

SYLLABUS

design technology

GRFX-1413-001 (13174) | SPRING 24

Instructor: Professor Nikki Arnell

Office: HSS 3085

Office Hours:

- » Tuesdays 7:30-7:55 am in HSS 3085 + 4:50-5:25 pm in LIB 336
- » Thursdays 7:30-7:55 am in HSS 3085 + 4:50-5:25 pm in LIB 336
- » Zoom by appt.

Phone: 303-842-3039 > call or txt

Email: narnell@astate.edu

Online Coursework: nikkiarnell.net | Google Drive | Slack

This class is required for any student acquiring all BFA majors. You must receive at least a C for this class to count toward this degree. Earning a D or an F means you must take the class again and you will not be allowed to take courses for which this class is a prerequisite.

COURSE DESCRIPTION

TEACHING METHODS

REQUIRED

- Materials
- Book (none)
- Adobe Creative Cloud
- Class Website and Apps

POLICIES

- Information Required to Know
- Deadlines
- Attendance
- Class Distractions and Disruptions
- Health Precautions
- Drink/Food Policy in Labs
- Craftsmanship
- Adherence to the Design Process
- Critiques
- Use of A.I.

ASSESSMENT + GRADING

- Course Grade
- Assignments
- Class Participation
- Projects
- Extra Credit
- One More Thing

PROGRAM LEARNING OUTCOMES

UNIVERSITY AND DEPARTMENT OF ART + DESIGN POLICIES

- Dept. of Art + Design Handbook
- F.E.R.P.A.
- Health and Safety Policy
- Inclement Weather
- Access and Accommodation Services
- Educational Equity Statement
- Academic Integrity Policy of the
- Dept. of Art + Design

CALENDAR

course description

A-State Course Catalog: Basic levels of graphic design utilizing Adobe Illustrator, Adobe Photoshop, and Adobe InDesign software. Fall, Spring.

Class Location: Library 336

Class Time: MW 2:00 pm-4:50 pm > Plan to be present the entire class time.

Prof Arnell Classes Zoom URL (only if deemed necessary by professor):

<https://astatecall.zoom.us/j/6661919843>

teaching methods

- **This class is taught face-to-face**, unless the university states otherwise during the semester. If virtual class is necessary, join via the Prof. Arnell Classes Zoom URL when directed.
- **Attendance is strictly enforced by the professor.** Consequences for not attending will severely impact course grade.
- Google Drive and Slack will be used in addition to the class website on nikkiarnell.net.
- This course is based on group lecture and instruction **plus at least 8 hours** of work out of class each week. See [Dept. of Art + Design Student Handbook](#), page 6 “Definition of a Credit Hour, Studio/Lab Classes.”
- **Participation is also key throughout the class.** Being an active contributor is crucial.
- **Reading** and study are required in this course to supplement work. Readings and videos are posted on the **#1413_** channels in class Slack workspace.
- Each project will have a **Project Sheet interactive PDF**, available on nikkiarnell.net.
 - The Project Sheet includes detailed information including the objectives, how skills learned in other classes inform the project, a grading rubric, and a detailed schedule. Take the time to read these thoroughly.
 - Student should enter schedule into her/his/their calendar at the beginning of each project and plan time around due dates. Procrastination and missing deadlines will ruin your career; therefore, this skill is an integral objective in this course.
- It is imperative that student have command of her/his/their **time management** and **communication skills**. Be prepared for consequences if these are not taken seriously.
- Any special requirements must go through [Access & Accommodation Services](#).
- **If student does not understand something, please speak to the professor as soon as possible but AFTER one has read over all materials provided for the course**

MATERIALS

- **Digital storage device:** USB flash drive or external hard drive – **at least 128GB.**
 - > Student should save work to their own Google Drive (or other), but backing up work to an external device should also be routine.
 - > The shared Google Drive folder for this class should only be used to turn in work.
 - > Though it is encouraged to work with files directly on the computer desktop while working, DO NOT store files here.
- **Sketchbook of white pages**, close to 9 x 12 inches. Plain white copy paper can be used if necessary. No lines of any kind. *Fresco or Procreate may be used if student has the hardware.*
- **Pencils** and **Eraser(s)**. No lead weight specified; however, the mark must be dark. Be sure the eraser completely removes any marks you made. If you are not using a mechanical pencil, buy a **pencil sharpener**.
- **METAL ruler** – 18 inch minimum (but larger than 24 inches is difficult to transport).
- **X-Acto** and many **#11 blades** > [what are these?](#)
- **Self-healing cutting mat** – 18 x 24 inches minimum > [what is this?](#)


BOOK

There is no required book for this course.

