

CIS 234 Graphic Technology Applications

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

JC Distance Learning Support

distancelearning@jccmi.edu
Or, call 517.796.8408 or 888.522.8744

Course Description

Students prepare for career opportunities by defining areas of employment and identifying prospective employers in the graphic design profession. Students also create a professional portfolio to be used for employment interviewing purposes.

Prerequisite(s)

CIS 128 and CIS 132

Course Goals

- The class will be exposed to available employment resources within Jackson Community College.
- Research employment opportunities in the area of graphic and web design.
- To design publications using many software packages.
- To create a portfolio.

Course Outcomes

- The student will be able to identify employment resources.
- Creation of a designed resume, cover letter and business card.
- The student will be expected to create a professional portfolio using: Adobe Illustrator, InDesign, and Photoshop.

Course Text & Other Requirements

None

Additional Materials

Cloud storage/flash drive, Matte Board, Portfolio Case (size TBD).

Teaching Strategies

The teaching strategies for this course include lecture, facilitated discussion (with visuals as needed), demonstration, guided working laboratory, feedback and peer review.

Academic Calendar Winter 2012**Classes Begin**February 8th**Last Day of Classes**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

- 1. 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.
- 2. Read and complete assignments >>** The textbook and online help are key resources for this class; use them regularly. Exhaust your solutions to become a better problem solver. Refer to the Publisher's Web site for examples if needed (provided on JetNet). Read and follow the step-by-step instructions for each assignment/project, before relying on a partner/instructor to hold your hand.
- 3. Be professional in your work >>** The assignments 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.
- 4. 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.
- 5. 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 CIS234.

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.

JetNet Weekly Links

Assignment links in JetNet are available Monday of the current week, and will close at the start of class the following week.

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.)*

Career Information Report.....	10 points
Personal Promotional Materials (Business Card Cover Letter, Resume, trinkets).....	10 points
New Portfolio Piece.....	15 points
Presentation of Matted Portfolio Pieces.....	15 points
Digital Portfolio.....	20 points
Completed Portfolio & Presentation.....	30 points
TOTAL.....	100 points (est.)

Grading Scale

- 4.0 = 94-100%
- 3.5 = 88-93%
- 3.0 = 82-87%
- 2.5 = 76-81%
- 2.0 = 70-75%
- 1.5 = 64-69%
- 1.0 = 58-63%
- 0.5 = 52-57%
- 0.0 = below 52%

Grading Procedure

Assignments should be completed by the date announced; work turned in after the deadline is subject to a 10% penalty for each class that it is late.

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 JC 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

Attendance is expected in all class and laboratory periods. Since regular attendance is necessary for successful college work, no class or laboratory absences are disregarded. However, all instructors will evaluate student work on the basis of performance rather than attendance.

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 – 3/28/15****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.

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 like/dislike")
- 5) Does the composition accomplish its call to action?

Classroom Participation & Etiquette

All classmates are to be treated with respect.

Turn off and put away cell phones and other media players.

Food and drink are to be kept at a minimum around computers.

Computer Lab Hours

The class schedule for drop-in laboratory time will be posted at the beginning of the semester.

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. The highest priority skills include, among others:

- 1) Initiates curiosity by investigating, exploring and posing challenges through a Career Information Report. (ADO 7p).
- 2) Demonstrates creativity as well as articulates and defends conclusions during peer review of the Graphic portfolio. Presents portfolio at portfolio show as a representation of solving creative problems. (ADO 7p).

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.