 points) –GraphicDesign Assignments
10% (100 points) –Graphic Design Report
20% (200 points) –Final Project

ATTENDANCE POLICY:

Attend all classes. Any course work presented during class time cannot be made up.

INCOMPLETES:

I do not give Incompletes. They are only assigned when there are extenuating circumstances such as a life-threatening illness that prevent the student from completing the coursework on time. Incompletes must be approved by the Academic Dean.

WITHDRAWAL POLICY:

If you intend to withdraw, you must do so at the Registrar's Office by the college deadline, which is listed on the TRCC website.

ACADEMIC INTEGRITY AND PLAGIARISM:

Plagiarism and other forms of academic dishonesty will not be tolerated and will result in an automatic failing (F) grade on the assignment for the first infraction and, should it occur a second time, an automatic failing (F) grade for the course.

DIGICATION: All students are required to maintain an online learning portfolio in Digication that uses the college template. Through this electronic tool students will have the opportunity to monitor their own growth in college-wide learning. The student will keep his/her learning portfolio and may continue to use the Digication account after graduation. A Three Rivers General Education Assessment Team will select and review random works to improve the college experience for all. Student work reviewed for assessment purposes will not include names and all student work will remain private and anonymous for college improvement purposes. Students will have the ability to integrate learning from the classroom, college, and life in general, which will provide additional learning opportunities. If desired, students will have the option to create multiple portfolios.

** The instructor may change the syllabus, the order of topics and/or the content of the assignments to meet the needs of the class at any point in time.

ALL ASSIGNMENTS ARE DUE BEFORE 9PM ON THE DUE DATE
Except where noted as an In-Class Assignment

ASSIGNMENT	POSSIBLE POINTS	DUE DATE
Module 1:DQ #1a & 1b,	10	Monday September 2
Quiz #1(In-Class)	20	TBA
Module 2:DQ #2a & 2b,	10	Monday September 9
Assignment: Personal Portrait	20	Monday September 9
Quiz #2 (In-Class) 102010	10	TBA
Module 3: Quiz #3 (In-Class)	20	TBA
Assignment: Norway	10	TBA
Module 3: DQ #3a & 3b,	20	Monday September 16
Assignment: Switch Heads	10	
Module 4: Assignment:Flier (In-Class)	20	TBA
Module 4: DQ #4a & 4b,	10	Monday September 23
Assignment: Car Ad	30	Monday September 23
Module 5: Assignment:Restaurant Ad (In-Class)	20	TBA
Module 5: Photoshop Quiz (In-Class)	30	TBA
DQ #5a & 5b	10	September 30
Assignment: Tourism Poster	30	September 30
Module 6: DQ #6a & 6b,	10	Monday October 7
Assignment: Checkerboard	20	Monday October 7
Module 7: A ssignment:Dartboard (In-Class)	20	TBA
Module 7: DQ #7a & 7b,	10	Monday October 14
Assignment: Tourist Lighthouse Map	30	Monday October 14
Module 8: Assignment:Word Cloud (In-Class)	20	TBA
Module 8: DQ #8a & 8b,	10	Monday October 21
Assignment: T-shirt	40	Monday October 21
Module 9: Illustrator Quiz (In-Class)	30	TBA
Assignment: Web Banner	30	Monday October 28
Module 10: Assignment: Class Flier	20	Thursday October 31
Module 10: DQ #9a & 9b,	10	Monday November 4
Assignment: Coupon Ad	30	Monday November 4
Module 11: Assignment: The Current (In-Class)	20	TBA
Module 11: DQ #10a & 10b,	10	Monday November 11
Assignment: Calendar	40	Monday November 11
Module 12: InDesign Quiz (In-Class)	30	TBA
Assignment: Graphic Design Report	100	Monday November 18
Final Project Worksheets	20	Monday November 25
FINAL PROJECT	180	Monday December 2
Final Exam (In-Class)	50	TBA

** The instructor may change the syllabus, the order of topics and/or the content of the assignments to meet the needs of the class at any point in time.

SCHOOL POLICIES

BOARD OF REGENTS FOR HIGHTER EDUCATION AND CONNECTICUT STATE COLLEGES AND UNIVERSITIES POLICY REGARDING SEXUAL MISCONDUCT REPORTING, SUPPORT SERVICES AND PROCESSES POLICY

Statement of Policy for Public Act No. 14-11: An Act Concerning Sexual Assault, Stalking and Intimate Partner Violence on Campus:"The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education free from acts of sexual misconduct, intimate partner violence and stalking. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence."

UNITED STATES DEPARTMENT OF EDUCATION AND OFFICE OF CIVIL RIGHTS TITLE IX STATEMENT OF POLICY:

"Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all of the operations of the district or college are covered by Title IX.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX –regardless of their sex, sexual orientation, gender identity, part-or full-time status, disability, race, or national origin-in all aspects of a recipient's educational programs and activities."If any student experiences sexual misconduct or harassment, and/or racial or ethnic discrimination on Three Rivers Community College Campus, or fears for their safety from a threat while on campus, please contact Edward A. Derr, the Diversity Officer and Title IX Coordinator:

Students with Disabilities:If you have a disability that may affect your progress in this course, please meet with a TRCC Disability Service Provider (DSP) in Room A-119 as soon as possible. Please note that accommodations cannot be provided until you provide written authorization from a DSP.

Matt Liscum, Counselor
Room A113   (860) 215-9265

Learning Disabilities
•   ADD/ADHD
•   Autism Spectrum
•   Mental Health Disabilities

Elizabeth Willcox, Advisor
Room A113   (860) 215-9289

•   Medical Disabilities
•   Mobility Disabilities
•   Sensory Disability

Use of Support Services:The Writing Center/TASC is located in Room C117 (next to the Library). TRWritingcenter@trcc.commnet.edu. Online tutoring: http://www.etutoring.org