ADOBE CREATIVE CLOUD



- These are required to use, but you are not required to purchase Adobe software!
You will specifically use the programs **Illustrator**, **Photoshop**, **InDesign**, **Acrobat Pro**, and **Behance**.
- **Where to access when not in class:**
 - LIB-336 and -338 will be locked outside of classtime, so make sure you save all working files to places other than the lab computer!

- **LIB-340** is open when the library is open. It is accessible via **A-State Student ID** if enrolled in graphic design classes.
- **LIB-205** is available outside of times when classes are held in the room (see sign on door) when the library is open. It too is accessible via **A-State Student ID** if enrolled in graphic design classes.
- In Fall 2022, students enrolled at A-State in classes requiring Adobe Creative Cloud could obtain **access for use on their personal computers**. Hopefully, this will continue for Spring 2024. Please see professor for further instructions.
 - If you do this, make sure to review the hefty [minimum requirements of a computer on which the software is installed](#). Also, archive files often to an external drive then remove them from your computer to ensure your computer runs efficiently!
- **Behance**  is a website and available anywhere you have access to the internet. Uploading text and images is easiest to do using a laptop or tablet.
- **How to access:**
 - **Password:** Whenever you first signed up to access the Adobe Creative Cloud as a student at A-State, the password you held at the time for A-State's MyCampus was used. Then A-State continually asks for an updated password for its system; however, Adobe is separate from A-State. Therefore, **the Adobe password may be from an old A-State password**.

CLASS WEBSITE AND APPS

Website

- All projects, outside reading material, notes, and syllabus will also be posted on: www.nikkiarnell.NET : **1413**. Canvas is not used for this class.

Web Browser

- Chrome (or Safari for Apple) is suggested for best use across all platforms.

Slack

- Download the **FREE Slack app** on your computer, phone, and other devices. See A-State email for invite or [click this link](#). >> See professor if link has expired.
- Under **Preferences**, set Notifications on all at least once daily.
- You must join the **Workspace: Prof. Arnell SPRING 2024 Classes**



- Also immediately find and join the **#general** and all **#1413_** channels. Continue to join all **#1413_** channels as they are created throughout the semester.
- [“Star” and “Un-Star” channels as you need them for an organized workspace.](#)

Google Drive

- **Each student will use a Google Drive folder shared with Prof. Nikki for this class** to turn in projects. The link to this shared folder will be supplied via A-State email.
- Only use this SHARED folder to turn in final work. Please use your own free Google Drive space to save working files.
- Because the class folder (and its sub-folders) is shared (not native to student’s drive), each student should add a shortcut for easy viewing on screen. See here > <https://support.google.com/drive/answer/2375057?co=GENIE.Platform%3DDesktop&hl=en>
- Access Google Drive online quickly by bookmarking it.

Zoom

- Download the FREE version of Zoom on all devices so it is available whenever needed.
- Office hours are available on Zoom via appointment.
- Zoom could be used in class for any conversations that cannot safely be held face-to-face, like a student who is ill or in quarantine who must speak with professor.

Grammarly

- It is required to use (at least) the free version of [Grammarly](#) (or similar) every time you write something, like Artist Statements, to be graded. It is recommended to use the paid version.

INFORMATION REQUIRED TO KNOW

- **Students are required to review the [Dept. of Art + Design Student Handbook](#).**
Acknowledgement that you have read and understand it is part of the contract signed with professor in order to continue in the class.
- Linked within the handbook are other important policies to review, including the [A-State Student Handbook](#) and [A-State Student Code of Conduct](#).
- Also see University and Department Policies at the end of this syllabus.

DEADLINES

Deadlines must be observed. **If you miss deadlines in this course, you will receive a lowered grade - 1 letter grade for each DAY the assignment is late** (unless excused). In the real world, you could lose your job, so observing these scheduled deadlines is extremely important. Failure to include a project in critique will lower the grade for that assignment. If you miss a deadline, please speak with me and complete the project, as 50% (= F) is better than 0%.

ATTENDANCE

- **All classes are expected to be attended in person this semester unless otherwise officially notified.** Attendance and participation are essential to passing this class; however, immediately contact Prof. Arnell via A-State email, Slack Direct Message, call or text (303-842-3039) before showing up to class if you feel ill.
- **A-State Student Handbook:** "Students should attend every lecture, recitation, and laboratory session of every course in which they are enrolled. Student who miss a class session should expect to make up missed work or receive a failing grade on missed work...
Students must use their available absences for any cause which requires them to miss including, but not limited to, vacation, illness, emergency, or religious observances.
Students who are aware that they will have absences during a term should ensure that they do not exceed the absences available."

- **For classes student is expected to attend in person:**

- Attendance is taken at the beginning of class.

If you are tardy, it is your responsibility to be recorded on the roster.

