Workshop in Fundamental Technologies (WIFT)
DIG1000C / Spring 2018/ Credit Hours: 3
Location: NRNA G514i
Thursday 8:30-11:30am

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Instructor: Gia Del Pino   Office: FAC 302A
Email: g.delpino30@ufl.edu   Office Hours: TBA

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Course Description:

Students must turn off all cell phones and noise making devices before entering class.

This course is designed as an introduction to the language and applications of digital media. Expect to achieve competency level in the basic use of technology through application and process. The course emphasizes learning and application of advanced art/design- related software.

As a digital media class- we will rely heavily on digital communication and processes. We will only be using Adobe CC17, Firefox, and Mac platforms in this class.

Part 1: Hardware and overview of general information and peripherals: CPU, on/off drives, storage, file management, input and output.

Part 2:
Photoshop: basic image manipulation, selecting, pasting, cropping, filters, saving, etc…
iMovie: basic movie and sound importing, exporting, and editing with titles and credits
Illustrator: Introduction to vector-based images and type
Dreamweaver: Introduction to web design and production tools

Requirements of Course:
• Media storage device such as flash drive, minimum of 2GB for backup and projects
• Any materials needed to complete individual projects, i.e. photos, 2D art to scan
• Pen and paper for taking notes
• Headphones or earbuds (no audio without them)
• lynda.com subscription and participation
• Checking the class calendar, your ufo email
• You must name all your files with your first name, underscore, project code, (John_PS2). I do not accept projects from other classes.

Course structure:
In class: class may begin with a lecture on current project skills, project critiques, and sometimes individual in-class work on your own. You should be prepared, at your station with

any required research/images or other materials necessary at the beginning of the class period. Also, throughout the semester you will be asked to do an in-class demonstration on the software we are learning and will usually consist of 15 minutes per presentation.

Out of class: Students are expected to spend 6-9 hours of lab work per week working on assignments and utilizing tutorials from lynda.com. Your work will reflect your out of class commitment.

Texts:
There are no required texts, however all students are required to register with www.lynda.com as this is your text. Students are required to Process blog.

Timelines:
All deadlines and due-dates will be posted in the calendar. It is your responsibility to be aware of these deadlines.

Late Policy
Assignment must be turned in on the due date at noon the day before class meets. Late assignments will drop one letter grade per day late (24 hours). A missed class does not constitute an extension of an assignment. Only in the event of significant illness (medical note required) or calamity (death in the family, natural disaster) work may be made up. Students are responsible for making assignments as soon as reasonably possible to make up for a missed class.

Grading Scale:
A: 96%-100%, A-: 90%-95%, B+: 87%-89%, B: 83%-86%, B-: 80%-82%, C+: 77%-79%, C: 73%-76%, C-: 70%-72%, D+: 67%-69%, D: 63%-66%, D-: 56%-62%, F: 0%-55%

A= Superlative work: Careful attention to craft and presentation. Intent and execution of the piece work together in significant and original way. Goes beyond merely solving the problem-one's performance at this level is visibly outstanding.
B+=Very fine work: Almost superlative. A few minor changes could be made to bring the piece together. Again goes beyond merely solving the problem.
B= Above average: Solution to the problem and idea are well planned. Execution is well done. T
C+=A bit above average: Slipping in levels of originality, craft, and presentation. The piece does not work as well as a unified whole or statement yet effort was made. Solid average work.
C= Problem solved: The requirements of the problem are met in a relatively routine way. A "C" represents satisfactory work, regular attendance, and successful accomplishment of the course.
D+= Requirements of the problem are met in a relatively routine way. There is room for improving skills and concepts.
D= Inadequate work: The requirements of the problem are not addressed. The piece represents careless and/or incomplete effort. Some criteria met, work substandard.
E= Unacceptable work and effort.

("C" represents satisfactory work, regular attendance, and successful accomplishment of the course. You must work outside of class to achieve higher than a C.)

Note:
Overall effort and general attitude towards your work, and improvement during the semester will factor into your grade. Assignments will be evaluated on the following criteria:
1. Quality of work: Successful resolution of the assigned problem including all technical, compositional, and aesthetic requirements.
2. Quality of work: Development of conceptual ideas and technical skills evidenced in the finished work.
3. Quality of work: Inventiveness, experimentation and risk taking. (Initiative, scope of undertaking. Did you challenge yourself?)
4. Quality of work: Craftsmanship, presentation, timeliness, professionalism.

