WORKSHOP IN FUNDAMENTAL DIGITAL TECHNOLOGIES

With Meghan Kozal

CONTACT

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Office Hours   2 hours per week DATE AND TIME TBA or by appointment in FAC 302

Emails will be responded to within 24 hours, so it is advised for appointments to be schedule 24 hours in advance.

DESCRIPTION & OBJECTIVES

This 3-credit course emphasizes technical and aesthetic practices of digital media and is designed as an introduction to the language and application.

Takeaways from this course include
- the ability to utilize Adobe Photoshop, Illustrator, InDesign, iMovie to create works of art
- the ability to skillfully apply selecting, cropping, filtering, and pasting techniques of image manipulation in Photoshop as well as the ability to successfully export quality files
- a knowledge of vector-based images and type in Illustrator
- the ability to create well structured documents in InDesign
- a knowledge of basic video and sound editing and exporting in iMovie

TEXTBOOKS AND MATERIALS

All required texts will be available on Canvas. Additional resources will be listed on individual project sheets to check out from the library if desired. Students are required to register with LinkedIn Learning for tutorial access. Each student should have headphones or earbuds when working on projects or viewing tutorials that require audio. A media storage device such as a flash drive is also required for class projects and work.

GRADING

Project 1	22%
Project 2	22%
Project 3	22%
Project 4	22%
Attendance/ Participation	12%

Projects must be turned in on the specified date unless previously discussed with the instructor. Late assignments will receive a 10% grade penalty for each day late. Attendance grading discussed in attendance policy. Participation includes contributing to small-group and whole-class critiques according to the critique requirements which will be discussed at the start of each critique and attentiveness and respect towards the instructor and fellow classmates.

A	100-93	A-	92-90		
B+	89-87	B	86-83	B-	82-80
C+	79-77	C	76-73	C-	72-70
D+	69-67	D	66-63	D-	62-60
F	59-0				

See catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx for additional information on UF grading policies.

PROJECT EXPECTATIONS

All projects will be graded according to 5 areas: ideas (10), assignments (15), quiz (15), reflection (10), and project (50) for a total of 100 points per project. See rubrics and Project Parts handout for more details.

For all areas except assignments and quiz, a portion of the points will be awarded according to craft and concept. Craft and concept is evaluated according to originality of the concept, evidence of technical skill, visible effort, and that the concept carries through in the design of the final piece. To explain originality: I do not want to see a copy of the projects I show from artist examples or a copy of an idea seen on Instagram, Pinterest, etc. To explain concept carrying through: if the project is supposed to make the viewer feel overwhelmed through discordant visuals, the final piece should not make the viewer feel comforted and have harmonious visuals. It is more than okay for a concept to develop from the original proposal, but this should be noted in the reflection and during the project sharing.

These points will be explained in detail in the first project introduction and guides will be given for project requirements, expectations, and format.

ATTENDANCE POLICY

Students are expected to attend each class meeting for the duration of the class. 3 late arrivals or early departures count as 1 unexcused absence. Students are allowed 2 unexcused absences throughout the semester, but are expected to still turn in assignments on Canvas if indicated on that date. Any further unexcused absence results in a 10% lowering of the final attendance grade. If an absence is excused, students are expected to turn in assignments due that date by the following class period. Excused absences on project submission dates should be discussed with the instructor as soon in advance as possible to craft an adjusted timeline. Excused absences include absences due to illness, serious family emergencies, special curricular requirements, military obligation, severe weather conditions, religious holidays, participation in official university activities, and court-imposed legal obligations. Absences that are known dates in advance should be discussed with the instructor at least a week prior to the class period.

TWELVE-DAY RULE

Students who participate in official athletic or scholastic, extracurricular activities are permitted twelve (12) scholastic day absences per semester without penalty. In any case, it is the student's responsibility to maintain satisfactory academic performance and attendance.

