PHO 350 Advanced Digital Media • Thursday 6PM - 10:30PM • Lee Whitmarsh

COURSE CONTENT
This is your first tier course in electronic media. We will use Adobe Photoshop CS5 to produce a series of projects. Students will learn a variety of techniques for creating & manipulating raster graphics.

Your semester will also contain tutorials, done both in and out of class, quizzes, a midterm, a written final and computer skills portions.

COURSE OBJECTIVES
• Demonstrate an understanding of the Photoshop interface, e.g., tools, menus, panels.
• Demonstrate skills utilizing the “Photoshop Three Method” to approach digital media projects.
• Actively work on creative concepts, e.g., image manipulation, compositing, retouching, restoration.
• Incorporate digital workflow techniques for better project management.

PROJECT PARAMETERS
You are expected to work in class as well as perform outside of class work. You are expected to come to class prepared to work on the current assignment, this includes but is not limited to remembering the project supplies needed.

All projects are given with weekly steps to be accomplished by the beginning of the next class meeting. Completing these mini-deadlines is part of the overall assignment and plays a major role in project grades.

All work is due on the assigned date. Projects are due at the beginning of class. For a project to considered complete, the specified electronic portion placed, as directed, onto the instructor's machine and a hard copy provided, as speed in the assignment sheet. Late work is not accepted.

You may not work on other course projects without the consent of the instructor.
If a student is caught using email or social networking of any kind during lecture or lab time, the entire class gets a fair warning, no second chance will be issued. On the second occurrence, the ENTIRE class received an F as their daily grade.

GRADING
Grades will be assigned according to the following scale:
A work well above the general class level, evidence of participation in related activities outside of the classroom, thoughtful participation in classroom discussion and critique
B work above the general class level, participation in classroom discussion and critique
C average work, minimal requirements met
D work below class average, lack of participation and/or poor attendance
F inferior work, work not turned in, failure to attend class

In addition to project, quiz and test grades, students final grade will also be based on critique participation and application, work ethic, attitude. These specifications are applied with the following percentages:
• 60% projects
• 10% quizzes
• 20% final
• 10% class participation

LAB INFORMATION
Absolutely no food, drink or smoking is allowed in the lab.
No cell phones or headphones on in class.
Do not load any type of personnel software onto these computers. Always leave the lab clean.

WORKING ON THE MACHINES
Please use your USB drive as a storage device and for transport only, it is not an additional hard drive. You are responsible for keeping up with your files. When arriving in class:
1) insert USB drive 2) copy your work to the student folder 3) remove your USB drive 4) work and enjoy class or lab time 5) insert USB drive 6) copy current work on to it

YOU WILL NEED:
— one USB hard drive/iphone, etc.
— your own laser printer paper
— Adobe Photoshop CS5-Visual Quickstart
— a working e-mail address that you check

ATTENDANCE
Attendance is required and roll will be taken by a sign-in sheet.
It is your responsibility to sign the attendance sheet.
I will give handouts to absent students, but will not re-lecture missed material.
You may be absent from class twice.
On your first absence you will receive an e-mail warning from your instructor(me) and it will be copied to Lee Whitmarsh and filed.
On your second absence you will receive an e-mail from your instructor (me) and a phone call from Lee Whitmarsh both filed.
On your third absence you will receive an F in the class.
If you wish to drop the class you will receive a drop/fail.
Two tardies of 30 minutes or more equals an absence. A tardy of 60 minutes equals an absence.
If a student is OVER 10 MINUTES late for the final, a full grade will be deducted from his or her final grade. If a student does not show up for the final they automatically fail the class.
You are responsible for the work covered in the missed class at the next class meeting, as well as any work expected on the day you return. If you have an emergency, please contact the instructor immediately.

Academic Integrity and Plagiarism
Texas A&M University-Commerce does not tolerate plagiarism and other forms of academic dishonesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. “Academic dishonesty” includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one’s own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material.

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library 132
Phone (903) 886-5150 or (903) 886-5835 Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu

Student Conduct
All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Code of Student Conduct from Student Guide Handbook).