- 3 tardies = 1 absence
- Leaving early without being excused by instructor = 1 absence
- 4th unexcused absences = final letter grade reduced by 1 (ex. if you have an A for the semester, you receive a B)
- 5th unexcused absences = final letter grade reduced by 2 (ex. if you have an A for the semester, you receive a C)
- 6th unexcused absences = final letter grade reduced by 3 (ex. even if you have an A+ for the semester, you still get a D.)

DEPT. OF ART + DESIGN STUDENT HANDBOOK:

ATTENDANCE

Attending class constitutes participation. Faculty expect participation because it builds facility of technique, professional work ethic, and quality output. A class period is the full published time (2 hours 50 minutes twice a week). If a student has 4 unexcused absences (2x the number of class days per week for a MW/TR class) or accumulated tardies, their final grade will be lowered by one letter. For each unexcused absence after that (5, 6, 7), an additional letter grade will be deducted. Each faculty member will determine their own policy for what constitutes a tardy and the penalty for arriving late or leaving early.

- **For classes or other virtual activities student is expected to attend virtually at a scheduled time (synchronous delivery):**

- Same as above. Attendance and participation relate to whatever platform is in use. For example, if the class is meeting on Zoom, then student is expected to be present.
- If connection to internet is a problem, student must contact professor immediately via phone or text. Don't suffer consequences for something that isn't your fault.

- **For classes or other virtual activities student is expected to attend virtually BY a scheduled time (asynchronous delivery):**

- Same as above. If this is not done on time, it will be considered an absence or a lack of credit.

CLASS DISTRACTIONS AND DISRUPTIONS

- Bring headphones if you would like to listen to music during studio or in-class work time.
- Cell phone and/or Smart Watch usage during lecture is not allowed and computers are to be used for coursework only.
- Calling, texting, checking social media sites (other than for coursework), e-mailing, etc. are prohibited during lecture and discouraged during studio time.
- If you do not follow these rules, you will be asked to leave the classroom and counted absent for the day.
- If student causes any disruption in class after professor clarifies there is a problem, student will be asked to leave and student will be counted absent (see attendance policy and grade consequences).
 - Campus security will also be notified if professor feels this is necessary.
 - A permanent record of the student's disruption may also be registered if professor feels this is necessary.

HEALTH PRECAUTIONS

- **Students should wipe down all public surfaces and/or shared equipment before and after use.**
 - These include computer keyboards, mice, screens, and tables.
 - In computer labs, students may wear disposable latex gloves and/or use their own keyboard and mouse if desired. Please see professor if help is needed.
- **Students should sanitize hands before and after each class:**

DRINK/FOOD POLICY IN LABS

- No **liquids** are allowed on any table where a computer owned by the university is located. You may place the drink on the floor next to you or place it on the center table.
- No **food** is allowed on or near any table while working on public lab computers. You may eat on the center table, then wash or sanitize your hands before using the lab keyboard.

CRAFTSMANSHIP

- I expect perfect craft and student's grade. Project rubrics state this.
- Cutting and mounting work requires practice.
- It also takes time and practice for anything that is rendered by hand.
- Digital work also can be an exact science. Use guides, grids, and other elements of the program.

ADHERENCE TO THE DESIGN PROCESS

- **Thumbnail sketches are expected at the beginning of all projects.** No work will be accepted if student has not finished this first step unless otherwise indicated.
- See more here about the design process > <http://www.nikkiarnell.net/the-design-process.html>.

CRITIQUES

- Critiques are an ongoing part of this class as students become increasingly comfortable presenting their work and critiquing others.
- **Critiques are mandatory to attend and participate**, whether they are in person, written online in Slack, or virtual face-to-face in Zoom.
- When participating in a critique, sure you:
 - Share your opinions.
 - Share your opinions in the form of constructive criticism.
 - Ask questions when somebody is discussing your work with you.
 - Take notes when somebody is critiquing your work.

USE OF A.I.

- **Visual and Verbal:** No assignments or projects generated entirely by AI tools will be accepted unless otherwise explained in writing by the professor.
- **Crediting A.I. Sources:** Plagiarism violations could result in expulsion from the university; therefore, ask if you have questions before consequences arise.
 - **Verbal (ChatGPT, QuillBot, and other AI Language Models):** Failing to cite a direct quote or paraphrased source of information in any written work can be considered an academic integrity violation - and this will include AI-generated content. In other words, you cannot

run something you grabbed from the internet through QuillBot a couple times and call it yours.