Requirements:
Photoshop (20 pts.)
iMovie project (20 pts.)
Illustrator (20 pts.)
Dreamweaver (20 pts.)

15% participation and attendance
10% lynda.com tutorial participation

Grading and Evaluation
The purpose of grading is to clearly and accurately pinpoint the strengths and weaknesses of your progress. You will receive grades on all assignments. Your overall grade will based on your understanding of the information and ideas discussed, and your formal and technical progress as demonstrated in projects and exercises, and professionalism during the course.

Students will be evaluated through the completion of exercises and participation, research, presentations, and technical proficiency with various software applications, their aesthetic application, and problem solving.

To dispute a grade, you must set up a meeting with me within one week of receiving that grade. You may speak with me at anytime during the semester to discuss your participation grade.

Expectations for Class Participation
Participation, support, and respect in all phases of this course are imperative. The class dynamic depends on your energy, initiative, attitude, productively, and willingness to get involved in group discussion and critiques. Participation in a responsive manner during critique, class discussion and blogging. Safe and thoughtful use of equipment and facilities is required.

Participation is critical to your success in this course. Excellent participation includes contributing to ongoing class work, technical critiques, suggesting alternatives ways of approaching problems along with a thoughtful process and strong work ethic. Participation during discussion will result in a better final grade. Consider comments received to gauge the effectiveness of your work. Examine the way your ideas change, evolve, and influence formal and conceptual choices in your work. Your development as an artist hinges on your ability to make effective choices and express ideas clearly.

<u>UF Media Lab Policy</u>
No food or drinks. Certain Architecture and Normal Hall computer labs are teaching spaces, which means access hours are limited. Students may work in these labs when not occupied by classes. Note that the common area Architecture computer lab is open 24 hours a day, so access to computers and software should not be an issue. <u>All work should be stored on your own USB flash drive or external hard drive, as lab computers are wiped daily.</u>
Posted times for lab hours: https://labs.at.ufl.edu/Hours.php

<u>Attendance</u>

Registered students who do not attend at least one of the first two class meetings for the course, and who have not contacted the department to indicate their intent, may be dropped from the course.

Participation in class is necessary to achieve the course objectives. Students are expected to arrive to class on time and be prepared to participate in all activities. Please mute cell phone prior to class. Attendance is taken at the beginning of each class. You will be considered tardy if you arrive after roll is taken. Students are permitted three unexcused absences. A fourth unexcused absence will reduce the final participation grade by one letter grade per occurrence. Three "tardies" will equal one absence.

The University recognizes the right of professors to make attendance mandatory. After due warning, professors may prohibit further attendance and subsequently assign a failing grade for excessive absences.

In general, acceptable reasons for absence from class include illness, serious family emergencies, special curricular requirements (i.e., judging trips, field trips, professional conferences), military obligation, severe weather conditions, religious holidays, and participation in universal activities such as music performances, debate, and athletic competitions. Absences from class for court imposed legal obligations such as jury duty or subpoena will be excused. Other sound reasons may be offered and considered on an individual basis. If you cannot attend class, please inform the instructor ahead of time if possible.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx
<u>Academic Honesty</u>

An academic honesty offense is defined as the act of lying, cheating, or stealing academic information so that one gains academic advantage. As a University of Florida student, one is expected to neither commit nor assist another in committing an academic honesty violation. Additionally, it is the student's duty to report observed academic honesty violations. These can include: cheating, plagiarism, bribery, misrepresentation, conspiracy, or fabrication.

As a result of completing the registration form at UF, every student has signed the following statement: "I understand that the University of Florida expects its students to be honest in all of their academic endeavors and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University." The Honor Code

(http://www.dso.ufl.edu/ sccr/process/student-conduct-honor-code/) specifies dishonest behaviors and possible sanctions.

UF Philosophy

The University of Florida is an institution that encourages the intellectual and personal growth of its students as scholars and citizens. As an educational institution, the University recognizes that the transmission of knowledge, the pursuit of truth, and the development of individuals require the free exchange of ideas, self-expression, and the challenging of beliefs and customs. In order to maintain an environment where these goals can be achieved safely and equitably, the University promotes civility, respect and integrity among all members of the community. As stated in the Standard of Ethical Conduct, students are expected to exhibit high standards of behavior and concern for others.

