

IDC 6030-Foundations of Graphics

Syllabus Fall 2009

Learning outcomes

- Learn principles of design and how to apply them to graphs and print documents
- Create, scan, manipulate, edit and use appropriately digital bitmapped images
- Using design principles, competently and skillfully plan, design, layout, and produce within a desktop publishing application graphs, 1-page documents, spreads, and creative resumes
- Research issues relating to application of design principles to technical communication

Assessment strategies

- Professional portfolio of assignments
- In-class skills assignments & tests
- Research paper on related topics

Prerequisite: IDC 6001

Textbooks:

Required:

Non-designer's design book and type book, Deluxe edition

Author: Robin Williams

© 2007; Deluxe Edition. Peachpit

ISBN: 13-978-0321534057

ISBN: 10-0321534050

OR

Non-designer's design book

Author: Robin Williams

© 2008; 3rd ed. Peachpit

ISBN: 13-978-0321193858

Non-designer's type book

Author: Robin Williams

© 2003; 2nd ed. Peachpit

ISBN: 13-978-0321303363

Purchase your textbook(s) BEFORE our online class begins on Aug. 26th. The book will be available at the campus book store, but you may buy the book online (where it's usually cheaper).

Software & Hardware:

Desktop publishing software

(InDesign, Framemaker, OpenOffice, etc.; MS Word can also be used)

NOTE: MS Word is NOT a fully developed desktop publishing program, and if you choose to use it, please understand this. I advise you to take this opportunity to learn a "real" desktop publishing program like InDesign. However, since this is NOT a tools course, you have the option of using the program of your choice. We strongly recommend that you use this opportunity to learn InDesign.

Raster-based image editing application

(PhotoDeluxe, Photoshop Elements, Photoshop, etc.)

Software for creating PDF files

Adobe Acrobat (or PDF995—free download)

This is not the same as Adobe Acrobat Reader, which allows you to read PDF files. This software allows you to create PDFs. You may already have this software on your computer. If not, I recommend downloading the FREE software, PDF995, from www.PDF995.com.

Digital Scanner

If you don't own a scanner, you can use the scanners in the Graphics Lab. You may need to arrange for a security pass card for the lab.

Access to VISTA (which is available through your student ID number)

Internet access with high-speed connection

Caution: a dial-up connection is not suitable for this online course.

Taking the course online, you will have to have the use of programs that allow you to complete the assignments. You can download trial versions of many software programs. It is the student's responsibility to secure software or use it in the Graphics Lab. (See FREEWARE notes below for open source freeware programs that can be substituted for many Adobe and MicroSoft applications.)

Freeware (here are several that might be useful:

1. **OpenOffice**: Available through Sun Microsystems, this is a great freeware knockoff of MicroSoft Office; see <http://www.openoffice.org/index.html>
2. **GIMP for Windows**: "GIMP is a popular open-source image editor originally developed for Unix/Linux. Often lauded as the "free Photoshop," it does have an interface and features similar to Photoshop." See <http://www.gimp.org/> .
3. **Serif PhotoPlus** : "PhotoPlus 5.5 features an export optimizer, editable text, image slicing and image maps, selection tools, smart shapes, and image enhancement tools." See <http://www.freeserifsoftware.com/> .
4. **Pixia**. See <http://www.snapfiles.com/get/pixia.html> .
5. **Ultimate Paint** See <http://www.ultimatepaint.com/download.php> .
6. **PDF 995**. See <http://www.pdf995.com> .

The information below is quoted from the SPSU web site at <http://www.spsu.edu/infotech/software.html#emsd> :

Personal Use software discounts through eMSD

The SPSU community, faculty staff and students, can purchase many software titles through the Managed Software Distribution organization at the University of Georgia. The process, known as eMSD, makes the software available for personal use at significantly discounted prices. Up until now, individuals could not take advantage of the volume discounts offered to the University System.

To take advantage of this opportunity visit: <http://emsd.uga.edu>. To log in, use your SPSU user name and password. New titles will be added regularly, but if there is an application you are interested in you can contact the eMSD administrators directly at emsd@uga.edu

Class schedule & Vista:

"Class" will begin on Wednesday, August 26th. Course material for the week will be posted in Vista by 6:00 pm that day. You'll be expected to "log in" at your convenience within the next 24 hours, from 6:00 pm August 26th to 6:00 pm on August 27th to get your assignment and read the course syllabus. This "first day of class" will mark the beginning of the first "week" of instruction. Course material for the week will be posted in Vista by 6:00 pm that day, and new material will be posted at 6:00 pm on each successive Wednesday. The assignments and due dates are carefully arranged to help you avoid getting behind; these due dates will be strictly enforced. Although there are no required synchronous meetings online, students should log in to the course as promptly as possible each week and then again several times during the week to check for new announcements and additional assignments. If you have problems logging into Vista, you'll need to contact Vista support (Brichaya Shah, bshah@spsu.edu)

Mac (Graphics) lab (J212, Atrium Building)

If you have live near campus, the Mac Lab in the Atrium Building (J212) has everything you need to take this course, but if you choose to work at home, you will need to buy or have access to the required software and hardware.

ACCESS KEYS TO LAB: If you need access to the Graphics Lab (and Atrium Building) when it's not open, you can apply for a security passkey to use during the semester; please notify Administrator Assistant Donna McPherson in the ETCMA office immediately if you want a passkey (678-915-7202 or dmcphers@spsu.edu).