- **Visual (Firefly, MidJourney, Dall-e, and other AI Art Models):** Though using visual A.I. in the ideation stage of a project is allowed, failing to cite/explain this inspirational source when presenting thumbnail sketches (etc.) to professor will be considered cheating. Professor can also then help guide student to evolve from this inspiration to one's own work instead of just copying. Outright copying of or uncited use of an A.I. visual will cause the student to fail the project.
- **How to Credit:**
 - When using any AI (verbal or visual) for ideation, student must provide professor the source(s), answers found, and how/why this will be used in the final project. To not do so will impact the project grade, as this will be an item listed on the rubric.
 - IF visual AI use is approved by the professor in any way, student must list the following when turning in the Behance Self-Evaluation required with the final project. In the future, student should keep this source documentation when considering any work to showcase in your portfolio – from a student portfolio for internship acquisition to your professional book.
 - “The designer acknowledges the use of [Generative AI Tool Name], an art model developed by [Generative AI Tool Provider], in the preparation of this assignment. The [Generative AI Tool Name] was used in the following way(s) in this assignment [e.g., brainstorming, grammatical correction, style research, stock imagery appropriation, which portion of the assignment, etc.]”
- **Things you can do:**
 - Ask ChatGPT questions. Chat with it about topics in which you're interested. For example, “What are some current issues related to sustainability in the design industry?”
 - When you read what it says, remember that it's probably 60-70% correct, but perhaps not more than that. What you're getting from AI is crowdsourced information, **not a reliable product of research and assessment**. Given that you're considering whatever it told you with a big grain of salt, try a Google search with the same query and see what it turns up. Review, compare, and investigate, considering the validity of the source(s).
 - Consider how to verbalize a visual idea that doesn't do the work for you.
 - > In other words, don't type in something like “how to show springtime.”
 - > Not only is that a vague prompt, but it's also not challenging YOU to do the critical thinking. Perhaps instead after some quick sketches and ideation, you type in “spring flowers

growing on ocean wave, summertime, extreme lighting,” which is much more precise.

Then see what AI produces and sketch some more.

> Maybe after even more sketching of ideas, you ask ChatGPT for some words about springtime, then throw those into the visual AI you’re using and see what comes up.

YOU DO THE THINKING.

- Use AI Generative Fill in Photoshop, Generative Color in Illustrator, and whatever else Adobe comes up with this year. However, you **MUST** credit this. .
- **Things you cannot do:**
 - Do not use a language model AI (ChatGPT, QuillBot, etc.) to write your papers.
 - Do not use a language model AI (ChatGPT, QuillBot, etc.) to give you citations. (Really. Most of the time, these don’t work, and it’s the first way to spot a cheater!)
 - If you didn’t write it, don’t put your name on it and claim that you wrote it. Do not modify a few words here and there and claim you wrote it, either.
 - Do not use an art model AI (Firefly, MidJourney, Dall-e, etc.) to create any final artwork you claim to be yours.
- **© Copyright Protection:**
 - US law states that intellectual property can be copyrighted only if it was the product of human creativity, and the USCO [United States Copyright Office] only acknowledges work authored by humans at present...

“In the case of works containing AI-generated material, the Office will consider whether the AI contributions are the result of ‘mechanical reproduction’ or instead of an author’s ‘own original mental conception, to which [the author] gave visible form’. The answer will depend on the circumstances, particularly how the AI tool operates and how it was used to create the final work. This is necessarily a case-by-case inquiry,’ the USCO declared. - [source](#)

assessment +grading

COURSE GRADE

- The course grade will be based on:
 - **Assignments & Class Participation (20%)**
 - **Projects (80%)**

(Percentages are approximate. Also, see how attendance affects grade.)
- Be aware that the overall course grade does not use + or -; therefore, be sure something like poor attendance or participation doesn't pull your B+/A- to a B grade (for example).
- All projects are worth an equal amount. The only exception is Project 1: Design Tech Calendar, which is worth less (see project sheet for further details).
- Be aware that the overall course grade does not use + or -; therefore, be sure something like poor attendance or participation doesn't pull your B+/A- to a B grade (for example).

ASSIGNMENTS

- Assignments are important, hands-on work with tools, usually in response to an in-class demonstration ("demo") of software. They are often completed entirely in class, with final touches to be worked on before the next class time if necessary.
- Assignments do not demand the same adherence to a strict design process and discussion of ideation and design concepts; hence, their course grade value is not as significant as projects.
- Each assignment will receive one of the following:
 - **CR (Credit) = 100% | 1/2CR = 50% | NoCR = 0%**

CLASS PARTICIPATION

- Aside from just showing up to class, participation is about being an active member of the classroom environment. This includes in-class discussions, whether face-to-face or online.
- If a student is debilitingly shy, it is required to speak to the professor as soon as possible so that she may discuss with student how to best overcome this. Any other medically documented

reason for not participating in class will only be excused via Access and Accommodations documentation, as the center also provides solutions for success.