Disruptive Behavior

Faculty, students, administrative and professional staff members, and ether employees [hereinafter referred to as "member(s)" of the University], who intentionally act to impair, interfere with, or obstruct the mission, purposes, order, operations, processes, and functions of the University shall be subject to appropriate disciplinary action by University authorities for misconduct, as set forth in the applicable rules of the Board of Regents and the University and state law governing such actions.

A detailed list of disruptive conduct may be found at http://www.aa.ufl.edu/aa/ Rules/1008.htm

Be advised that you can and will be dismissed from class if you engage in disruptive behavior.

STUDENTS WITH DISABILITIES:
Students requesting classroom accommodation must first register with the Dean of Students office. The Dean of Students will provide documentation to the student who will then provide this to the instructor when requesting accommodation. The ADA office (http://www.ada.ufl.edu) is located in Room 232 Stadium. Phone: (352)-392-7056/ TDD: (352)-846-1046

COUNSELING SERVICES:

Resources are available for students and spouses/partners experiencing personal problems or academic/career concerns interfering with interfering with academic performances. www.counsel.ufl.edu or (352) 392-1575.

UNIVERSITY POLICE:

(352)-392-1111 or EMERGENCIES: 911

SNAP:

Free nightly campus safety transportation service (352)-392-SNAP

Health and Safety

DRUG-FREE SCHOOL + WORKPLACE/ CLEAN INDOOR AIR ACT

The SA+AH is committed to upholding the policies set forth by UF with regards to drug and alcohol use and smoking in educational facilities. Possession or use of drugs or alcoholic beverages is not allowed in the classroom or outdoor areas. In addition, The Florida Clean Indoor Air Act of 1992 prohibits smoking in educational facilities. Violation of University policies and applicable laws is grounds for disciplinary action up to and including expulsion and does not preclude the possibility of criminal charges.

UF SA+AH HEALTH AND SAFETY HANDBOOK

The handbook is available online at: http://arts.ufl.edu/art/healthandsafety. Sign and return the waiver distributed on the first day of class. You are responsible for helping maintain the safety of the labs, especially by keeping them clean and free of trash and debris. Pick up after yourself, or your final grade will be lowered at the instructor's discretion. Michael Christopher (mchristo@ufl.edu) is the area contact for health and safety issues. The following is an overview of the health and safety issues. The following is an overview of the health and safety information specific to digital media art classes.

Area Specific Info: Digital Media

1. Hazards of Materials: Batteries, old monitors, lamps from digital projectors if broken may release mercury. THERE ARE NO KNOWN HEALTH HAZARDS FROM EXPOSURE TO LAMPS THAT ARE INTACT.

2. Best Practices: Though not much Hazardous Waste is generated, the Digital Media technician is certified for handling Hazardous Waste by the University of Florida. For installations or sculptural elements, please cross-reference with other area specific information as needed.

3. Area Rules:

- Follow all SA+AH Health and Safety handbook guidelines

- Alcohol is not permitted (open or closed containers).

- No smoking in the building or within 50 ft of the entry.

- No eating or drinking in the lab.

- Shoes must be worn at all times.

- Protective equipment must be worn for hazardous work.

- Do not block aisles, halls or doors with stored items or when working. This is a violation of fire codes.

- Do not store anything on the floor. This impeded cleaning and creates a hazard.

- Do not park bikes in the building.

- Clean up spills immediately.

- Take items which do not fit into the trash to the dumpster, follow dumpster guidelines.

SA+AH Container Policy: There are 2 types of labels used in the SA+AH— yellow and white. Both labels are found at the red MSDS box and are supplied by the SA+AH. Each is used for a different purpose.

White: All new and or used product in containers (hazardous or what might be perceived as hazardous- i.e. watered down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc.) must be labeled within the SA+AH to identify their contents. Labels can be found at the MSDS box in each studio and work area.

Yellow: WHEN HAZARDOUS ITEMS ARE DESIGNED AS WASTE. All containers must have a yellow label identifying the contents that are designated as trash for weekly EHS pick up. Flammable solid containers (red flip top) must have a yellow hazardous waste label on the outside. (top). Each item in the blue bin must have a yellow hazardous waste label.

All containers must be marked with you name, contents and date opened. All secondary/ satellite containers for hazardous materials must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice.