



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

DIGITAL IMAGING I

ARTC - 1302 – H001

JAN D. ROBERTSON

NOTE: This is a 16-week course.

NOTE: This is a HyFlex course.

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Course Description:

Digital imaging uses raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. Semester Hours 3 (2 lec./2 lab)

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

Recommendations: Although there are no catalog prerequisites, I recommend the student have keyboarding ability and be computer literate. The student will need access to Photoshop and Bridge programs from the Adobe Creative Cloud and need the textbook by the end of week 1. (This class does not start with computer fundamentals.) Students must use their MCC student email account for all email correspondence. (MCC policy). Students not planning to attend in person or via zoom must log on to Brightspace as of the first day of the semester and read/work through the tasks for Week 1 orientation (referenced in the top announcement) on Brightspace.

Recommendations: The instructor recommends anyone contemplating taking this course have a working knowledge of using email, the Internet, and Windows. In addition, the student should be self-disciplined and self-motivated and be able to read and interpret directions easily from Brightspace.

Instructor Information:

Instructor Name: Jan Robertson

MCC E-mail: jrobertson@mclennan.edu

Office Phone Number: 254-299-8218

Office Location: Business & Technology bldg., Rm 107

Office/Teacher Conference Hours: Posted next to office door; also posted on Brightspace under Staff Information.

Other Instruction Information: B.S. and M.S. degrees

Required Text & Materials:

Title: Adobe PhotoShop CC, 2023 release, Classroom in a Book

Authors: Conrad Chavez

Edition: 1st

Publisher: Adobe Press (Distributed through Peachpit)

Press/Pearson) ISBN-13: 978-0-13-796589-2

A USB Flash Memory Drive holding a minimum of 16 gigabytes is necessary for saving

source files and class projects.

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/in>

Methods of Teaching and Learning:

This course requires at least the same level of rigor as a traditional course and additionally requires that the student can work independently, solve problems, communicate and participate in a professional manner. Students will learn content by reading and working through the textbook and supplementary labs; participating in demonstrations, viewing topically relevant short videos on Brightspace; completing review quizzes, and projects. Additional methods may be used as opportunities present themselves.

Lessons and Supplementary Assignments. Students will work through lessons from the book. They will also complete supplementary assignments independently, which include hands-on activities. Lessons will not be accepted late without written proof of emergency for missing the deadline; however, lessons must still be completed in order to progress in the course. Late supplementary assignments will not be accepted without written proof of emergency. Lessons and supplementary assignments grading consist of -10 pts for each omitted step or error in following directions, spelling errors, etc.

Discussions/Project Commentaries: Students will participate in discussions each week covering a variety of related topics. Discussions cannot be made up without providing the instructor with written proof of emergency for missing their deadlines. Discussions are graded based on comments included, response to at least one other student included, and a source to back up comments (when required). Specific deductions are listed within each discussion.

Lesson Review Quizzes will be required upon completion of each lesson. These quizzes are composed of ten questions based on content of each lesson. Students may use their book on these quizzes, and quizzes are not timed. Additional quizzes will be required when “lecture” material (in addition to the textbook) is required and supplied on Brightspace. Quizzes cannot be made up without providing the instructor with written proof of emergency for missing their deadlines.

Three projects will be required during the semester which allow individual choice of images. The student should begin early collecting pictures, etc., for use in these projects. The only pictures students will be allowed to use will be their own original photographs and drawings, those identified as being in the “public domain,” or those provided by the instructor. Projects should be turned in by their stated deadlines. If a project is submitted one day late, the point deduction will be 10 pts. If a project is submitted up to three days late, the point deduction will be 20 pts. After the three-day limit, a grade of zero will be recorded. (Students who have proof of emergency will not be penalized). Students who have proof of emergency still must submit

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projects in a timely manner. Work for those students will be due based on how many class days were missed based on the emergency itself. Use of an image owned by another individual in violation of copyright standards discussed in class in a students' project will result in a 25-point deduction. Requirements build by project. Project 2 will have new requirements in addition to those for project 1. Project 3 will serve as a capstone/comprehensive project (much like a final exam).

