

ARTG 2306

GRAPHIC DESIGN 1: COMPUTER GRAPHICS

COURSE INFO

Course title: Graphic Design 1

Course meeting location: Liberal Arts Lab 411M

Course meeting times: TR 9:00 am – 11:50 am

Course Semester & Dates: Fall 2021

August 23 – December 2, 2021

Instructor Contact Info

Instructor name: Jacob Muñoz

Office #: Fox Fine Arts A348

Office hours: TR 12:00 pm – 1:00 pm
by appointment only

Instructor email: jmunoz8@utep.edu

Academic Calendar/Fall 2021

Aug 23rd–Fall classes begin

Aug 23rd-27th–Late Registration (Fees are incurred)

Sept 6th–Labor Day Holiday - University Closed

Sept 8th–Fall Census Day

Oct 29th–Fall Drop/Withdrawal Deadline

Note: Student-initiated drops are permitted after this date, but the student is not guaranteed a grade of W. The faculty member of record will issue a grade of either W or F.

Nov 25-26th–Thanksgiving Holiday - University Closed

Dec 2nd–Last day of classes

Dec 3rd–Dead day

Dec 6-10th–Fall Final Exams

Dec 11-12th–Fall Commencement

INSTRUCTOR INTRODUCTION

Your instructor for this course, Jacob Muñoz, has been designing for over a decade. He holds two degrees including a BFA from the University of Texas at El Paso with a major in Graphic Design and a minor in Drawing and his MFA from New Mexico State University majoring in Graphic Design. Prior to becoming an Instructor, Jacob Muñoz has designed for a number of Design Studios and Ad Agencies in the El Paso area. Apart from teaching, Muñoz has been an acting freelance designer for Substance, El Paso Chili Company, Ysleta del Sur Pueblo, and Tigua Inc. respectively.

COURSE DESCRIPTION

Graphic Design 1: Computer Graphics. This is an introduction to graphic, illustration, and page layout software on Apple computers. Students scan, generate, import, process, and combine images and text in black and white and in color. Industry standard desktop publishing software and imaging programs are used. The essential applications taught in this course are: **Adobe Illustrator, Adobe Photoshop, Adobe InDesign.**

COVID-19: For Fall 2021 semester, this course is scheduled to meet in-person in the designated lab and studio spaces. Please know that if circumstances change, alternative meeting accommodations may be arranged, pending further notice. (see side bar: **COVID-19 CONTINGENCY PLAN (OUTBREAK/LOCKDOWN)**)

COURSE PREREQUISITE INFORMATION

Course prerequisites include ARTF 1301, ARTF 1302, and ARTF 1304 each with a grade of "C" or better. Students are required to have a foundational understanding of the elements of design, the principles of composition, style, and content. Additionally, students must have developed fundamental drawing skills. These skills and knowledge sets are provided through the Department of Art's Foundation Courses. Students are also required to have a working familiarity using a computer including: hard drive folder navigation for saving and retrieving documents, "cut and paste" and basic word processing.

COURSE OBJECTIVES

- Practical and real-world introductory experience using Illustrator, Photoshop, and InDesign.
- Development of improved visual communication skills as they relate to digital image making and graphic design.

COURSE OUTCOMES

- Experience and fundamental competency using Illustrator, Photoshop, and InDesign.

REQUIRED COURSE MATERIALS

- Sketch book, Pencils, Eraser, Ruler, USB or External Hard Drive

Note: Access to the required software is available in the classroom lab and various campus labs: Library 3rd floor computer lab and Fox Fine Arts building 3rd floor Graphic Design lab during open lab hours.

Notice: when using Adobe software in different labs across campus may result in unexpected results. Be sure that you are using the same version of Adobe CC that is installed in the computer lab LART 411.

ARTWORK DELIVERY

Students are to use Blackboard email and Projects (found on Bb Home page) to upload PDF files of your work. All correspondence for the course is through Bb email! When submitting in-progress work (sketches, ideas, etc.) will be saved as a PDF unless otherwise noted. ALL FINAL design work will be saved as a PDF and submitted to the Project in Blackboard for grading. Any projects submitted to my UTEP email will not be graded.

****When submitting a file, name accordingly: LastNameFirstName_ProjectName.pdf**



**** COVID-19 CONTINGENCY PLAN (OUTBREAK)**

- Course will quickly move to full online environment using Blackboard at class meeting times.
- Attendance is mandatory for all meeting times, Instructor will post new Policies to Blackboard Announcement link.
- **When using Bb Collaborate (video conference tool) Students are required to have camera on when Instructor is addressing student/class.**

CONDUCT IN THE ONLINE CLASSROOM

The same guidelines followed in a face to face classroom should be followed in the online classroom plus specific rules required for an online environment. Please follow the rules of Netiquette stated on the last page of the syllabus. Also, refer to Student Expectations & Responsibilities. Persistent disruptive behavior may result in an inquiry conducted through the Office of the Dean of Students, disciplinary action, or failure of this course.

