



DOANE
UNIVERSITY

SYLLABUS

Course Title	Intro to Digital Imaging
Course Number	GRD 115
Number of Credits	3
Course Dates	5/20/19 - 7/20/19
Instructor	Chris Hadfield
Email Address	chris.hadfield@doane.edu
Office Hours/Availability	Mon - Thurs 5:30 - 6
Phone Number	4022022435 Calls only please
Textbook Information: (e.g. title, edition, publisher, ISBN)	Adobe Photoshop 6 The Professional Portfolio Against the Clock Books 978-1-936201-09-9
Additional Course Materials	NONE
Course Description	This course is designed to provide an introduction to the function and use of Photoshop. Students will learn basic applications of Photoshop and develop their ability to use the tools of this software. As the industry choice for digital image manipulation and correction,

	Photoshop is an essential tool for students who wish to pursue careers in digital graphic arts.
Program Outcomes	<ul style="list-style-type: none"> a. Develop critical and analytical thinking skills b. Apply creative solutions to complex problems c. Gain working knowledge of communication concepts, processes, and visualization of techniques d. Appreciate the role of graphic design history and criticism as a framework for practice e. Master current material and tools, and technologies for graphic design f. Understand the underlying principles and practices in image design, typography, symbol systems, informational and promotional design, multimedia, and Web design g. Recognize the designer's responsibility to the client, audience, and society h. Practice effective and innovative communication in the field of graphic design
Course Learning Outcomes/Objectives	<ul style="list-style-type: none"> 1. Understand "layers" in Photoshop, 2. Know and understanding various types of digital files, i.e., Tiff, Jpeg, etc. 3. Understand the difference between photographs and digital files. 4. Be able to select and modify objects within a photograph or digital image. 5. Be able to resize objects from one image to fit within another. 6. Be able to add text to a photograph. 7. Be able to use filters and special effects to enhance photographs. 8. Have beginning skills for photographic restoration. 9. Do color correction of photographs.
Technology Requirements	https://www.doane.edu/faq/minimum-computer-requirements

Course Schedule

Week or Module	Topic	Content	Assessments Matched to Learning Outcomes	Due Date & Time
Week 1	Introduction to the application Photoshop	Lecture	Understanding the basic layout of Photoshop	End of week 1
Week 2-6	Lecture and tutorials + projects focused on understanding fully the most used tools in Photoshop	Lecture Tutorials and Projects	Complete understanding of the use of the most used tools in Photoshop	End of Week 6
Week 7	Review	Review of all course content	Preparedness for final project	End of week 7
Week 8	Final Project	Students will supply their own photographs and use those to complete a final project that the instructor will give full details of week 7	More complete understanding of Photoshop through use	End of week 8

Grading Assessments

Type of Assessment	Points	Total possible points
Completion of final project along with full attendance (missed classes must be approved by instructor) will result in full credit for the course		

Grade Scale

A+ = 97-100% A = 94-96% A- = 90-93% B+ = 87-89% B = 84-86% B- = 80-83%
 C+ = 77-79% C = 74-76% C- = 70-73% D+ = 67-69% D = 64-66% D- = 60-63%
 F= 59% or below

Participation Policy	<p>A student is expected to be prompt and regularly attend on-ground classes in their entirety. Regular engagement is expected for on-line courses. Participation in class discussions is an integral part of your grade.</p> <p>(Faculty to insert any additional class participation; see resource page for ideas.)</p>
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Study Time	Expectation of the amount of time the course requires students to spend preparing and completing assignments. Typically, students could expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This actual time for study varies depending on students' backgrounds.
Late Work	(Include expectations regarding late work; please see attachment for examples.)
Submitting Assignments	(Include expectations regarding students' submission of assignments, for example, in class or in Blackboard.)
Communication Policy including Assignment Feedback	(State your policy on timeliness of communicating with students and length of time needed before assignments will be graded, e.g. 48 hours.)
Academic Integrity Policy	<p>Doane University expects and requires all its students to act with honesty and integrity and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means, is defined in four categories:</p> <ol style="list-style-type: none"> 1. Cheating - "Intentionally using or attempting to use unauthorized information or study aids in an academic exercise." 2. Fabrication - "Intentional and unauthorized falsification of invention or any information or citation in an academic exercise." 3. Facilitating Academic Dishonesty - "Intentionally or knowingly helping or attempting to help another to commit an act of dishonesty," and/or coercing others to do the same. 4. Plagiarism - "Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise," in both oral and written projects. <p>Gehring, D., Nuss, E.M., & Pavela, G. (1986). Issues and perspectives on academic integrity. Columbus, OH: National Association of Student Personnel Administrators</p> <p>For more information on the sanctions for academic dishonesty, please visit the website: http://catalog.doane.edu/content.php?catoid=18&navoid=1448#Academic_Dishonesty</p>
Academic Support	<p>Please contact academicsupport@doane.edu</p> <p>https://www.doane.edu/graduate-and-adult/academic-support</p>

Disability Services	https://www.doane.edu/disability-services Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University.
Military Services	https://www.doane.edu/graduate-and-adult/military
Anti-Harassment Policy	http://catalog.doane.edu/content.php?catoid=5&navoid=452
Grade Appeal Process	http://catalog.doane.edu/content.php?catoid=5&navoid=238
Credit Hour Definition	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.
Syllabus Changes	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.