Course Objectives and/or Competencies

- A. Course Objectives: This course provides hands-on experience with a digital imaging software available for personal computers. Raster graphics concepts are applied to realistic business uses.
- B. Course Competencies: Upon successful completion of the course, the student will be able to do the following:
1. Define and use the terms that reflect the basic concepts and language of raster graphics.
 2. Perform the following activities:
 - a. Launch the software.
 - b. Organize the work area
 - c. Create, move, and delete layers
 - d. Create and use selections
 - e. Retouch photographs
 - f. Import and adjust images
 - g. Prepare graphics for the Web or print
 - h. Create text and gradients
 - i. Transform and distort objects
 - j. Apply masks and channels
 - k. Work with typographic techniques
 - l. Apply color correction methods

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- m. Apply graphics software for illustration purposes
- n. Apply the help system for graphics software effectively.
- 3. Allocate time to successfully complete lab assignments and meet attendance requirements of his/her instructor.
- 4. Take responsibility for all materials required for the class and computer work space.
- 5. Collaborate during labs to provide and receive hands-on assistance with assignments.
- 6. Interface with others from culturally diverse backgrounds.
- 7. Acquire information from textbooks, from instructor's presentations, from collaborative learning with other students, and from hands-on lab assignments; and apply information to performing functions on the computer.
- 8. Analyze and evaluate solutions to hands-on lab assignments for completeness and correctness.
- 9. Utilize computers for hands-on lab assignments.
- 10. Acquire an understanding of the functions of raster graphics.
- 11. Explore and apply the functions of raster graphics.

Foundation Competencies:

- 1. Understand written descriptions of the software's features and capabilities, read and interpret written instructions to complete chapters on the computer and access online help systems for reference material.
- 2. Assist each other by describing and explaining features of the software.
- 3. Receive verbal instructions for operating the computers and complete assignments.

C. Evaluation

- 1. Discussions and Project Commentaries
- 2. Practical laboratory hands-on assignments
- 3. Projects using the software
- 4. Review Quizzes over assigned lessons

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Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

To be counted as attending BEFORE the census date, a student must complete and submit at least ONE assignment. Discussion boards, syllabus quizzes, the first set of homework, etc. are considered as meeting the criteria for an assignment. An email to the instructor does NOT count. Logging into Brightspace and accessing content does NOT count. Any student who fails to complete and submit at least one assignment prior to the census date will be dropped from the course.

Past the census date, students who fail to submit two consecutive modules of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student completes any part of a work module, they have "attended" and will not be withdrawn. If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.

Absences are excused in accordance with MCC policy which includes (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in Section IV of this policy.

<https://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf>

Students are required to file a written or electronic request with each instructor for an excused absence in a timely manner.

Students will be counted present if work is received on the listed deadlines on Brightspace. Missing one deadline is the equivalent of missing three (3) hours of class per week. Discussion boards are only counted as attendance when no other assignment is given for that deadline.

Course Outline/Schedule:

Tentative Schedule for Digital Imaging I -- FA 2023 (Hyflex)

Mon, Aug 21: Orientation to Course

Wed, Aug 23: Optional lab time to complete assigned tasks for the week (confirmation, orientation quiz, disc 1 due by 6 a.m. Mon, Aug 28)

Mon, Aug 28: Lesson 1 Getting to Know the Work Area

Wed, Aug 30: Optional lab time to complete assigned tasks for the week (Lesson 1 review quiz,

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disc 2 due by 6 a.m. Mon, Sept 4)

Mon, Sept 4: Labor day holiday (no class/MCC is closed)

Wed, Sept 6: Lesson 2 Basic Photo Corrections (Lesson 2, review quiz, disc 3, 1 SupGradedLab due by 6 a.m. Mon, Sept 11)