COURSE PARTICIPATION

- Participation in all discussions, in-progress critiques, and critiques on mandatory meeting days is required for this course.
- **Development and execution of class projects must be done on your own time, so time management is essential!**
- Participation in all mandatory meetings, in-progress critiques, and final (project) critiques is essential to the successful completion of this course.
- Everyone enrolled in this course is expected to behave in a professional manner. Your classmates are your colleagues; treat them with the respect they, and you, deserve. Disruptive and/or inattentive behavior is inappropriate; as a rule, such behavior will be treated as an absence.
- The class will meet several days of the week (through Zoom/Bb Collaborate) to help facilitate works-in-progress, critiques, and answer any questions.
- **Zoom/Blackboard will be the online platform for students to engage with the**

REQUIRED SOFTWARE/HARDWARE

- **Computer with working camera/microphone, internet connection**
- **Adobe Creative Cloud 2020 (see note about *Adobe Creative Cloud)**

TECHNOLOGY REQUIREMENTS

Course content will be delivered for the most part via the Internet through email, Zoom and Blackboard. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser.

You will need to have access to a computer/laptop, scanner, a webcam, and a microphone. Mac computers are the industry standard computer systems in the field of Graphic Design, so I would recommend that if you were planning on buying your own computer that you invest on either the 15", or the 16" MacBook Pro. Make sure you get the Apple Education discount (<https://www.apple.com/us-hed/shop/back-to-school>).

***Adobe Creative Cloud:** The Adobe Creative Cloud program collection will be available to students of this course provided by the University at no additional cost. If you have not already done so, please check your UTEP E-mail and look for an e-mail with the Subject Line "Get started with Creative Cloud All Apps Student License" If you have not received this e-mail, please contact UTEP Technology Support at helpdesk@utep.edu for further assistance.

You will need to download or update the following software: Microsoft Office, Adobe Acrobat Reader, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

IMPORTANT: If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP Help Desk (helpdesk@utep.edu) as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

GRADING CRITERIA

Graphic Design 1 Computer Graphics is designed around three modules. *Module topics include:

1. Illustrator (5-6 tasks)
2. Photoshop (4 tasks)
3. InDesign (3 tasks)

*Tasks/Assignments are subject to change

No assignment will be accepted after the assigned due date and time, with the exception of a documented serious/personal illness or death in the immediate family. All assignments are submitted digitally via Blackboard. Students are required to verify that their submission has been uploaded correctly and will display accurately for evaluation purposes.

While working on the computer, students are encouraged to save all work early and often. Students are responsible for keeping a backup copy of all work files, separate from saving files on a single computer. Any work "lost" due to a lack of organization or any failure to save and backup files must be recreated by the student for delivery at the assigned due date and time.

Grading consequences for poor participation and performance not specifically related to the evaluation of assignments will be applied at the discretion of the instructor. A final letter grade will be assigned at the end of the term, based upon the total possible points according to the following scale:

A 90-100 Superior:

Represents outstanding work reflective of effort and performance of exceptional ability and absolute quality.

B 80-89.99 Above Average:

Represents effort and performance beyond expectations.

C 70-79.99 Average:

*LAST UPDATED: FALL 2021. SYLLABUS IS SUBJECT TO CHANGE WITH PRIOR NOTIFICATION.



instructor.

- All correspondence will be through Blackboard email and only Bb email! All email sent to my UTEP email will not be answered.
- All final project files must be uploaded to the Project in Blackboard for grading.
- Plagiarism in any form will not be tolerated. Work completed in another class may not be substituted for work assigned in this class, and will be treated as plagiarism. See the note concerning University policy below.
- Any questions regarding safe and reasonable behavior and practices should be directed to the instructor and only the instructor.

STUDENT EXPECTATIONS & RESPONSIBILITIES

- You will log into Blackboard on a daily basis to complete course work, check for communication, and/or announcements.
- You will respect your learning environment, instructor, and classmates
- You will follow Netiquette guidelines
- You will exhibit appropriate and civil behavior at all times. Disorderly conduct will result in a possible referral to the Chair of the Art Department or the Dean of Students
- You will respect others' opinions even if you disagree with them.
- You will use respectful and proper language when communicating with your instructor and/or classmates.
- You will use proper communication skills in your writing
- Always use proper grammar, spelling, sentence structure and organization in your writing.
- You will take ownership of your learning experience. Grades are not given, they are earned.
- The effort you put forth in the course will determine your final grade.
- Your current course grade will always be available through My Grades on Blackboard.

If you are struggling in class, do not hesitate to contact me. Do not wait until the end of the term to ask for help.

