

CIS.136.01 Integrated Design I

Instructor

Christie (Chrissy) Hughes

Contact Information

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Office Location: William Atkinson 226-C

Office Hours

Tues: 8:00-9:00am, 12:00-3:00pm

Wed: 8:00-8:30am, 12:00-3:00pm

Fri: By appointment only between hours of 10:00-1:00pm.

*Office hours subject to change.

Online Office Hours

24-48 hour response

Course Description

Learn the basics of desktop publishing using Adobe InDesign®. Students use computers and laser printers to create professional-looking publications that incorporate Illustrations and bit map graphics.

Objectives

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

>The student will be capable of recognizing aesthetic desktop publishing documents.

>To create an assortment of publications, including: advertisement and newsletters.

>The student will work with prepress and production techniques

Topics

Topics include: working with text, images, creating graphics, advanced techniques, making books, working with tabs and tables, color, preparing and exporting documents for print.

Art Prerequisites

ART 101 or ART 103 or ART 152

Course Textbook, Technology & Other Requirements

For this class you will need to have regular access to Adobe® InDesign® CS6 or Creative Cloud. See JetNet for direct link to obtain a student subscription.

Teaching Strategies

The teaching strategies for this course include facilitated online exercises and video demonstrations, forum discussion, and critical feedback.

Academic Calendar Winter 2015**Classes Begin**September 6th**Last Day of the term**December 22nd**Fall 2016**

Event	Dates	Notes
Semester Dates	Sept. 6 – Dec. 22	
Learning Days	Aug. 29 – Sept. 2	
Day and evening classes begin	Sept. 6	
In-Service Day	Oct. 7	No classes
Thanksgiving Break	Nov. 23 – 27	No classes, offices are closed
End of Fall Semester	Dec. 22	

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 online weekly. Login to the course website a minimum of **2 times additionally** per week to stay up to date on any unexpected announcements. Announcements will be posted in JetNet.
- 2. Read and complete text assignments >>** The textbook is a key resource 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.
- 3. 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 never given full points.
- 4. Turn in assignments on time >>** Homework assignments and class exercises will be accepted up to **two** weeks after the due-date with a 20% penalty; any work submitted after this grace period that was NOT discussed prior to submission with your instructor 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 CIS136F16.

Forums

You will be collecting information for your designs created in InDesign®. This information will be shared via JetNet on the designated dates. You must post your progress and comment on a minimum of two classmates' work for full credit. More information will be discussed on how to complete, post, and review and is specific to the projects given.

Exercises

You will be following the instructions for each unit to learn new techniques, and completing each step using Adobe InDesign®. Furthermore, you will complete the assigned work delivered each week in class. The assignment work can be tedious, and is to your benefit. Use it as a guide to get you to understand the concept of the tool-at-hand. Also, you must be present in class to follow the direction of this course. Save all files with the suggested file name and submit them 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 better you can place the files in one folder, and zip that folder. The point value overview for each unit assignment will be given to you in the syllabus and point value earned will be posted in JetNet | Grades. Your true measure of the assignment work is done with the exams and projects.

Projects

Projects will be assigned in class and most likely be posted in JetNet. Projects should be completed using techniques covered to date.

Exams

Exams will cover all techniques covered to the date of the exam. You will be notified as to when and how to take the exams.

JetNet Weekly Links

Assignment links in JetNet are available the day of the current class period, and will close at the end 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.)*

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

Grade Criteria

Assignments	20-25 est. points each	= 200 pts
3 Projects (<i>Full Page Ad, Booklet, Interactive Design</i>)	75-100 est. points each	= 250 pts
Exercises	20-35 est. points each	= 50 pts
2 Exams	50-75 est. points each	= 100 pts
TOTAL		=600 pts (Est.)

**Assignments listed above are subject to change at any time.*

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 Procedure

In class work is due at the end of each class, the following class or as 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 two weeks 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 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

Since regular attendance/participation is necessary for successful college work, students should be present each week 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 - 9/14/16****HQV 2 – 10/3/16****HQV 3 – 11/6/16****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. 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 Web site 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 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.

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 using the software tool?
- 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?

Classroom Participation & Etiquette

All classmates and instructor are to be treated with respect, and use subjectivity in the discussion board forums.

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.

Essential Competencies

The Jackson College Board of Trustees has developed a list of essential skills which all of its 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 obtained from this course, among others are:

- EC 1 Think Critically and act responsibly.
- EC 2 Work productively with others, recognizing individual contributions to group success.
- EC 3 Exhibit technological literacy.

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.

Tentative Course Schedule

Week 1

- > Welcome, Icebreaker
- > Review syllabus
- > File Compression/JetNet
- > Get to know your workspace
- > Exercise: Good/Poor Ad Designs
- > Review Unit 1

Week 2

- > Unit 1
- > Review Unit 2

Week 3

- > Unit 2
- > Review Unit 3
- > Project I: Ad Design
- > Forum: Project I Ad (Initial Ideas)

Week 4

- > Unit 3
- > Review Unit 4
- > Forum: Project I (Draft)

Week 5

- > Unit 4
- > Review Unit 5
- > Due: Project I (Critique)

Week 6 – Oct 1

- > Unit 5
- > Review Unit 6

Week 7

- > Due: Exam (Hands-on)
- > Unit 6
- > Review Unit 7

Tentative Course Schedule Continued

Week 8

- > Unit 7
- > Review Unit 8
- > Project 2: Self Brand Identity Booklet
- > Forum: Project 2 Self Brand Identity Booklet (Initial Ideas)

Week 9

- > Unit 8
- > Review Unit 9
- > Forum: Project 2 Self Brand Identity Booklet (Draft)

Week 10

- > Forum: Project 2 Self Brand Identity Booklet (Revised)
- > Unit 9

Week 11

- > Due: Project 2 Self Brand Identity Booklet (Critique)

Week 12

- > Review Unit 10
- > Project 3: Interactive Book Sell Sheet
- > Forum: Interactive Book Sell Sheet (Initial Ideas)

Week 13

- > Unit 10
- > Forum: Interactive Book Sell Sheet (Draft)

Week 14

- > Review Unit 11
- > Due: Interactive Book Sell Sheet (Critique)

Week 15

- > Unit 11
- > Review Remaining Chapters
- > Make-up (Work Day)

Week 16

- > Due: Exam 2
- > Course Survey