Mon, Sept 11: Lesson 3 Working with Selections

Wed, Sept 13: Optional lab time to complete assigned tasks for the week (Lesson 3, review quiz, disc 4, 1 SupGradedLab due by 6 a.m. Mon, Sept 18)

Mon, Sept 18: Lesson 4 Layer Basics

Wed, Sept 20: Optional lab time to complete assigned tasks for the week (Lesson 4, review quiz, disc 5, 4 SupGradedLabs due by 6 a.m. Mon, Sept 25)

Mon, Sept 25: Lesson 5 Quick Fixes

Wed, Sept 27: Optional lab time to complete assigned tasks for the week (Lesson 5, review quiz, disc 6, due by 6 a.m. Mon, Oct 2)

Mon, Oct 2: Lesson 6 Masks and Channels

Wed, Oct 4: Optional lab time to complete assigned tasks for the week (Lesson 6, review quiz, disc 7, 1 SupGradedLab, Project 1 due by 6 a.m. Mon, Oct 9)

Mon, Oct 9: Lesson 7 Typographic Design

Wed, Oct 11: Optional lab time to complete assigned tasks for the week (Lesson 7, review quiz, project commentary 1, 2 SupGradedLabs due by 6 a.m. Mon, Oct 16)

Mon, Oct 16: Lesson 8 Vector Drawing Techniques

Wed, Oct 18: Optional lab time to complete assigned tasks for the week (Lesson 8, review quiz, disc 8 due by 6 a.m. Mon, Oct 23)

Mon, Oct 23: Lesson 9 Advanced Compositing

Wed, Oct 25: Optional lab time to complete assigned tasks for the week (Lesson 9, review quiz, disc 9, 3 SupGradedLabs, Project 2 due by 6 a.m. Mon, Oct 30)

Mon, Oct 30: Lesson 10 Painting with the Mixer Brush

Wed, Nov 1: Optional lab time to complete assigned tasks for the week (Lesson 10, review quiz, project commentary 2 due by 6 a.m. Mon, Nov 6)

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Mon, Nov 6: Lesson 13 Preparing Files for the Web

Wed, Nov 8: Optional lab time to complete assigned tasks for the week (Lesson 10, review quiz, disc 10 due by 6 a.m. Mon, Nov 13)

Mon, Nov 13: Lesson 14 Producing and Printing Consistent Color

Wed, Nov 15: Optional lab time to complete assigned tasks for the week (Lesson 14, review quiz, disc 11 due by 6 a.m. Mon, Nov 20)

Mon, Nov 20: Lessons 12 Working with Camera Raw (Lesson 12, review quiz, disc 12 due by 6 a.m. Mon, Nov 27)

Wed, Nov 22: MCC is closed for Thanksgiving holidays

Mon, Nov 27: Optional lab time to complete Project 3

Wed, Nov 29: Project 3 and disc 13 due by 6 a.m. today

*The professor reserves the right to change the tentative schedule, if necessary. Changes will be conveyed via email, as well as in an announcement in Brightspace.)

Course Grading Information:

Lessons from text	= 5%
Supplementary Graded Labs	= 10%
Discussions/Project Commentaries	= 5%
Review Quizzes	= 5%
Project 1	= 20%
Project 2	= 25%
Project 3 (capstone/comprehensive)	= 30%

The final grade will be computed based on the following: 90-100% = A; 80-89 = B; 70-79 = C; 60-69 = D; below 60 = F (Grades will not be rounded.)

Late Work and Make-Up Work Policies:

Since this course is HyFlex, you have three options for attendance:

In Person: Come to class, as you would for any other class.

Zoom: Log into Zoom using the link provided in a Brightspace announcement.

Online: On your own time.

This course is being taught in the HyFlex format, meaning that you have a choice of completing it live on campus, live online via Zoom, or asynchronously (on your own) via Brightspace. You are urged to decide which format is “right” for you and stick to it, unless an emergency arises that requires an alternative method of participation. Regardless of how you participate, all students enrolled in the class will be submitting work through Brightspace and will have opportunities throughout the semester to interact with me and with your classmates.