Represents adequate work that fulfills requirements and expectations.

D 60-69.99 Below Average:

Represents less than average performance and is considered underachieved. Credit given.

F Below 60 Unacceptable Performance:

No credit given.

I will be considered for students completing satisfactory or better work and having serious legitimate situations beyond their control requiring additional time to complete the course requirements. All "I" grades are at the discretion of the instructor, with the approval of the department chair and the dean.

W the withdrawal option must be completed on or before the final drop date (Oct. 29, 2021). Students hold the full responsibility for withdrawing from this course if that procedure is elected. The instructor may recommend a student to withdraw but is not responsible to withdraw a student from the class.

Course Calendar: A detailed assignment and class calendar will be presented through Blackboard and project handout.

EVALUATION STANDARDS: CRITICAL THINKING AND PROBLEM SOLVING

- Students will use critical thinking skills to research and identify essential assignment related instruction (online books and videos), manage assignment development, and exhaustively work to solve problems they may encounter in advance of requesting instructor help.
- Students will follow assignment instructions and work to exceed basic requirements. (It is my experience that typically the greatest number of point deductions result from not following instructions.)
- Students will demonstrate a resistance for premature assignment resolution and strive to resolve assignments via repeated attempts to rework and improve upon solutions.

SKILLED USE OF SOFTWARE TECHNOLOGY

Students will demonstrate the ability to skillfully select and use essential tools and processes of each software application effectively and productively.

DESIGN

- While students may not be asked to address high-level visual decision making, they will demonstrate knowledge and practice of standard design principles, processes and elements.
- Students will demonstrate visual awareness in producing work that exhibits attention to detail.
- Students will demonstrate an understanding of tools learned and apply them to design.
- Students will also demonstrate an understanding of programs and how each relate to design.

ATTENDANCE AND PARTICIPATION

Attendance, punctuality, participation and appropriate class conduct are considered performance criteria for this class. Failure to perform to required standards will result in strong grade penalties and can cause failure of this course.

ATTENDANCE POLICY

- Each student is permitted 3 absences during the semester without penalty. Students with more than 3 class absences should consider dropping this course and retaking it at a time when the student can commit the proper attention to the course.
- Each absence after 3 will result in the final course grade being lowered 1 full letter grade (i.e. with 4 absences an A becomes B, D becomes F, etc.). After 5 absences you will be dropped from the course.
- Excused absences are defined as **DOCUMENTED** illness/serious illness or death in the immediate family.
- Late to class (**ARRIVING AFTER THE ROLL IS TAKEN**) constitutes one half of an absence. That is, 2 tardys (being late) = 1 absence.
- All students are required to attend class on-time and to remain in class the entire time. Entering class late (tardy) and leaving early is disruptive to the learning environment and will count as a half-absence.
- 2 half-absences = 1 full absence
- Coming to class unprepared or attending class and not working is regarded as absent.
- Information missed during an absence is the sole responsibility of the student.
- **IF SICK STAY HOME;** it is the students responsibility to stay current with missed work and assignments and stay in



INSTRUCTOR EXPECTATIONS & RESPONSIBILITIES

- Instructor will provide an encouraging and respectful class environment.
- Instructor will cover the material outlined in the course calendar and uphold the stated policies on projects/assignments, critiques, and other items outlined in the syllabus.
- Instructor will grade fairly and keep you informed of your progress in class by returning graded work in a timely manner.
- Instructor will be available online for assistance and or clarification.

GENERAL GUIDELINES

When communicating online, you should always:

- Treat instructor with respect, even in email or in any other online communication
- Always use your professors' proper title: Dr., Instructor, or Prof., or if you in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to them by first name.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
- Use standard fonts such as Times New Roman/ Helvetica and use a size 12 or 14 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING
- Limit and possibly avoid the use of emoticons
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive
- Be careful with personal information (both yours and other's)
- Do not send confidential patient information via e-mail

contact with the Instructor as to health status and recovery and expected return to class and distance school work/ assignment plan.

- Students who test positive for COVID-19 should email covidaction@utep.edu so they can provide the appropriate support.