ABSENCES FOR RELIGIOUS HOLIDAYS

Students, upon prior notification of their instructions, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. A student who believes that he/she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

STUDENT WORK DOCUMENTATION

As a part of the instructor's teaching portfolio development, any student work could be included in future portfolios unless indicated otherwise by the student. All work will be properly cited as work made by that particular student unless indicated otherwise by the student. For more information on this policy or a description of teaching portfolio structure and usage, please see the instructor. Students may indicate they would not like their work included at any point during or after the semester through verbal or electronic modes of communication.

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UF STUDENT HANDBOOK

This resource covers most policies and procedures important to students
dso.ufl.edu/resources/student-handbook/

STUDENT CONDUCT AND HONESTY CODES

Students are expected to abide by the UF Academic Honesty Policy, which defines an academic honesty offense as "the act of lying, cheating, or stealing academic information so that one gains academic advantage." In the context of this class, this includes properly citing sources for any materials (both printed and online) used in completing course assignments. sccr.dso.ufl.edu/students/student-conduct-code/

STUDENTS WITH DISABILITIES

Individuals with disabilities must register with the Office for Students with Disabilities and submit to this instructor the memorandum from that office concerning necessary accommodations. Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, dso.ufl.edu/drc) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester. ADA office is located in Room 232 Stadium (phone: 392-7056). All course materials are available in alternative format upon request. UF Disabilities Resource Center drc.dso.ufl.edu/

COUNSELING SERVICES

The Counseling and Wellness Center counseling.ufl.edu/cwc/ provides counseling and consultation services to currently enrolled undergraduate and graduate students and their spouses/partners. The Center offers brief counseling and therapy to help students confront personal, academic, and career concerns. The primary goal of counseling is to help students develop the personal awareness and skills necessary to overcome problems and to grow and develop in ways that will allow them to take advantage of the educational opportunities at the university.
The Counseling and Wellness Center
P301 Peabody Hall (352) 392-1575 Monday – Friday: 8 am – 5 pm
U Matter We Care umatter.ufl.edu/
If you or a friend is in distress, please contact umatter@ufl.edu or (352) 392-1575 so that a team member can reach out to the student.
University Police Department (352) 392-1111 or 9-1-1 for emergencies
Sexual Assault Recovery Services (SARS), Student Health Care Center, (352) 392-1161

INSTRUCTOR EVALUATIONS

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at gatorevals.aa.ufl.edu/public-results/.

COMPUTER USE AND ACCEPTABLE USE POLICY

All faculty, staff, and students of the University of Florida are required and expected to obey the

laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. it.ufl.edu/policies/acceptable-use/

ELECTRONIC DEVICE POLICY

A note on cell phones, texting, and checking one's email during class: Research has shown us that even having our cell phones on the table in front of us diminishes our ability to learn well; further, taking notes via computer diminishes one's ability to process information. Checking texts, emails, and messages is also unprofessional and disrespectful to our class community. Please put your phones on vibrate, do not check email, Facebook etc. via computer during class; I will do so as well. I appreciate your cooperation with this important aspect of creating a class of which we all want to be a part. No sound or visual recordings may be made during class time unless the recording is part of a class assignment or the instructor grants prior permission.

DISRUPTIVE BEHAVIOR

Faculty, students, Administrative and Professional staff members, and other 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://regulations.ufl.edu/wp-content/uploads/2018/06/4.040-1.pdf
Be advised that you can and will be dismissed from class if you engage in disruptive behavior. Critical Dates on the University Calendar catalog.ufl.edu/UGRD/dates-deadlines/

