

CIS 134.150 Graphic Imaging

Instructor

Christie (Chrissy) Hughes

Contact Information

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Office Location: William Atkinson 226-C

Office Hours

Tues: 3:00-6:00pm
Thurs: 12:00-6:00pm
Fri: By Appointment
*Office hours subject to change

Online Office Hours

24-48 hour response

JCC Distance Learning Support

distancelearning@jccmi.edu
Or, call 517.796.8408 or 888.522.8744

Course Description

This course covers the basics of digital image editing and scanning. Topics include digital photography, scanning techniques, photo retouching and manipulation, electronic color theory, and special typographic effects. Additional topics touched on include web graphics and basic animated GIFs. Upon completion of this course students should be able to utilize layers, channels, filters, and masks as they apply to photo imagery.

Course Outcomes

Upon completion of this course, students should be able to:

- To demonstrate the ability to produce publications utilizing scanning devices and imaging software.
- To analyze and evaluate existing product promotions and create an advertisement using those product promotion techniques
- To learn and use graphic imaging software.
- To learn and use scanning software.

Topics

Topics include: Layers, Selections, Color Adjustment, Painting, Filters, Clipping Masks, Paths, Shapes, Type, Web Optimization, etc.

Course Text & Other Requirements

Course Technology, *Adobe Photoshop® CS6/CC Revealed*, Elizabeth Eisner, ISBN: 978-978-1133693222.
For this class, you will need to have access to a digital camera, a flash drive or online storage and a scanner. These are available on campus. You also need to have continual access to Adobe® Photoshop® CS6/Creative Cloud.

Teaching Strategies

The teaching strategies for this course include instructor lead facilitation (with visuals as needed), demonstration, step-by-step hands-on guided practice, peer and instructor critical feedback.

Academic Calendar Winter 2015**Classes Begin**(Late Start) February 8th**Last Day of Term**May 9th**Winter 2016**

Event	Dates	Notes
Semester Dates	Jan. 18 - May 8	
Online Registration	Nov. 11	Returning student with 24 or more JC credits
	Nov. 12	Returning student with 12-23 JC credits
	Nov. 13	New and returning students
Winter Convocation	Feb. 12	No classes and offices are closed
Mid Semester Break	Feb. 29 - March 6	
Last day of classes	May 8	

How to be Successful in this Course

- Plan your schedule >>** Plan ahead to determine times that you can set aside for coursework. Be present for class weekly. Login to the class website a minimum of **2-3 times** per week to stay up to date on any additional announcements. Announcements will be posted in JetNet.
- Read and complete text assignments >>** The textbook and online help are key resources for this class; use them regularly. Exhaust your solutions to become a better problem solver. Read and follow the step-by-step instructions for each chapter, before relying on a partner/instructor to hold your hand.
- Be professional in your work >>** The assigned non-textbook projects can be excellent portfolio pieces for further education and/or employment interviews; plan extra time for these projects and put forth your best effort. Sloppy work is not given full points.
- Turn in assignments on time >>** Homework assignments and class exercises will be accepted up to **one** week after the due-date with a 20% penalty; any work submitted after this grace period will not be accepted. Turn in your work via JetNet and check your grades frequently.
- Back-up your work.** We all know technology can be unpredictable, so save copies of your assignments. Create a file/folder on your hard drive called CIS134.

Chapter Exercises

You will be following the instructions in each chapter and at the end of each chapter to learn new techniques, and completing each step using Adobe® Photoshop®. Furthermore, you will complete the assigned work delivered each week in class. It is not guaranteed that you will be following the chapters in numerical order; please be present in class to follow the direction of this course and read the Weekly Assignments/Announcements located on JetNet for any updates. Save all files with the author’s suggested file name and Submit them to me via JetNet. (Do not include spaces in your file names!) At times you may have more than one file to upload, you can upload the files individually or place the files in a folder, zip that folder and then upload the zipped folder. The point value overview for each chapter exercise will be given to you in the syllabus and point value earned will be posted in JetNet | Grades upon required submission.

