COURSE GOALS
This course is designed to familiarize students with vector and pixel-based concepts and terminology used in print and digital media for image creation techniques. In addition, student will learn a process driven structure to create/design graphics to compose, learn the tools to create and/or manipulate illustrations and imagery for a given media.

Students completing the class will have a broader overview of image generation procedures so they may design vector and pixel based compositions/Layouts and/or effectively communicate technically through verbal and written communication.

The primary objectives of this class are for you to:

1. Apply basic composition concepts
2. Critique and execute projects based on the Principles of Design
3. Produce projects grounded on process and methods of design.
4. Demonstrate technical skills in Photoshop and Illustrator.
5. Compare the advantages and disadvantages of using vector and pixel based compositions.

REQUIRED STORAGE
Use a portable hard drive for backing up and archiving your projects. You must back up all work to the student server, one portable disk, and a third location. Losing data is not an excuse in digital media.

You are responsible for your data. At the end of each lab, always backup your work to one of the following: Microsoft One-Drive through Access UH | Google Drive | Dropbox.com | DIGM file server (students$)

OPEN LAB
http://www.uh.edu/tech/digitalmedia/students/student-resources/

EXPECTATIONS
Students are expected to attend class, show process through revisions and project development, participate in critiques and meet deadlines. Students are responsible for finding out about, and making up any assignments missed due to absence or tardiness.

ATTENDANCE
More than 3 absences, unless excused, by a student during the semester will result in a reduction of their final course grade by one letter. More than 7 absences, will result in course failure. Each late arrival to class after 3 lates will be marked as an absence. If a student arrives late, they are responsible for notifying your professor of this at the end of class, otherwise they will be marked absent.

EXCUSED ABSENCES
If, during the semester, a student misses class due to a family emergency or severe illness (death, unforeseen hospitalizations or other traumatic life events), contact your professor as soon as possible to receive an excused absence and to make arrangements for missed deadlines or late work. Common illnesses such as the flu, colds, and stomach viruses do not warrant an excused absence.

Students who know they will miss class time due to religious holidays not recognized by the University should inform your professor one week in advance of the holiday to receive an excused absence and to make arrangements for missed or late work.

PROJECTS OUTLINED BY WEEKS
(subject to change)

Week 1
Introduction to Illustrator

Week 2 – 3
Project 1: Part 1: Inventions Poster: Stylizations

Week 4 – 5
Project 1: Part 2: Inventions Poster: Color

Week 6 – 7
Project 1: Part 3: Inventions Poster: Composition

Week 7 – 8
Introduction to Photoshop
Project 2: Part 1: Inventions Process Series

Week 9 – 10
Project 2: Part 2: Inventions Process Series

Week 11 – 14
Introduction to InDesign
Project 2: Part 3: Inventions Process Series

GENERAL DEADLINES
Projects: Deadlines are detailed in the course schedule.

Lab Assignments: Deadlines are detailed in Blackboard.
1. Analyze the problem
2. Make a list of solutions and produce sketches of all the possible ways in which the problem could be solved; challenge yourself to go beyond what is familiar, obvious or at times comfortable.
3. Seek feedback from colleagues or classmates.
4. Continue to refine, modify and improve with a number of possible solutions. Seek more feedback.
5. Work and rework chosen solution considering initial goals.
6. Finalize the solution for presentation.

LECTURE ASSIGNMENTS
Lecture assignments focus on the software. They are divided into practice and application. Practice is step by step and application requires problem solving. Due dates will be posted on Blackboard and announced during lab.

DUE DATE POLICY
No late work will be accepted in this class.

SUBMITTING WORK
All work will be submitted on Blackboard. All deadlines are set at 11:59. Do not turn in work at or near this deadline. It is your responsibility to ensure work uploads properly to Blackboard. Assignments sent via email will not be accepted.

VERBAL CRITIQUES, ANALYSIS & EVALUATION
The critique process helps you become familiar with the vocabulary, and to develop a “critical eye” that enables you to assess the work of your peers, your own work, and design in the world at large. Participation in critiques is part of your grade.

EVALUATION METHODS
Critiques and Reviews: thoughtful discussion of work is one of the best learning experiences. Students are evaluated on process and responses to classmates’ projects using vocabularies developed during the course. Critiques offer the opportunity to give and receive constructive comments that help to improve students’ work.

Pinning up sketches is required, not optional. At the beginning of class, students need to be prepared to pin up work due for that day.

ADD/DROPS
Please refer to the University’s Undergraduate Catalog and the Schedule of Classes for the appropriate add/drop dates and procedures. Those procedures must be followed to the letter.

INCOMPLETE
An “incomplete” grade will only be issued if the student is maintaining an acceptable level of achievement and cannot, due to some factor beyond the control of the student, complete one or more major assignment. If a student wishes an “incomplete” grade, s/he must explain the situation to your professor in advance and make specific arrangements to make up missing work no later than one year after the “incomplete” is issued.

NETIQUETTE IN CLASS
UH’s buildings are fully wireless. You can log-on to the Internet from any part of any of our buildings, including the classrooms.

However, it is unacceptable to use your laptop for surfing the web, answering e-mails, playing games, or other off-task functions during class.

Cellphones, PDAs, and other hand-held devices fall into the same category as laptops. They should not be used for outside class activities.

IMPORTANT INFORMATION
As a University of Houston student, information available at www.uh.edu/provost/policies/student/resources/ will be critical to you in insuring that your academic pursuits meet with success and that you encounter the fewest financial and academic difficulties possible. Please take a few moments to review each of the areas, and become familiar with the resources detailed on the website with regard to: The UH Academic Honesty Policy; the UH Academic Calendar; Students with Disabilities; Religious Holy Day FAQs; and Other Information. Please note that ALL requests pertaining to accommodations must be provided to the professor the first week of the semester.

AMERICANS WITH DISABILITIES ACT
In accordance with the guidelines of the American with Disabilities Act, I will make every effort to reasonably accommodate students who request and require assistance.

Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to college, or feeling sad and hopeless. You can reach CAPS (www.uh.edu/caps) by calling 713-743-5454 during and after business hours for routine appointments or if you or someone you know is in crisis. Also, there is no appointment necessary for the “Let’s Talk” program, which is a drop-in consultation service at convenient locations and hours around campus. http://www.uh.edu/caps/outreach/lets_talk.html.
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**ACADEMIC HONESTY**
Focus your attention on http://www.uh.edu/provost/policies/honesty/. Note that, according to University policy, your professor can take one or more of several actions if you cheat. Sanctions may include, but are not limited to: a lowered grade, failure on the examination or assignment in question, failure in the course, probation, suspension, or expulsion from the University of Houston, or a combination of these.