COURSE PARTICIPATION

- Participation in all discussions, critiques and class days is required for this course.
- Development and execution of class projects must be done utilizing all class meetings. **PROJECTS EXECUTED SOLELY OUT OF CLASS WILL NOT BE ACCEPTED.**
- Participation in the collaborative group environment of the studio is essential to the successful completion of this course.
- Everyone enrolled in this course is expected to behave in a professional manner. Your classmates are your colleagues; treat them with the respect they, and you, deserve. Disruptive and/or inattentive behavior is inappropriate; as a rule, such behavior will be treated as an absence.
- Class time is devoted to the development and execution of class projects, to lecture, class discussion, demonstrations, and critiques.
- Class time, including both studio and lab time, is provided for work on projects assigned in this course. Work on projects assigned in other courses, without permission, will be treated as an absence.
- When using the lab, always observe the posted lab rules. Never enter a studio or a lab when another class is in session without the instructor's permission, (as a rule, it is best to get that permission ahead of time.)
- Students must act in a safe and reasonable way at all times in the studio and computer lab.
- Talking on a cell phone, texting, instant messaging, tweeting, etc. are disruptive and disrespectful.
- Surfing, unless it is related to research for a class project, is inappropriate.
- Music players, and other personal entertainment devices are allowed during work periods, so long as the volume is adjusted so that it doesn't disturb your colleagues. In other words, if your neighbor can hear your music, it's too loud. Turn it down.
- **Music players, and other personal entertainment devices are NOT ALLOWED during lecture, demonstrations, class discussion, or critique. Remove the ear buds and pay attention. Remember that inattentive behavior will be treated as an absence.**
- The class meets for 2 hours and 50 minutes. Breaks will be provided. Leaving early, without permission, will be treated as an absence. Failure to return promptly from a break will be treated as an absence.
- Cell phones should be silenced, turned off, or put on the vibrate mode. If you absolutely need a cell phone for an emergency, please alert the instructor.
- Plagiarism in any form will not be tolerated. Work completed in another class may not be substituted for work assigned in this class, and will be treated as plagiarism. See the note concerning University policy below.
- Any questions regarding safe and reasonable behavior and practices should be directed to the instructor and only the instructor.
- No recording of the class or lectures is allowed unless permission is granted from the instructor!

Note: Cleaning procedures will be in place for both Studios and Computer Labs. Students must wipe down areas upon entering and exiting the Studios/Computer Labs. (see COVID PRECAUTIONS)

TIME MANAGEMENT

The rule of thumb for time planning for a course is approximately three (3) hours for every credit hour taken. This is a standard figure recommended across the board by American universities. For a 3 credit studio course, you should expect to spend 6 hours of class time + 9 hours of study and prep time = 15 hours per week.



EMAIL NETIQUETTE

When you send an email to your instructor, teaching assistant, or classmates, you should:

- Use a descriptive subject line unique to the subject. DO NOT just reply without changing the subject line, unless the subject had not changed.
- Be brief
- Avoid attachments unless you are sure your recipients can open them.
- Sign your message with your name
- Think before you send the e-mail to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, "reply all"

COVID PRECAUTIONS

During the current pandemic situation, protective face coverings are strongly recommended. You are encouraged to wear a face covering at all times while on campus, especially indoors and during class. Masks should fit securely over the mouth and nose. You are also encouraged to wash your hands frequently, or use a hand sanitizer. Hand sanitizer stations are available throughout Fox Fine Arts, and sanitizer is always available in the Graphic Design Lab lobby. When using the computer lab, wipe down the keyboard before and after use. Cleaning materials will be available in the lab.

Do not come to class if you are sick. Seek medical attention and stay home. This policy applies to any contagious illness including COVID and seasonal flu. Be aware that Information missed during an absence is the sole responsibility of the student. It is the student's responsibility to stay current with missed work and assignments, and to stay in contact with the instructor regarding health status, recovery, and anticipated return to class. Use your UTEP email account to stay in contact. For complete attendance policy, see Attendance Policy.

THE UTEP PROVOST OFFICE HAS ALSO PROVIDED THE FOLLOWING COVID-19 PRECAUTION STATEMENT

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodations. If you have tested positive for COVID-19, you are encouraged to report your results to covidaction@utep.edu, so that the Dean of Students Office can provide you with support and help with communication with your professors. The Student Health Center is equipped to provide COVID-19 testing.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit epstrong.org.

For more information on COVID-19 visit the CDC website:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

CHEATING/PLAGIARISM

Cheating is unethical and not acceptable. Plagiarism is using information or original wording in a paper without giving credit to the source of that information or wording; it is also not acceptable. Do not submit work under your name that you did not do yourself. You may not submit work for this class that you did for another class. If you are found to be cheating or plagiarizing, you will be subject to disciplinary action, per UTEP catalog policy. Refer to <http://www.utep.edu/dos/acadintg.htm> for further information.

DISABILITIES/ACCOMMODATIONS POLICY

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the UTEP Center for Accommodations and Support Services (CASS). **Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at cass@utep.edu, or apply for accommodations online via the CASS portal.**



ARTG 2306 syllabus acknowledgement and course contract acceptance.

I have received and reviewed the attached syllabus. I have had the opportunity to ask questions for clarification and I understand and agree to the conditions of this syllabus.

ARTG 2306 CRN 11751 Fall 2021

Name (print) _____

Signature _____

UTEP Student ID # 8 _____