Projects

Projects will be delivered in class and will be listed in JetNet. Projects should be completed using techniques covered to date.

Exams

Exams given will cover all techniques covered to the date of the exam. You will be notified as to when and how to take the exams. All exams are accumulative in nature, that is, you are responsible for all material previously covered or assigned. There will be two parts to each exam, a hands-on part where you complete a small project using Photoshop and a written component with True/False and Multiple Choice questions.

JetNet Weekly Links

Assignment links in JetNet are available Monday morning of the current week, and will be open as the course continues. Please see the course assignments for due dates.

How to Submit Work via JetNet

1. After entering our course in JetNet, click the icon relating to the assignment you wish to upload.
2. Locate the name of the class assignment in the center of the screen or press Grades on the left side of the screen.
3. Click **Edit** when typing in a message/note for the instructor and/or **Browse** to send a file (navigate to where your work is located, select/highlight it, and then click **Upload this File**).
4. Click on the Send for Marking button and finally click Yes for the final submission.
5. If you are submitting multiple files, click the Browse button again for each file you wish to upload. *(It's better to zip multiple files so you can submit as one file.)*

At the End of Each Course, Each Student is Assigned a Final Grade as Follows:

Grade Criteria:	
Image Forums	50 points each
Chapter Work	25 points each
Additional Practice <i>(to be announced in Weekly Assignments)</i>	
Projects <i>(Posted throughout the semester)</i>	240 points
2 Exams	80 points

TOTAL = 600 pts (est.)

Grading Scale (based on accumulated points/percentages):

Grade	Percent	Points
4.0	94 - 100%	(559-600)
3.5	88 - 93%	(523-558)
3.0	82 - 87%	(487-522)
2.5	76 - 81%	(451-486)
2.0	70 - 75%	(415-450)
1.5	64 - 69%	(379-414)
1.0	58 - 63%	(349-378)
0.5	52 - 57%	(312-348)
0.0	below 52%	(0-311)

Grading

Students are responsible for completing and submitting the material and assignments covered each week. Notify your instructor if you are going to miss class, or any work.

Grading Procedure

In class work is due at the end of each class or as otherwise directed by instructor. If you are absent, you cannot make up in-class assignments unless you have prior approval from the instructor. Late assignments & projects will be accepted up to one week after the due date, but will incur a 20% penalty for each week over due, not to exceed two weeks. Makeup Policy: Missed exams can be made up if arrangements are made with the instructor prior to the exam date. If you will be absent for reasons beyond your control, please contact the instructor as soon as possible.

Course Completion Requirements

Students must achieve a passing grade of D or above by completing all required examinations, submitting all required exercises and projects, and meeting the standards of the school attendance policy.

Withdrawal

Because courses vary in length, it is critical that you check the last day to drop or withdraw by going To www.jccmi.edu, under 'Quick Links' choose "Drop Classes". If you receive financial aid, call 517-796-8410 to discuss the impact of dropping or withdrawing. Students who stop attending class without completing a withdrawal form will receive a grade of 0.0. It is the student's responsibility to withdraw from a course. The instructor cannot issue a drop from this course for you. You should initiate a withdrawal at the main campus Registrar's Office or at any JCC center if you cannot complete the course. You should also contact the instructor when considering a withdrawal.

Incomplete

No incomplete grades will be given in this class except under extenuating circumstances and if the student has completed at least 75% of the work and has a grade of at least 2.0 in the course. The grade of "I" is not awarded to students who did not attend, or seldom attended, or to those who simply are not pleased with their final grades. Students receiving an "I" submit only the remaining work that had not been completed at the end of the semester. Students do not redo work that had already been graded.

Audits

Students who do not wish to receive a grade from the course may opt for an "audit," which means they will not receive a grade. They may turn in their work and take tests for evaluation. Students who sign up to "audit" and now wish to receive a grade must contact the Registrar's Office at main campus or personnel at the extension centers by **the drop/add date** listed in Academic Calendar within this syllabus.

