Class Syllabus

Instructor: Lewis J. Crawford  
Office: FMAB – RM 100A

E-mail: Preferably via Canvas or lewis.crawford@utah.edu
Office Hours: By appointment this semester. Rather open on Monday & Wednesday.

Semester: Summer 2014  
Class Time: T, TH 1:00 PM to 4:00 PM  
Class Location: MLI 1745

Fulfills: Required for either the Minor in Interdisciplinary Arts and Technology or Certificate in Arts Technology. 3 Credit Hours.

Prerequisites: No prerequisites are required for this course, however, we strongly encourage enrollment for sophomore and higher students. This course is extremely rigorous in attendance and participation. Historically, students with some college experience are most successful in this course. It is assumed that the student has a basic working knowledge of computers – how to turn on, navigate through the computer environment, find and open files, save documents and cut and paste. We use Mac OS X in this class.

Course Description:
The course introduces a number of computer applications as visual and expressive tools. Students will learn through hands-on tutorials and projects that implement elements of raster and vector imaging, web design, interactive animation, and digital video editing. Each project integrates previously learned theory with new concepts to create multifaceted interactive artwork.

Course Objectives:
Through this course, students will be taught basics of digital art through the use of in-class lectures, discussions, readings, demonstrations, in and out of class assignments and critiques. In return, the students will learn the following skills:
- A basic understand of composition and design theory and how it applies to digital art.
- The ability to apply and execute artistic concepts through the use of the following software:
  - Photoshop CS6
  - Illustrator CS6
  - Dreamweaver CS6
  - Premier Pro CS6
- How to incorporate digital technology into an artistic practice.
- A basic history of digital art.

Class Policies:
Class Structure: We will have lectures, discussion, demonstration or lab time; check the schedule. The lectures will not be repeated. If you are late, you will need to get the information from someone else in the class. We utilize Canvas for class and some of the lecture slide shows will be posted as a reference.

University Attendance Policy: “You may not attend a University course unless you are officially registered and your name appears on the class roll. The University expects regular attendance at all class meetings. You are not automatically dropped from your classes if you do not attend. You must officially drop your classes by the published deadline in the academic calendar to
avoid a "W" on your record. You are responsible for satisfying the entire range of academic objectives, requirements and prerequisites as defined by the instructor. If you miss the first 2 class meetings, or if you have not taken the appropriate prerequisites, you may be required to withdraw from the course. If you are absent from class to participate in officially sanctioned University activities (e.g. band, debate, student government, intercollegiate athletics), religious obligations, or with instructor’s approval, you will be permitted to make up both assignments and examinations."

**Attendance Policy:** Class attendance is part of your Participation grade. This is a studio art course and you are required to be in attendance. Two unexcused absences will result in receiving a 0 for participation points. Excused absences will be reviewed on an individual basis. If a student adds the class after the beginning of the semester, the student is required to make up all assignments.

**Tardiness Policy:** Each student is required to be in class on time. A student will be marked late if arriving 10 minutes after we have begun the class. Two late marks will count as one unexcused absence. Sometimes extenuating circumstances prevent you from being in class on time. We will deal with those on an individual basis.

**University Student Conduct and Plagiarism Policies:** “All students are expected to maintain professional behavior in the classroom setting, according to the Student Code, spelled out in the Student Handbook. Students have specific rights in the classroom as detailed in Article III of the Code. The Code also specifies proscribed conduct (Article XI) that involves cheating on tests, plagiarism, and/or collusion, as well as fraud, theft, etc. Students should read the Code carefully and know they are responsible for the content. According to Faculty Rules and Regulations, it is the faculty responsibility to enforce responsible classroom behaviors, beginning with verbal warnings and progressing to dismissal from class and a failing grade. Students have the right to appeal such action to the Student Behavior Committee.”

“Faculty…must strive in the classroom to maintain a climate conducive to thinking and learning.” PPM 8-12.3, B.

"Students have a right to support and assistance from the University in maintaining a climate conducive to thinking and learning." PPM 8-10, II. A.

**Cell Phones:** All cell phones must be TURNED OFF (this includes alarms on your phone or laptop) at all times during the class. If I hear a cell phone during the lecture, the student will be asked to leave the class and receive an unexcused absence for the day. If you need to have your cell phone on during the lecture, please discuss it with me first.

**Accommodations Policy:** Some of the material that will be discussed and shown during the lectures may conflict with your personal values. Some of the historical images will have nudity or scenes of a graphic nature. I will try to let the class know prior to the lecture if there are some strong images so those students who want to leave prior to class may do so. Many of these images are important in both art history and historical contexts. There will not be any accommodations made to substitute or censor this information. Also, as a studio art class, I do not know what every student will show for critique.

If a student wishes to leave prior to the lecture, he or she must get the lecture notes from a fellow student. If you have concerns about this, please come speak with me as soon as possible.

**ADA Statement:** “The University of Utah seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in the class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Union Building, 801-581-5020 (VTDD). CDS will work with you and the instructor to make arrangements for accommodations.”
Wellness Statement: “Personal concerns such as stress, anxiety, relationship difficulties, depression, cross-cultural differences, etc., can interfere with a student’s ability to succeed and thrive at the University of Utah. For help resources contact the Center for Student Wellness; www.wellness.utah.edu; 801.581.776”

Assignments:
We will have a variety of assignments that will help you better understand the how, when, where and why of digital artwork.

Projects:
- Skill Sets – There will be several Skill Set Exercises. These are technical assignments to help you better understand each software program and how to use their tools/functions.
- Projects – There will be three assignments, one for each major software program. This is where you show me that you understand how to utilize the software in your artistic practice. Each project draws upon what you have learned from the previous project.

