



## **US-397-01W | Adobe Tools, Creative Expression, & Us**

COURSE SYLLABUS: FALL 2025

### **INSTRUCTOR INFORMATION**

Instructor: **Zephyr Rankin**

Office Location: **Library 147D**

Office Hours: **Monday 1:30-4:00 p.m., Thursday 9:00-11:00 a.m.** ([Schedule an Appointment](#))

Office Phone: **903.468.8661**

University Email Address: **Zephyr.Rankin@etamu.edu**

Preferred Form of Communication: **Email**

Communication Response Time: **Usually within 24 hours, rarely up to 48 hours**

### **COURSE INFORMATION**

#### **Software Required**

Use the instructions on the [ETAMU Adobe Creative Campus](#) page to set up your Adobe account. You will need access to:

- Adobe Express
- Adobe Premiere Pro
- Adobe Acrobat Pro
- Zoom Workplace

### **Course Description**

**Student Learning Outcomes** (Should be measurable; observable; use action verbs)

1. Develop skills in several Adobe Creative Cloud applications.
2. Embody the principles of accessible design for presentations and videos.
3. Express information in a creative and engaging format.

*The syllabus/schedule are subject to change.*

# COURSE REQUIREMENTS

## Technical Skills

This course does require the use of technology, but the work we'll do in Adobe Creative Cloud is designed to be beginner-friendly. No prior use of Adobe Creative Cloud is required.

## Instructional Methods

This class meets weekly on Tuesday evenings, 6:30-7:45 p.m., via Zoom. The Zoom invitation information is available in the course shell. To find the Zoom information:

1. Choose "Content" from the course navigation.
2. Select the module for the current week.
3. From the module content, select the page titled "Zoom Information."
4. Click on the link under "Join Zoom meeting."

Much of the instruction in each session will involve live demonstrations. As such, it is best to access the Zoom sessions from a computer, to make it easier to see each process.

## GRADING

Final grades in this course will be based on the following scale:

Successful = 60%-100%

Unsuccessful = 59% or Below

All assignments are weighted evenly in the calculation of the final letter grade.

## Assessments

1. **Introduce Yourself:** Briefly introduce yourself, and describe what you would like to use Adobe Creative Cloud for in your work. (Week 1)
2. **Adobe Express Presentation:** Design a short, informative presentation in Adobe Express to serve as the basis for your informational video. (Week 1)
3. **Presentation PDF:** Turn your presentation into a PDF, and use Adobe Acrobat Pro to make it accessible. (Week 2)
4. **Audio or Video Recording:** Record audio or video of yourself talking about your topic for your informational video. (Week 3)
5. **Final Video:** A complete 5-minute video about your topic created in Adobe Premiere Pro. (Week 7)
6. **Video Peer-Review:** Provide feedback on at least two of your classmates' videos. (Week 8)
7. **Reflection:** Reflect on the work you did in the course – what you learned, what you would like to learn, what worked well, and what you would change if you could do it over. (Week 8)

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# TECHNOLOGY REQUIREMENTS

## LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

Zoom Video Conferencing Tool

[https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom\\_Account.aspx?source=universalmenu](https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu)

## ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@etamu.edu](mailto:helpdesk@etamu.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a ETAMU campus open computer lab, etc.

## COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

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## **Interaction with Instructor Statement**

### **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

#### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

#### **University Specific Procedures**

##### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.

<https://inside.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>.

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

##### **ETAMU Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedures 13.99.99.R0.01](#)

<http://www.etamu.edu/admissions/registrar/generalInformation/attendance.aspx>

##### **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.etamu.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

##### **Graduate Students Academic Integrity Policy and Form**

[Graduate Student Academic Dishonesty Form](#)

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf>

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## **Students with Disabilities-- ADA Statement**

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**

East Texas A&M University  
Velma K. Waters Library Rm 162  
Phone (903) 886-5150 or (903) 886-5835  
Fax (903) 468-8148  
Email: [studentdisabilityservices@etamu.edu](mailto:studentdisabilityservices@etamu.edu)

Website: [Student Disability Services](http://www.etamu.edu/student-disability-services/)

<https://www.etamu.edu/student-disability-services/>

## **Nondiscrimination Notice**

East Texas A&M University will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

## **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and East Texas A&M Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.etamu.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East Texas A&M campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

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## **East Texas A&M Supports Students' Mental Health**

The Counseling Center at East Texas A&M, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.etamu.edu/counsel](http://www.etamu.edu/counsel)

### **Mental Health and Well-Being**

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



<http://telusproduction.com/app/5108.html>

### **AI use policy [Draft 2, May 25, 2023]**

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

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## **COURSE OUTLINE / CALENDAR**

### **Week 1 – August 25-31**

- Introduce Yourself – **due Sunday, August 31, at 11:59 p.m.**
- Set up your Adobe account
- Zoom session 1 – **Tuesday, August 26, at 6:30 p.m.**
- Assignment: Adobe Express Presentation – **due Sunday, August 31, at 11:59 p.m.**
- (optional) Share Your Progress discussion

### **Week 2 – September 1-7**

- Zoom session 2 – **Tuesday, September 2, at 6:30 p.m.**
- Assignment: Presentation PDF – **due Sunday, September 7, at 11:59 p.m.**
- (optional) Share Your Progress discussion

### **Week 3 – September 8-14**

- Third Meeting – **Tuesday, September 9, at 6:30 p.m.**
- Assignment: Audio or Video Recording – **due Sunday, September 14, at 11:59 p.m.**
- (optional) Share Your Progress

### **Week 4 – September 15-21**

- Fourth Meeting – **Tuesday, September 16, at 6:30 p.m.**
- (optional) Share Your Progress

### **Week 5 – September 22-28**

- Fifth Meeting – **Tuesday, September 23, at 6:30 p.m.**
- (optional) Share Your Progress

### **Week 6 – September 29-October 5**

- Sixth Meeting – **Tuesday, September 30, at 6:30 p.m.**
- (optional) Share Your Progress

### **Week 7 – October 6-12**

- Seventh Meeting – **Tuesday, October 7, at 6:30 p.m.**
- Assignment: Final Video – **due Sunday, October 12, at 11:59 p.m.**
- Share Your Progress – **due Sunday, October 12, at 11:59 p.m.**

### **Week 8 – October 13-17**

- Eighth Meeting – **Tuesday, October 14, at 6:30 p.m.**
- Assignment: Reflection – **due Friday, October 17, at 11:59 p.m.**
- Provide feedback in the Share Your Progress discussion – **due Friday, October 17, at 11:59 p.m.**

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