Extra Help

Tutors (plus additional services for academic success) can be accessed by calling 517-796-8415 or by stopping by the Center for Student Success, Bert Walker Hall Room 123. Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success. This is the first step in acquiring the appropriate accommodations to facilitate your learning.

Attendance and Participation Policies

Since regular participation is necessary for successful college work, students should be present on a weekly basis and should be submitting their work. Student work will be evaluated on effort and accuracy. If you miss work, you may still submit the work for evaluation as long as it is submitted within one week of the due date—remember work submitted over one week late will not be accepted for credit. Participation is important to your success in this course. Up to three times, I will review your progress and provide feedback, accessible via e-Services as follows:

H- you would benefit from additional assistance and you will be referred to Foundation Studies for academic tutoring.

Q- your consistent lack of participation may prevent your success and recommend to the registrar that you be withdrawn from the course.

V- confirms that you are participating regularly.

IMPORTANT DATES TO REMEMBER**HQV 1 – 2/14/15****HQV 2 – 3/1/15****HQV 3 – 3/30/15****Academic Honesty Policy**

Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' work as their own, either by plagiarism, by cheating, or by helping others to do so. While JC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution. Plagiarism is the failure to give credit for the use of material from outside sources. Cheating means obtaining answers/material from an outside source without authorization. Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including lowering the final grade by .5 and assigning a failing grade for the paper, project, report, exam, or the course itself. Instructors will document instances of academic dishonesty in writing to the Dean of Faculty. In the event of a student dispute, both student(s) and faculty should follow the Conflict Resolution Policy. This policy is presented in Student Rights and Responsibilities (student handbook) and the faculty Master Agreement.

Copyright Guidelines

Feel free to visit a website of interest, but **do not upload any copyrighted material in JetNet** — anything from an article to a cartoon—without the permission of the copyright owner. **YOU MUST CREDIT THE AUTHOR OR ARTIST AT ALL TIMES.**

Collaboration

While JCC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution.

Consequences/Procedures

Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including assigning a failing grade for the paper, project, report, exam, or the course itself. Instructors should document instances of academic dishonesty in writing to the dean of Faculty. Anyone caught cheating on an assignment or exam will receive a zero for that project. If caught cheating more than once, the student will receive a zero for the class.

Critique Guidelines

A critique (or crit) is an assessment of your work. Assessing your solution forces you to evaluate how well you used the design medium and to see if you fulfilled your objectives. Use the following guidelines to evaluate the work during a critique:

- 1) Does the composition meet the stated objectives?
- 2) How well does the solution fulfill the stated objectives?
- 3) Are the design choices appropriate for the purpose or goal of the project?
- 4) Is the composition visually compelling? How could it improve? (avoid using the approach, "I think")
- 5) Does the composition accomplish its call to action?

Student Appeal Process

In the event of a dispute, both students and faculty should follow the Conflict Resolution Policy. This policy is represented in Student Rights and Responsibilities (student handbook) and the Master Agreement.

Associate Degree Outcomes

The Jackson College Board of Trustees has developed a list of essential skills which all of its associate degree graduates will enhance during their college experience. The Board has said: JC's goal is to prepare students to live productive and meaningful lives. Implicit in this goal are efforts to prepare students to: (a) live and work in the twenty-first century, (b) be employed in situations which will require retraining several times during a productive life, and (c) function in a rapidly changing informational society. Upon completion of this course, students will be able to:

Curiosity:

>Demonstrate interest in learning by completing chapter assignments. (ADO 7,D)

Problem Solving:

>Determines areas of an image that need to be fixed and the proper tools and techniques to alter the image. (ADO 7,D)

Caveat

There may be things that would require revisions to the syllabus or calendar. For example, severe weather, causing cancellation of classes or instructor illness causing changes in the calendar. Other events may affect the course calendar including typing errors or a due date that must be changed. In any case, the entire class will be notified of any changes to the syllabus or calendar.