Reading/Writings:
- Reading assignments – There are several reading assignments. I will provide all of the readings for the class. Understanding the readings allows you to be part of class discussions (which is part of your participation grade).
- Tumblr – You will be keeping a Tumblr journal keeping track of your responses to readings, as well as keeping a visual scrap book of things you find interesting and your artwork.

Class Participation: Points for this are calculated from the following list.
- Discussions & Lectures – You will be asked a lot of questions during lectures, so answer them.
- Critiques – The critique is a valuable learning tool where you hear from your peers and the instructor on what you are doing well or what needs to improve in the artwork. You will be required to stand up in front of the class during a critique.
- Class time usage – I watch how you utilize your time in class.
- Attendance – see Attendance Policy section.

Grading:
Grading Policy: All other assignments MUST be turned in by the due date and time listed on the assignment sheet. If a project is turned in late, 15% will instantly be deducted. For each day past the due date (that is day of the week not class period), an additional 15% per day will be deducted. After 4 days, the project will NOT be accepted for grading and you will receive 0 points for the assignment. The Final Project must be turned in on time. No exceptions!

If a student is not happy with a grade, the assignment may be reworked and submitted for a re-grade. However, the re-grade points are only worth half. For example, you received 15 out of 20, the difference is 5 points, so you are entitled to earn back 2.5 of those points. To qualify for re-grading, the original assignment must be turned in on time. Late assignments are not eligible for re-grading.

If a student wishes to discuss grades, please set up an appointment.

Grading Criteria:
Assignments: Every assignment (Projects and Skill Sets) will be graded on the following four criteria:

1. Understanding the assignment Did you turn in what was asked?
2. Conceptual elements Do the images fit the assignment’s concepts?
3. Composition Do the images have pleasing compositions?
4. Technical skills/Execution How well did you utilize the software?
I use Canvas to grade all assignments. You will receive a graded rubric for each of the assignments showing the breakdown for each of the criteria as well as my comments. Each assignment may have a different rubric explaining the criteria.

**Group Project:**
There is one group project. For this assignment, 75% of the grade will be based on your portion of the project and the final 25% will be based on the reviews from your teammates’ evaluations.

**Submission of Digital Files:**
Besides posting your images to Tumblr, you will also submit digital files using the College of Fine Arts digital drop box. You will create a folder with your last name and the assignment. You can label each file anyway you would like but the folders must be labeled as such.

Folder name example: “Crawford Assignment 4” or “Crawford-WB”.

**Critiques:** We will have several formal and informal critiques. Informal critiques are conducted anonymously. We will discuss artwork but no one will know if it is your work. Formal critiques involve you standing in front of the class. These will be listed on the class schedule. You are required to be part present for these critiques. If you have an excused absence, we will work out some other time to critique the images. If it is an unexcused absence, the points cannot be made up. Some of these critiques can last two days and you must be present for both days to receive any points.

**Class participation:** Your participation grade is based on the list above. You will receive a grade for this after the last day of class.

**Points Total:**
The breakdown of points is as follows:

<table>
<thead>
<tr>
<th>Points Each</th>
<th>Qty</th>
<th>Total</th>
<th>Percent of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects</td>
<td>20</td>
<td>3</td>
<td>60</td>
</tr>
<tr>
<td>Skill Sets</td>
<td>10</td>
<td>7</td>
<td>70</td>
</tr>
<tr>
<td>Readings</td>
<td>5</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>Class Participation</td>
<td>30</td>
<td>1</td>
<td>30</td>
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<tr>
<td><strong>Total pts</strong></td>
<td>185</td>
<td></td>
<td><strong>100%</strong></td>
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</tbody>
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**Grading Standards:**
The final grade is determined by a total of all the points received throughout the semester.

| 93 - 100 (%) | A   | Excellent work, all criteria have been surpassed. |
| 90 - 92      | A-  |                                                |
| 87 - 89      | B+  |                                                |
| 83 - 86      | B   | Above average work.                           |
| 80 - 82      | B-  |                                                |
| 77 - 79      | C+  |                                                |
| 73 - 76      | C   | Adequate, average work. You did the minimum required. |
| 70 - 72      | C-  |                                                |
| 67 - 69      | D+  |                                                |
| 63 - 66      | D   | Barely meeting criteria. You did less than the minimum. |
| 60 - 62      | D-  |                                                |
| below 60     | E   | Failure to meet criteria                      |
Course Materials:

Required Items:
- Some way to store and transfer your images. (Remember to bring the connecting cable.)
  - USB drive
  - iPod
  - Portable Hard drive

Server Space:
The College of Fine Arts provides space on a fileserver where you can also store your images. You first need to request an account before the second week of classes. You will be turning in all your digital photographs there. Follow the links below for help.

The fileserver address is fs.fa.utah.edu

Go to http://helpdesk.finearts.utah.edu, select the Students tab and follow the instructions. There are also links on that site on how to connect to the fileserver using a Mac or PC.

“This syllabus in not a binding legal contract. It may be modified by the instructor when the student is given reasonable notice of the modification.”
<table>
<thead>
<tr>
<th>Week</th>
<th>Tuesday</th>
<th>Thursday</th>
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<tbody>
<tr>
<td>1</td>
<td>May 13</td>
<td>May 15</td>
</tr>
<tr>
<td>2</td>
<td>May 20</td>
<td>May 22</td>
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<td>3</td>
<td>May 27</td>
<td>May 29</td>
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<td>4</td>
<td>June 3</td>
<td>June 5</td>
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<td>5</td>
<td>June 10</td>
<td>June 12</td>
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<tr>
<td>6</td>
<td>June 17</td>
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<tr>
<td></td>
<td>Due: Video Poem. Share with class.</td>
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</tbody>
</table>

(Schedule is subject to change and will be revised as we progress through the semester.)