

IOWA WESTERN COMMUNITY COLLEGE

COURSE SYLLABUS

ART-125-01: DIGITAL MEDIA I

TERM: WINTERIM 2019

I. FACULTY INFORMATION:

Instructor: Reagan D Pufall	Office: STU 1123
Phone: 712.325.3488	Student Assistance Hours: by email only
E-mail: rpufall@iwcc.edu	

II. COURSE INFORMATION:

ART-125-01	DIGITAL MEDIA I	Credits 3	Lecture 3	Lab (0)
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COURSE MEETING TIMES:

Course shells are available online 24/7.

COURSE DESCRIPTION:

Digital Media introduces students to the use of digital technology as a practical and creative tool within the artistic process. Students explore a variety of digital resources and how they can be used to document, create and present artwork. Content includes image capturing and manipulation, a foundational understanding of creative software programs and finalizing digital content for presentation.

PREREQUISITES:

NONE

REQUIRED TEXTBOOKS:

Faulkner, Andrew, and Conrad Chavez. Adobe Photoshop CC 2019 Release: Classroom in a Book. Adobe Press, an Imprint of Pearson Education, Inc., 2019. ISBN: 0135261783

REQUIRED MATERIALS:

Adobe Photoshop CC one month subscription students are required to provide their own computer and to install Adobe Photoshop onto it. Description

on which license to purchase will be posted to canvas. Expenditure will be approximately 40\$.

A flash storage device is strongly suggested for moving and storing course files and image libraries.

Students can download the free version of Office 365 Suite from their ROC Portal Page for use in their courses. Students are responsible for protecting their own computer equipment through use of anti-virus and anti-malware tools for work within their IWCC courses; they may consider [these free options](#) (click on link). Students using computers in labs and other facilities on campus are further held to the standards of [IWCC Acceptable Use Policy](#) and the [Computer Ethics and Use Policy](#). Both are located on the ROC Student Portal Page under the *Technology* menu button FAQ area.

COURSE LEARNING OBJECTIVES AND COURSE COMPETENCIES:

Upon successful completion of this course, the student will be able to:

- A. Develop technical skills and knowledge of digital image creation and management solutions
- B. Demonstrate an understanding of the creative and practical use of editing software designed for digital media
- C. Employ workflow solutions for output and presentation of digital content

COURSE PRACTICES:

Students are expected to attend and participate in class. Class lectures and activities will be supplemental to the readings with quizzes and exams pertaining to information from both. All course work must be submitted through the ROC LMS. Attendance is taken at the start class. Students absent at the time of attendance will be counted as absent for the class period. If you know you will be late or absent email me before hand to be counted as excused or late. Any required days off for sports and other approved school activities should be submitted by email.

Late Work – Course work must be submitted to the relevant course dropbox or other ROC module within each attendance period that is assigned. Work that is submitted after the attendance period that it is assigned but before end of the next attendance period will be counted late and regarded down to a maximum grade of a C. Work submitted after the end of the attendance following the end of the following one will not be accepted and grade of a 0 will be entered. No will be accepted after the end of the term.

Extra Credit - If students **have all of their course work in** they can redo one assignment for extra credit. The extra credit assignment will be graded with the

same guidelines and rubric as the redone assignment and will be applied as extra points to the original assignment. For example a student received 2 out of 10 points on an assignment. They redo the assignment earning 8 out of 10 points. The original assignment would then go up by 8 points for a reported 10 in the gradebook. Extra credit cannot be applied to quizzes or exams. All extra credit work must be completed before start of finals week.

PARTICIPATION REQUIREMENTS FOR ONLINE COURSES:

Online courses require a clear pattern of participation for all students. The attendance standard for IWCC is that each student logs in and participates in meaningful ways, i.e. assignment completion, forum discussion, quiz completion, etc., within the course outline a minimum of one time for each attendance period. Each attendance period is defined in the course outline. The dates of attendance recording are 12/19, 12/22, 12/24, 12/27, 12/30, 1/3, 1/6. If this standard is not met for any attendance period within the course term, the student's work for that period will be counted as late reducing the grade for each graded assignment, activity, etc within that period to a maximum grade of a C.

COMMUNICATION WITH INSTRUCTOR:

The best way to get into contact with me is by email. I will make all due diligence to read and respond emails on 24 cycle throughout the course semester. Any required days off for sports and other approved school activities should be submitted by email.

GRADING:

50% Projects/Do your own
10% Quizzes
20% Midterm Written/Practical
20% Final Written/Practical

FINAL GRADE SCALE: 100-90: A / 89-80: B / 79-70: C / 69-60: D / 59—
Below: F)

FINAL GRADES:

Final grades are viewable on ROC the Tuesday after the end of the semester: Self-Services Menu, Students, and Academic Profile.

IMPORTANT DATES:

Please refer to the academic calendar on IWCC website.

October 9

Registration begins

November 4

Textbooks available in college store

December 16	Last day for online order of textbooks
December 17	Last day to add a class
December 18	Classes begin
December 18	Last day to drop with 100% refund
December 19	Last day to drop with 50% refund
December 19	Last day to return textbooks
December 24	eCashier deadlie
December 20 - January 1	College offices closed
January 2	Last day to drop
January 2	College offices open
January 7	Classes end
January 27	Payment deadline

PROBLEM RESOLUTION:

Students with concerns about the course or the instruction are advised to discuss those concerns with the instructor. If this does not resolve the issue, the student should contact:

Jenny Kruger, Dean of Communication, Education & Fine Arts
 STU-1150
 712-325-3326
 jkruger@iwcc.edu

NOTICE OF CLASS CANCELLATION:

Emergency closing of entire campus such as for weather – Students will be notified through the Reiver Alert system. Students must register for this service; find Reiver Alert on your ROC homepage under College Services.

Emergency cancellation of a class session such as for faculty illness – Students will be notified through an announcement to iwcc.edu email address, on the ROC course page and/or a posted note on the classroom door.

COURSE TOPICAL OUTLINE AND SCHEDULE:

Students should refer to the full course topical outline and schedule which concludes this document.

III. INFORMATION/COLLEGE POLICY

RESET PASSWORD:

Students can reset passwords by accessing the password central page through ROC. The password central page can be found by clicking the menu tab in the upper left hand corner and opening the technology tab, then clicking on password central.

CYBER-LIBRARY:

Students can access books, magazines, journals, newspapers, films and audio books 24/7 through the Cyber-Library by clicking on the Cyber Library under Academics in ROC. Students may contact the library for assistance with research and citations. Check out the help features on the Cyber Library page in ROC. For questions about finding information at your campus or center, email cyberlibrary@iwcc.edu or call 712-325-3247 for the Council Bluffs Campus or 712-542-5117 for the Clarinda Campus. The library hours are posted on ROC.

ACADEMIC SUPPORT:

FREE tutoring and academic assistance for a variety of core, general requirement classes are available through the Tutoring Center, located on the second floor of the Student Center on the Council Bluffs campus. One-on-one assistance is available on a drop-in basis. FREE online tutoring is available through Brainfuse on ROC. To access Brainfuse, locate Online Tutoring next to My ROC Classes. For more information about tutoring services or help in your classes, email tutoring@iwcc.edu or call 712-388-6841. A full tutoring schedule by subject area is posted on ROC.

DROPPING CLASSES:

While we encourage you to do everything you can to complete your classes, it is always better to drop a class than to fail it. If it becomes necessary for you to drop a class you can drop a class online through ROC up to the last day to drop. We recommend that you always talk to your advisor and a financial aid department representative before you drop a class. For more information on dropping classes see the Advising Information Site in ROC under the Academics tab.

PERSONAL ELECTRONIC DEVICES:

To provide an environment conducive to learning, Iowa Western Community College requires that cellular phones, pagers, and other personal electronic devices be turned off or set to vibrate when entering classrooms, computer labs, library, offices, auditoriums, or arena areas. Cellular phones with picture taking capabilities are not allowed in bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Faculty members do have the right to prohibit the use of any electronic device in their classroom.

HONOR CODE – ACADEMIC HONESTY:

Upon enrolling at Iowa Western Community College, each student assumes an obligation to conduct her/his academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If this obligation is neglected or ignored by the student, disciplinary action will be taken. Please refer to the Student Code of Conduct for the Academic Dishonesty Policy.

FERPA:

Student rights concerning access to education records are spelled out in Federal Public Law 98-380 as amended by Public Law 93-568 and in regulations published by the Department of Education. The law and regulations require educational institutions to limit the disclosure of information from the student's record to those who have the student's written consent or to officials specifically permitted within the law. Students who wish to grant access to their education (class schedule, transcript of final grades, and progress reports) or financial records (grants, loans, financial aid documents, statements and billing) may do so by submitting an Access to Student Information Consent Form to the Records and Registration Office. Access to information is only given at the Records and Registration Office or Financial Aid and Cashier Offices. For more information, including the full Access to Student Information policy, refer to the Iowa Western Community College General Catalog or contact the Records and Registration Office.

DIVERSITY STATEMENT:

Iowa Western Community College values diversity and supports learning experiences that promote intellectual growth and human enrichment.

AMERICAN WITH DISABILITIES ACT STATEMENT:

If you are an individual with a disability who requires an accommodation to fully participate in academic programs or campus activities, please email disabilityservices@iwcc.edu or call 712-325-3299. Accommodations are arranged through the Disability Services Office, on the second floor of the Student Center on the Council Bluffs campus. Please allow adequate time to implement your accommodations. Any student with mobility impairments should prepare for an emergency ahead of time by instructing faculty and/or classmates on how to assist in case of an evacuation.

PREGNANT AND PARENTING STUDENTS:

Iowa Western does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor, and students will be given the opportunity to make up missed work. Students needing accommodations can seek assistance with accommodations from the Coordinator of Disability Services.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION:

It is the policy of Iowa Western Community College to provide equal educational opportunities and not to discriminate on the basis of race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, in its educational programs, activities, or employment practices.

Questions or complaints? Contact Title IX and Equity Coordinator, Kim Henry, or ADA Coordinator, Samantha Larson, equity@iwcc.edu, 712-325-3200, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, (312)-730-1560, OCR.Chicago@ed.gov. More information at <https://www.iwcc.edu/about/statement.asp>.

IV. COURSE TOPICAL OUTLINE AND SCHEDULE

Subject to change

Date	Topic	Assignment
12/18		Chapter 1
12/19		Chapter 2
12/20		Chapter 3
12/21		Chapter 4
12/22		Chapter 5
12/23		Chapter 6+7
12/24		
12/25		
12/26	Copyright	Copyright Quiz and discussion
12/27		Chapter 7
12/28		Chapter 8
12/29		Chapter 9
12/30		Chapter 10
12/31		
1/1	Color Theory	Color Theory Quiz and discussion
1/2		Chapter 11
1/3		Chapter 12
1/4		Chapter 13
1/5		Chapter 14

1/6
1/7

Chapter 15
Final Exam