

CIS 234 Graphic Technology Applications

Instructor

Christie (Chrissy) Hughes

Contact Information

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Office Location: William Atkinson 226-D

Office Hours

Tues: 10:00-2:30pm
Wed: 10:00-2:30pm
Thurs: 9:00-12:00pm online
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 127, and CIS 132, 134 and 136

Course Objectives:

- 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

Text Book Zero - There is no textbook required for this course. Handbook: Pricing & Ethical Guidelines is recommended - 14 Edition, 2013 book (Graphic Artists Guild) ISBN-13: 9780932102164

More information regarding Textbook Zero is available at the following link:

<https://www.jccmi.edu/academics/tbz/>

For this class, you will need to have (preferably) cloud storage, or a flash drive. These are available on central campus. You also need to have continual access to Adobe® Photoshop® CS6/Creative Cloud – which is also available on central campus in the library. Access to a laptop the last day of class is desirable.

Academic Calendar Fall 2017

Classes Begin

September 25th

Last Day of Classes

December 23rd

Fall 2017		
Event	Dates	Notes
REGISTRATION BEGINS FOR ALL STUDENTS <i>New students must contact Admissions at 517.796.8425 prior to registering for classes.</i>	April 5, 2017	Register for Classes
Day and evening classes begin	Sept. 5, 2017	
Semester Dates	Sept. 5 – Dec. 21, 2017	
In-Service Day	Sept. 19, 2017	No classes
Pathway Showcases Day	Oct. 6, 2017	No classes
Thanksgiving Break	Nov. 22 – 26, 2017	No classes
End of Fall Semester	Dec. 21, 2017	
Grades Due	Dec. 23, 2017	

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 are available in JetNet each week for class.

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.....	25 points
Personal Promotional Materials (Business Card Cover Letter, Resume, trinkets).....	50 points
New Portfolio Piece.....	25 points
Matted Portfolio Pieces.....	25 points
Digital and Hard Copy Portfolio.....	75 points
Portfolio Event/Presentation.....	100 points
TOTAL.....	300 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 – 10/01/17 HQV 2 – 10/17/17 HQV 3 – 11/04/17

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 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?
- 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.

General Education Outcomes & Essential Competencies

In addition to the GEOs required to earn a credential at JC, the college is committed to helping students develop three Essential Competencies. These skills are embedded in each program of study, and are shaped by the program focus and the pathway within which the program is hosted.

Essential Competencies

- 1) Think critically and act responsibly
- 2) Work productively with others, recognizing individual contributions to group success
- 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.