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If you attend class on campus, keep in mind that you will be seen on video by students participating live online via Zoom. If you are participating live online, keep in mind that your image might be projected onto a screen in the classroom. If you are participating live online, please keep your audio muted during class demonstrations until the professor asks for questions. Remember that any background sounds/noises/chatter will be heard in the classroom unless your audio is muted.

All assignments are clearly posted on Brightspace, along with their deadlines. Work will be graded and recorded within 24 hours of its deadline.

Late Policy for Lessons, Supplementary Graded Labs, Review Quizzes, Discussions, and

Project Commentaries: If a student misses a deadline for any of the “excused” reasons listed in the college catalog, the student will be allowed to make up the work for that deadline. However, if the student misses additional deadlines for any of the “excused” reasons listed in the college catalog or other reasons, the student must provide written proof of emergency for missing those additional deadlines. Students are expected to complete the lessons regardless of circumstances, since the course information is cumulative, and the student may not understand a lesson unless the student completes the previous one. However, the student’s grade will remain a zero. Work submissions will be graded/recorded within 24 hours of their deadlines.

Late Policy for Projects: The three projects carry much more weight than other assignments/tasks. A first missed project deadline may be made up without penalty, if the student missed the deadline due to any of the “excused” reasons listed in the college catalog or the student can show proof of emergency for missing that deadline. The major projects will be taken late with the following deductions if the late project is a second or third missed project deadline based on the “excused” reasons listed in the college catalog or for any other reason, unless the student can show proof of emergency for missing that project deadline: 10 points off for turning a project one (1) calendar day late; 20 points off for turning it up to three (3) calendar days late; 0 points after the three (3) day deadline (unless the student has written proof of emergency for missing the original deadline listed on Brightspace barring unforeseen extenuating circumstances).

Student Behavioral Expectations or Conduct Policy: All individuals should address each other respectfully in discussions and in class. Students are expected to maintain decorum that includes respect for other students and the instructor, prompt and regular attendance (by submitting work, taking quizzes, etc., by their deadlines), and an attitude that seeks to take full advantage of the education opportunity.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

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Instructor's Academic Integrity Statement:

Be honest! Do your own work. Anyone caught completing/submitting work for someone else or anyone submitting work completed on his/her behalf by someone else will receive a "0" for that assignment.

Changing Student Name and/or Gender Choice:

Students who would like to update their preferred name should contact Admissions. Students update the preferred name field in Colleague (as well as other data). Within 2 hours, email addresses and other information is updated. The student will receive an automated email informing that student about the change. When Brightspace is updated again, the name gets updated. It takes about 24 hours for the change to happen. This happens automatically after Admissions updates information.

Contact with Instructor:

Feel free to contact your instructor whenever you need assistance via phone (254-299-8218) or via email (jrobertson@mclennan.edu). For quickest response use your MCC email account to contact your instructor during office hours. If emails are sent during "regular" business hours Monday-Friday, they will be returned within 24 hours of receipt, except when received over the weekend or during holidays. Those will be returned the first business day the College is open.

Miscellaneous

- Do not bring children with you to a lab or classroom or allow children to stay outside the classroom or lab in the hall.
- Do not bring food or open containers into classrooms or labs.
- Be on time for class.
- Meet class deadlines for best chance of success.
- An incomplete will not be assigned unless the student only lacks at most the final project/final exam, the student has at least a "C" average in the course, the student missed the last task due to a provable emergency, and the instructor is made aware of the emergency before grades are due for the semester.
- Students must show respect for each other and the instructor at all times.
- Vulgar language is not permitted in this class in person or online.

Updated 07/18/2023



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu 2542998122 Room
319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a

confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>. Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to

<https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html>

to find out more about the emergency grant. The application can be found at

https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are

expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.