PROJECTS

- Student will receive either full credit (CR), partial credit ($\frac{1}{2}$ CR), or no credit (NoCR) to each item listed on the **projects's rubric**, which is available on the project sheet.
- Each project will require an artist statement and self-evaluation as the creation process is documented on **Behance**. This is a significant part of each project's grade.
- The **FINAL GRADE** also includes Comments also. Be sure to take notes during all critiques in class and online, as I will often refer to these in Comments section.
- *Below is an abbreviated example. Most project rubrics are much more complex.*

GRFX-1413 Spring 24 | Project# - Project Name

CR | $\frac{1}{2}$ CR | NoCR • Directions were followed accurately with absolutely no errors.

CR | $\frac{1}{2}$ CR | NoCR • All work turned in on time.

CR | $\frac{1}{2}$ CR | NoCR • Present for all class lectures, workshops, demos, in-class work days, and critiques.

CR | $\frac{1}{2}$ CR | NoCR • All thumbnail sketches completed on time as directed.

CR | $\frac{1}{2}$ CR | NoCR • Design choices explained logically and eloquently.

CR | $\frac{1}{2}$ CR | NoCR • Professional communication used at all times.

CR | $\frac{1}{2}$ CR | NoCR • Ambition - How much did you challenge yourself? Did you plan your time well?

CR | $\frac{1}{2}$ CR | NoCR • Required Photoshop Tools used correctly.

CR | $\frac{1}{2}$ CR | NoCR • Other Photoshop Tools explored and used correctly.

CR | $\frac{1}{2}$ CR | NoCR • Behance post completed as directed.

COMMENTS: (brief written critique here)

FINAL GRADE: (letter grade and/or percentage)

- In order to receive an A, a project must be exceptional in all respects. Letter grades A through D with + and -, and F will be used. The corresponding percentage is shown below.
 - A+ = 100% A = 95% A- = 90% = *exceptional work*
 - B+ = 88% B = 85% B- = 80% = *average work*
 - C+ = 78% C = 75% C- = 70% = *work needs improvement*
 - D+ = 68% D = 65% D- = 60% = *major problems*
 - F = 50% and below (see Deadlines) = *Zoom meeting with professor required*
 - Not turning anything in at all: 0% = *^^ + consider dropping this course*

EXTRA CREDIT

- Extra credit is available to help increase one's course grade. Options for extra credit include attending events and entering juried competitions. [See more information here.](#)

ONE MORE THING

- I love a good story, but not when it's just a lame excuse for late work.
- I encourage defense of your design choices and professional communication, but have no patience for lack of respect and bad manners.
- Thank you for being part of my class. I hope you are excited to learn and ready to excel to your highest potential!

If you do not understand something about how you are assessed in this course, PLEASE speak to the professor as soon as possible but AFTER you have read over all materials provided for the course.

program learning outcomes

BFA GRAPHIC DESIGN

Subject Knowledge : INTRODUCED

- Students will be able to synthesize professional work that answers project objectives using aesthetic, conceptual, and technical skills.

Problem Solving Skills : INTRODUCED

- Students will be able to solve complex problems for interconnected systems of objects, people and settings using knowledge of aesthetic and contextual issues.

Technical Competence : INTRODUCED

- Students will be able to create a portfolio that proves adaptation to technological innovation via effective designs that display a working knowledge of multiple processes and media.

BFA STUDIO ART

Critical Thinking Skills

- Students will be able to apply strong critical, analytic and communication skills required to advance in academic and professional fields.

Technical Competence

- Students will create a body of work in a specific media that culminates in a pre-professional exhibition.

BFA ART EDUCATION

Pedagogy :

- SWABT - Synthesize best practices in the creation of artifacts and lesson plans in order to plan and prepare, manage the classroom environment, instruct, and perform professional responsibilities in the elementary and secondary art classroom.

Historical and Theoretical Foundation of Art:

- SWABT - Understand art materials in their art historical context including stylistic traits, theory, aesthetics, and critical response in western and non-western traditions.

Art Making:

- SWABT - Apply elements and principles of design with historical and contemporary compositional devices to create artwork in a variety of media with an understanding of process, safety and presentation.

university and dept. of art + design policies

DEPT. OF ART + DESIGN HANDBOOK

Read through and familiarize yourself with the Policies of the Dept. of Art + Design by reading the **Dept. of Art + Design Student Handbook**. This can be found at:

https://www.astate.edu/college/liberal-arts/departments/art-and-design/student-information/student-info-files/HANDBOOK-2023-24_Astate-Dept-Art-Design.pdf

F.E.R.P.A.