Contacts to solve problems:

How to log in to Vista? http://www.spsu.edu/webct/vista_login_instructions.html

Can't access your Vista account? E-mail Brichaya Shah (bshah@spsu.edu)

Need to speak with instructor? Call me (Dr. Oliver) at 687-915-4994 or e-mail me (boliver2@spsu.edu);

Don't use Vista to e-mail me; I don't read Vista e-mail. You may use Vista e-mail among classmates if you choose.

Need to arrange an appointment? Call me or e-mail me, and leave your contact information; I'll get back to you

Emergency? If you can't reach me via phone or e-mail, call Donna in ETCMA office (678-915-7202); She can always reach me.

Need to arrange a security card pass? Call Donna (678-915-7202) or e-mail her (dmcphers@spsu.edu)

Learning modules, Portfolios, and Grades

Modules. Each week your assignments will be presented to you in a VISTA learning module. The learning module is nothing more than a sequence of HTML pages and PDF files that will direct you through readings, exercises, activities, and sometimes quizzes that will prepare you for your portfolio assignments. You are expected to complete all activities, quizzes, & exercises in a module, although they will not count in your course grade average. Each contains important information for completing future assignments. You are also expected to read all links and pages in each module as well.

Portfolios. The semester's work will be built around 5 major portfolio assignments; each portfolio assignment builds on skills learned in the preceding assignment. At the end of the semester you will complete a research project, take a final skills test, and submit on disk a "professional portfolio" containing all portfolio assignments and your research project. Your grades on these portfolio assignments, research project, presentation of "professional portfolio," and skills test will make up your final grade.

Grades. The table to the right shows how your grade will be calculated for the semester.

The class is based on a "portfolio" system that allows continuous improvement of assignments. The theory behind this method is that a student learns more if he/she is allowed to correct the mistakes and redo an assignment based on expert feedback and additional information learned. Using this method, you will earn a grade for the submission of each portfolio assignment, which will be returned to you with feedback and suggestions for improvement. Toward the end of

the semester you will re-submit each portfolio assignment, with your corrections and improvements, for another grade. Failure to resubmit will result in a zero (0) (unless your first submission grade is "A"). Late entries will not be accepted, unless prior arrangement is made with the instructor. The first submission grade will count as 50% of your grade for the assignment; the revision will count 50%. This final submission will go in your professional portfolio that you will put together at the end of the semester. The final portfolio is required. The grade for your final portfolio will be based on presentation.

For instance, if John Doe makes a "C" (75) on his first submission of his 1-page document assignment and then earns an "A" on his revised 1-page document, the final grade recorded for his 1-page document assignment will be 50%(first submission) + 50%(revision), e.g., $(75/2) + (95/2) = 85$.

Grad & Certificate Students

1. 1-page document	12.5%
2. Graphs & tables	12.5%
3. Creative Resume	12.5%
4. Spread	12.5%
5. Logo	12.5%
Final skills test	12.5%
Final portfolio	12.5%
Graduate research	12.5%
Total	100%

Re-submissions that fail to correct problems indicated earlier will be subject to much harsher grading. Failure to follow instructions on any assignment will result in reduced credit. If you make an "A" on the first submission, you do not have to re-submit. I will not accept late assignments or assignments that are submitted improperly, i.e., submitted in the wrong format, or in the wrong Vista assignment box, or submitted but not able to be opened or downloaded. It's YOUR responsibility to double-check to make sure that your submissions are properly and successfully posted or published.

Files—backing up, sending, etc.

It's your responsibility to back up your files to your flash (thumb) drive, CD-RW, or external hard drive in addition to storage on your personal computer. Files uploaded to Vista will be in PDF format, unless otherwise specified. If you are requested to mail files to instructor at the end of the semester, these files must be on CD or DVD disks; no floppy disks are allowed.

Clip art

I don't allow the use of clip art. If you see any clip art in your Vista paths, that's because I'm the instructor, and I get to break the rules. Later in the class, I'll teach you how to create your own "clip art."

Disabilities

"A student at Southern Polytechnic State University who has a disabling condition and needs academic accommodations has a responsibility to voluntarily identify him/herself as having a disability by scheduling an appointment with the Disability Services Coordinator as soon as possible." (*SPSU Undergraduate Catalog*)

Cheating

"A faculty member reserves the right to remove any student from his or her course if the student's behavior is of a disruptive nature or if there is evidence of academic dishonesty." (*SPSU Undergraduate Catalog*)

NOTE: Material quoted or paraphrases without citation is academic dishonesty, and the instructor reserves the right to remove from the class with an "F" any student who commits plagiarism.

Miscellaneous issues

Telephone and e-mail will be our main forms of communication. Face-to-face conversations or synchronous telephone conversations are preferred. E-mails from you explaining late assignments do not constitute excuses. These matters must be handled either face-to-face or in a synchronous phone conversation prior to the event. **Please use my SPSU account to email me; that's boliver2@spsu.edu. I WILL NOT be checking my email in Vista.** Use of cell phones in the lab is not allowed. SPSU requires that students use their SPSU e-mail accounts for communication.

Professionalism

Students in the graduate program are required to conduct themselves professionally. For more information on expectations, please read the statement on Professionalism in the Student Guide to Success Handbook.

NOTICE:

This syllabus may be changed at any time at the discretion of the instructor. You will be notified of any changes.