ENVIRONMENTAL HEALTH AND SAFETY

arts.ufl.edu/site/assets/files/37319/saahhealthandsafetyhandbook.pdf
Each student must complete a H&S STUDENT WAIVER FORM (available next to the copier in the SAAH office) and on-line (see address above). Waivers must be turned into the SAAH Director of Operations before the end of the 2nd week of classes. Because we use some hazardous materials as part of the electronic components that become part of our projects, please pay particular attention to the guidelines below.
Appendix I: Area Specific Information: Art + Technology
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 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. Links n/a
4. Area Rules All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.
   • Follow all SA+AH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: www.arts.ufl.edu/art/healthandsafety)
   • Follow the SA+AH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
   • In case of emergency, call campus police at 392-1111

- File an incident report (forms may be found in the SAAH H&S handbook, the SAAH faculty handbook and in the main office.) Turn completed forms into the SAAH Director of Operations within 48 hours of the event.
- Alcohol is forbidden in studios
- Familiarize yourself with the closest eyewash unit.
- No eating or drinking in computer the lab.
- Do not use spray adhesive in the studios or in the building. There is a professional and safe paint spray booth in FAC-211A for your use.
- 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 impedes cleaning and creates a hazard.
- Installations must be removed as soon as possible after critique.
- Clean up spills immediately.
- Take items which do not fit into the trash to the dumpster, follow dumpster guidelines.
- Follow the SA+AH CONTAINER POLICY (see policy below)

LABELS

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 products 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. All containers must be marked with your 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.

Yellow: WHEN HAZARDOUS ITEMS ARE DESIGNATED 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). - 5 gallon jugs must have a yellow hazardous waste label on the outside. - Fibrous containers must have a yellow hazardous waste label on the outside (top). - Each item in the blue bin must have a yellow hazardous waste label. Note: Hazardous Waste labels should include all constituents in the waste mixture as well as an approximate 2 percentage of the total for that item and must add up to 100%. Labels should also include the Bldg and room number of the shop generating the waste along with the Waste Manager for your area, this is located on the SWMA sign posted at the sink or at the Waste Management Area.

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WEEK*	AGENDA	DUE OR COMPLETE BY TODAY
1	**Class Overview and Project 1 introduction** Time for independent exploration	
2	**Demo day** **In-class assignment**	**Three Ideas** Some images should be collected
3	**Work day** **Quiz**	All images should be collected
4	**Project sharing and Project 2 Introduction**	**Final piece as PSD, JPG, TIFF**
5	**Demo Day** **In-class assignment**	**Three Ideas** **Reflection Project 1**
6	**Work day** **Quiz**	Illustrations should be 50% complete by end of class
7	**Project sharing and Project 3 Introduction**	**Final piece as AI, EPS, PNG**
8	**Demo Day** **In-class assignment**	**Three Ideas** **Reflection Project 2**
SPRING BREAK	SPRING BREAK	SPRING BREAK
9	**Work day** **Quiz**	Text should be written and basic layouts complete by end of class
10	**Project sharing and Project 4 Introduction**	**Final piece as INDD, PDF, and print-ready PDF files**
11	**Demo Day** **In-class assignment**	**Three Ideas** **Reflection Project 3**
12	**Work day** **Quiz**	Source material should be collected
13	**Project sharing** End of semester potluck	**Final piece as MP4 file and uploaded to Vimeo or YouTube**
14		**Reflection Project 4**

*A NOTE ON THE SCHEDULE

Schedule is subject to change. Changes will never result in deadlines moving to an earlier date than specified. **Class 14 and the Finals period may be used for classes that get moved due to weather related incidents or other university closures.** All changes to the schedule will be communicated in class verbally, through email, on Canvas via an updated syllabus and announcement, and any deadlines that are affected will be noted and adjusted as well. Students will have the option to add a work day to a project or not have class on the 14th meeting. This will be posed at the beginning of each project as an option and will be decided by vote in the class. A unanimous vote for an extra work day must be acquired, otherwise no class on the 14th meeting will be decided.

READING DAYS

The two days prior to the start of examinations in the fall and spring semesters, generally a Thursday and Friday, are designated reading days. No classes or exams are held on these days. Instead, students are encouraged to use these days for study and review.