- Under the Family Educational Rights & Privacy Act, the instructor is prohibited from posting grades in any manner that reveals the identity of the student. The instructor also cannot discuss grade information over the telephone or via email, text, or any other format in which positive identification cannot be established. If you have questions about your grade, please make an appointment to meet with professor in a face-to-face meeting or a Zoom meeting with cameras on.

HEALTH AND SAFETY POLICY

- This course may require the use of hazardous chemicals, equipment or processes that the University Safety Committee recognizes as potentially hazardous to a student's safety and health. Every instructor is required to provide instructional information and training on safe handling and usage procedures prior to engaging students in the use of hazardous chemicals or equipment. In addition, students are advised to notify the instructor or laboratory supervisor of any medications or conditions that may impair their mental alertness and/or their ability to safely engage in the use of any hazardous chemical or equipment.
- All students should use hazardous chemicals and equipment only under the direct supervision

of the instructor or by approval of the instructor, using recommended methods and procedures. Failure to adhere to the outlined safety precautions could result in disciplinary action.

INCLEMENT WEATHER

- **University closures are decided by university administration and announced to faculty, staff, and students concurrently.**
- If weather or other unforeseen circumstances cause class to be canceled, immediately check the class's Slack group. If the weather is questionable, also check the class's Slack group just in case professor cancels classes (highly unlikely). If you are a commuter student and weather is extreme, it is imperative that you contact the professor as soon as possible to open a line of communication and not fall behind in coursework.
- *Undergraduate Bulletin: INCLEMENT WEATHER POLICY:*
The university remains open for academic classes and all other services during inclement weather except in extreme circumstances determined solely by the Chancellor of the University. Regional and local news media will publicize the closing. Commuter students are encouraged to use good judgment in deciding whether to drive to campus during inclement weather. In those cases where the decision is made not to travel to campus under this policy, it is the responsibility of the student to immediately contact each of his/her/their professors upon return to explain the circumstances and to determine the need to complete any missed assignments. The student is responsible for all missed assignments during inclement weather within a time frame to be determined by the professor.

ACCESS AND ACCOMMODATION SERVICES

- Any student who is registered with A-State's Access and Accommodation Services (formerly known as Disability Services) and who needs reasonable accommodation must notify the professor by the end of the second week of classes.
- For additional information, please visit our Disability Services' website at <http://disability.astate.edu> or call 870-972-3964

EDUCATIONAL EQUITY STATEMENT

A-State takes great pride to foster a diverse and inclusive environment for students, faculty, and staff. Acts of discrimination and/or harassment on the basis of color, sex, sexual orientation,

gender identity, race, age, national origin, religion, marital status, veteran status, genetic information or disability in any of its practices, policies or procedures are not tolerated. This includes, but is not limited to, employment, admissions, educational services, programs or activities which it operates or financial aid. It is the responsibility of all departments and all personnel, supervisory and non-supervisory, to see that this policy is implemented throughout the university. Direct all inquiries regarding the nondiscrimination policy to the Office of Title IX and Institutional Equity, 870-680-4161 and the Administration Building, Room 104.

ACADEMIC INTEGRITY POLICY OF THE DEPARTMENT OF ART + DESIGN

Academic Integrity:

- Academic integrity calls for students to do their own work and not to claim as their work anything someone else has done. Intellectual growth calls for doing one's own work; so does academic honesty.
- Infringements of academic integrity include offering someone else's work as your own (see Plagiarism below), buying term papers, and cheating (see Test cheating below). Specific penalties may result.

Plagiarism*

- "Plagiarism" means giving the impression in an assigned paper or studio work that someone else's thoughts, ideas, images and/or words are your own.
- To avoid plagiarism give written credit and acknowledgment to the source of the thought, idea, image and/or words, whether you have used direct quotation, paraphrasing, or just a reference to a general idea.
- If you directly quote words written by someone else, enclose the quotation in quotation marks and provide a footnote.
- If you directly incorporate an image by someone else, you should give credit to that person, in the title, or following your signature, or in some other appropriate way.
Example: ".. after Rembrandt."
- No written paper or studio project created for credit in one class should be used for credit in another class without the knowledge and permission of all professors concerned.
- The research as well as the complete written paper or studio project should be the work of the person seeking academic credit for the course.

Cheating/Unapproved Collaboration

Cheating is an act of dishonesty with the intent of obtaining and/or using information in a fraudulent or unauthorized manner. Examples of cheating include, but are not limited to:

- Observing and/or copying from another student's assignment.
- Giving or receiving assistance during an examination period. This includes
 - providing specific answers to subsequent examinees and/or dispensing or receiving information that would allow the student to have an unfair advantage in the examination over students who did not possess such information.
- Using class notes, outlines, and/or other unauthorized information during an examination.
- Using, buying, selling, stealing, transporting, or soliciting, in part or in whole, the contents of an assignment when such action is not authorized by the instructor of the class.
- Using for credit in a subsequent class an assignment written for credit in a previous class without the knowledge and permission of the instructor of the subsequent class. This includes when a student is repeating a course for credit.
- Impersonating or attempting to impersonate another person, or permitting or requesting another person to impersonate you for the purpose of taking an examination or completing other assignments.
- Unauthorized collaborating during an examination, lab, or any course requirement with any other person by giving or receiving information without specific permission of the instructor.
- Altering grades or official records.
- Falsifying or signing another person's name on any academically-related University form or document.
- Sabotaging or interfering with the academic progress of others.
- Submitting altered, fraudulent, or falsified data, course, degree program requirements, including but not limited to honor's thesis; doctoral dissertation; qualifying exam; dissertation defense, and University records/forms.

Faculty members may respond to plagiarism in any of the following ways:

- Return the work to be redone; the grade may be reduced.
- Give a failing grade on the work ("F" or zero).
- Give the student a failing grade in the course.

Following is a general schedule plan created in January 2024 for the course.

[Reference this Google calendar](#) (also linked on nikkiarnell.net : 1413), Slack announcements, and Project Sheets for the most updated deadlines.

WEEK OF JAN 8 |

Mon Jan 8: A-State classes begin

- Intro Lecture
 - Log in to Slack; Log in to Google Drive, set up shared folder
 - Review syllabus and Dept. Handbook
- Class contract **DUE** >> [CLICK HERE](#) or see link on Slack #1413_main channel.
- Intro Questionnaire **DUE** > see link on Slack #1413 channel (provided in class)

- LECTURE & DISCUSSIONS: Mac Interface, Saving Your Work, Licensing & Rights - Public Domain and Open-Source, Adobe CC for Personal Devices
- DEMOS: Overview of Photoshop, Illustrator, and InDesign: Vector vs. Raster; Print vs. Interactive
- INTRODUCE: File Type Cheat Sheet (Read File Types Explained)
- ASSIGNMENT(S)

WEEK OF JAN 15 |

Mon Jan 15: Martin Luther King, Jr. Day observed - no A-State classes.

- BEGIN **PROJECT 1: Design Tech Calendar**
- DEMOS: InDesign: Document Set-Up, Parent Pages & Pages, Shortcuts; PDFs and printing
- In-Class work on Project 1.

WEEK OF JAN 22 |

- **PROJECT 1 DUE.** Print in class >> use throughout the semester.
 - Upload to Slack and Google Drive. *Upload only finished work in shared Google Shared Drive.*
- DEMOS: Photoshop Interface, Edit Toolbar, Image Size, Canvas Size, Resolution, Layers, Eyedropper, Brushes, Object Selection, Masking, Dodge & Burn, Adding Text, Screenshots, Make PDF from Desktop files
- ASSIGNMENT(S)
DUE > Upload to Slack; Upload only finished work in shared Google Shared Drive
- DEMOS: Searching for images using Google tools, Spot Healing, Patch Tool, Clone Stamp, Content Aware Fill, Dodge, Burn, More about Layers, Color Modes Intro: Grayscale vs. RGB vs. CMYK vs. Hexadecimal

WEEK OF JAN 29 |



- ASSIGNMENT(S) >
 - **DUE** > Upload to Slack; Upload only finished work in shared Google Shared Drive
- BEGIN **PROJECT 2: Compelling Composites** > begin sketches, place all dates in calendar
- INTRODUCE: Thumbnail Sketch Sheets, Behance Artist Statement Template

WEEK OF FEB 5 |



- **PROJECT 2** Research & Sketches **DUE**
- DEMOS: Cropping to Specific Size, Content Aware Crop, Perspective Crop, Adjustments Panel, White Balance, Blend Modes, Warping, Liquefy; Image Size and “Photoshop Math” Review; Finding Images Review
- Work in class on PROJECT 1 + One-on-One discussions
- DISCUSSIONS: How/Why Behance works; Behance Artist Statement Template Reviewed
 - BEGIN **Behance page** used throughout the semester
 - Share Link on Slack #1413_behance channel

WEEK OF FEB 12 |



- Work in class + One-on-One discussions
- DISCUSSIONS: How to Present Work
- Work in class + One-on-One discussions
- **PROJECT 2 DUE** + **PROJECT 2** Behance Artist Statement **DUE**
 - Upload to Slack and Google Drive. *Upload only finished work in shared Google Shared Drive.*
 - Publish Behance post. *Check link on Slack #1413_behance channel.*
- DISCUSSION: Illustrator Intro - When to use Photoshop vs. Illustrator, Vector Files Review
- DEMOS: Illustrator Workspace and Common Tools, Layers, Pen Tool - Anchor Points and Bezier Curves
- ASSIGNMENT(S) > **DUE**
- DEMOS: Basic Shapes, Pathfinder, Shape Builder, Rounding Corners
- BEGIN **PROJECT 3: Design System Icon Set** > begin sketches, place all dates in calendar
- Work in class

WEEK OF FEB 19 |



A-State Midterms Feb 19-23 - no midterm for this course

- **PROJECT 3** Research & Sketches **DUE**
- Work in class + One-on-One discussions + Team Critiques
- GIF Instructions using Photoshop

WEEK OF FEB 26 |

- **PROJECT 3 DUE** + **PROJECT 3** Behance Artist Statement **DUE**
 - Upload to Slack and Google Drive. *Upload only finished work in shared Google Shared Drive.*
 - Publish Behance post. *Check link on Slack #1413_behance channel.*
- DEMOS: Blob Brush vs. Paintbrush, Fill Bucket, Gradients, Color Modes & Swatches: PMS, CMYK, RGB, Hexadecimal, Illustrator's Eyedroppers
- ASSIGNMENT(S) > **DUE**
- BEGIN **PROJECT 4: Funny Faces in Weird Places** > begin sketches, place all dates in calendar
- **PROJECT 4** Research & Sketches **DUE**
- Work in class + One-on-One discussions + Team Critiques

WEEK OF MAR 4 |

- Work in class + One-on-One discussions + Team Critiques

WEEK OF MAR 11 |

Sun Mar 10: Daylight Saving Time begins

- Work in class + One-on-One discussions + Team Critiques
- **PROJECT 4 DUE** + **PROJECT 4** Behance Artist Statement **DUE**
 - Upload to Slack and Google Drive. *Upload only finished work in shared Google Shared Drive.*
 - Publish Behance post. *Check link on Slack #1413_behance channel.*
- BEGIN **PROJECT 5: Artist Promo Interactive PDF** > begin sketches, place all dates in calendar

WEEK OF MAR 18

Spring Break

WEEK OF MAR 25 |

- **PROJECT 5** Research & Sketches **DUE**
- LECTURE: InDesign Intro - When to use InDesign vs. Photoshop/Illustrator, Vector and Raster Files Review, Linking vs. Embedding Review, Printing vs. Interactive PDFs
- DEMOS: InDesign Workspace and Common Tools, Text vs. Image Boxes, Multi-Page vs. Artboards, Layers, Display Performance, Preflight
- ASSIGNMENT(S) > **DUE**
- Work in class
- LECTURE: Illustrator vs. Raster Review
- DEMOS: Spell Check, Trimming, Bleeds, Crop Marks, PreFlight and Package
- Work in class + One-on-One discussions

WEEK OF APR 1 |   



- Work in class + One-on-One discussions
- **PROJECT 5 DUE** + **PROJECT 5** Behance Artist Statement **DUE**
 - Upload to Slack and Google Drive. *Upload only finished work in shared Google Shared Drive.*
 - Publish Behance post. *Check link on Slack #1413_behance channel.*
- BEGIN **PROJECT 6: Design Tech Handbook** > begin sketches, place all dates in calendar
- LECTURE: Grids, Multi-Page Design
- DEMOS: Pages - Facing Pages (Spreads) vs. Pages, Building and Threading Text Boxes, Text Wrap, Display Performance Review
- ASSIGNMENT(S) > **DUE**
- **PROJECT 6** Sketches RD 1 **DUE** + Team Critiques
- DEMOS: Hyperlinks, PreFlight Review, Export to Interactive PDF
- Work in class

WEEK OF APR 8 |   

- **PROJECT 6** Sketches RD 2 **DUE**
- **PROJECT 6** Information (copy sheet) **DUE**
- Work in class + One-on-One discussions

WEEK OF APR 15 |   

- **PROJECT 6** Work in class + One-on-One discussions

WEEK OF APR 22 |   

Fri Apr 26: A-State Last Day of Classes

- **PROJECT 6** Work in class + One-on-One discussions
- REVIEW: Hyperlinks, PreFlight, Export to Interactive PDF

WEEK OF APR 29 |    

[A-State Finals](#) Apr 29 - May 3 >>> *We only meet during the A-State sheduled final time:*

2:00 pm TR or R	R, May 2	12:30 pm – 2:30 pm
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- **PROJECT 6 DUE** + **PROJECT 6** Behance Artist Statement **DUE**
 - Upload to Slack and Google Drive. *Upload only finished work in shared Google Shared Drive.*
 - Publish Behance post. *Check link on Slack #1413_behance channel.*