course content

This is your first tier course in electronic media.

We will use CS5 Adobe Illustrator to produce a series of projects, two and three dimensional.

We will look at font management, project work flow, organization and stress the correct production of projects.

Your semester will also contain tutorials, done both in and out of class, quizzes with written and computer skills portions

course objectives

—strengthen application skill set to include software concept understanding, correct tool usage correct document authoring

—gain understanding of professional expectations, presentations and processes through assignment work flow

—incorporate visual vocabulary into critiques and project conversations

—deepen students visual well

project parameters

You are expected to work in class as well as perform outside of class work.

You are expected to come to class prepared to work on the current assignment, this includes but is not limited to having the project supplies needed.

All projects are given with weekly steps to be accomplished by the beginning of the next class meeting. Completely meeting these mini-deadlines is part of the overall assignment and plays a major role in project grades.

All work is due on the assigned date. Projects are due at the beginning of class. For a project to considered complete, the specified electronic portion placed, as directed, onto the instructor's machine and a hard copy provided, as speced in the assignment sheet. Late work is not accepted.

You may not work on other course projects without the consent of the instructor. If a student is caught using email or social networking of any kind during lecture or lab time, the entire class gets a fair warning, no second chance will be issued. On the second occurrence, the ENTIRE class received an F as their daily grade.

grading

Grades will be assigned according to the following scale:

A   work well above the general class level, evidence of participation in related activities outside of the classroom, thoughtful participation in classroom discussion and critique

B   work above the general class level, participation in classroom discussion and critique

C   average work, minimal requirements met

D   work below class average, lack of participation and/or poor attendance

F   inferior work, work not turned in, failure to attend class

In addition to project, quiz and test grades, students final grade will also be based on critique participation and application, work ethic, attitude. These specifications are applied with the following percentages: 70% projects

10% quizzes

10% final

10% class participation

lab information

You may not eat in the lab.

No cell phones or headphones on in class

Do not load any type of personnel software onto these computers.

Resist this temptation.   **Always leave the lab clean.**

working on the machines

Please use your USB drive as a storage device and for transport only, it is not an additional hard drive. You are responsible for keeping up with your files. When arriving in class:

1)insert USB drive   2)copy your work to the 310 folder

3)remove your USB drive 4)work and enjoy class or labtime

5)insert USB drive 6)copy current work on to it

you will need:

—one USB harddrive/iphone, etc. storage device

—your own laser printer paper

—Adobe Illustrator CS5-Visual Quickstart
     ISBN #978-0-321-70661-4

—a working e-mail address that you check

—pencil/tracing paper/ruler-cork backed

—X-acto knife and blades/spray mount/UHU glue stick

—3 ring binder

attendance

Attendance is required and roll will be taken by a sign-in sheet.

It is your responsibility to sign the attendance sheet.

I will leave handouts to absent students, but will not re-lecture missed material.

You may be absent from class twice.

On your first absence you will receive an e-mail warning from your instructor(me) and it will be copied to Lee Whitmarsh(me) and filed.

On your second absence you will receive an e-mail from your instructor (me) and a phone call from Lee Whitmarsh(me), both filed.

On your third absence you will receive an F in the class.
If you wish to drop the class you will receive a drop/fail.

Two tardies of 30 minutes or more equals an absence.

If a student is OVER 10 MINUTES late for the final, a full grade will be deducted from his or her final grade. If a student does not show up for the final they automatically fail the class.

You are responsible for the work covered in the missed class at the next class meeting, as well as any work expected on the day you return. If you have an emergency, please feel free to leave a message for me in the office 214-752-9009
or e-mail me: lee.whitmarsh@tamuc.edu

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

     Office of Student Disability Resources and Services Gee Library, Room 132
     Texas A&M University-Commerce
     Phone (903) 886-5150 or (903) 886-5835
     StudentDisabilityServices@tamu-commerce.edu

  All students enrolled at the University shall follow the tenet of common decency and acceptable behavior conducive to a positive learning environment. (See Student's Guide Handbook, Policies and Procedures, Conduct)

  All students must show respect toward the instructor and the instructor's syllabus, presentations, assignments, and point of view. Students should respect each others' differences. If the instructor determines that a student is not being respectful towards other students or the instructor, it is the instructor's prerogative to ask the student to leave, to refer the student to the department head, and to consider referring the student to the Dean of Students who may consider requiring the student to drop the course. Please refer to pages 42 – 46 of the Texas A&M University-commerce Student guidebook's Codes of Conduct for details.