IOWA WESTERN COMMUNITY COLLEGE

COURSE SYLLABUS

ART 125-OLO1 DIGITAL MEDIA I

TERM: WINTER 2020

I. FACULTY INFORMATION:

Instructor: Reagan D Pufall	Office: STU1123/FH104/Discord
Phone: (712) 325-3342	Student Assistance Hours: Appointment only
E-mail: rpufall@iwcc.edu	

II.   COURSE INFORMATION:

ART 125 OLO1	Digital Media I	Credits (3)	Lecture (3)	Lab (0)

COURSE MEETING TIMES:
Course shells are available online 24/7.

COURSE DESCRIPTION:
Digital Media introduces students to the use of digital technology as a practical and creative tool within the artistic process. Students explore a variety of digital resources and how they can be used to document, create and present artwork. Content includes image capturing and manipulation, a foundational understanding of creative software programs and finalizing digital content for presentation.

PREREQUISITES:
None

REQUIRED TEXTBOOKS: Faulkner, Andrew and Chavez, Conrad. Adobe Photoshop Classroom in a Book (2020 release), Adobe Press, 2019. Paperback Book. ISBN 136447996

Students are required to get a subscription to Adobe Photoshop with an expected cost of about $35 if they do not have access to a computer with Photoshop. There are computers with Photoshop available for use at no cost in the IWCC cyber library and at doSpace in Omaha.

Some, but not all, courses at Iowa Western require a subscription to an online textbook service such as Pearson MyLab or Cengage Unlimited. When this type

of subscription service is required in a course, a flat fee is charged to the student's account when the student registers for the course. Students have the option to "opt-out" of this service within the first week of classes. By opting out, the student is responsible to obtain the required course materials on their own from a source outside the College Store. For information on how to opt-out, students should contact the Brandon Keller in the Business Office at 712-325-3226 or bkeller@iwcc.edu.

SUPPLEMENTAL MATERIALS:

A flash storage device is strongly suggested for moving and storing course files and image libraries.

Students can download the free version of Office 365 Suite from their ROC Portal Page for use in their courses. Students are responsible for protecting their own computer equipment through use of anti-virus and anti-malware tools for work within their IWCC courses; they may consider these free options (click on link). Students using computers in labs and other facilities on campus are further held to the standards of IWCC Acceptable Use Policy and the Computer Ethics and Use Policy. Both are located on the ROC Student Portal Page under the Technology menu button FAQ area.

COURSE LEARNING OUTCOMES AND COURSE COMPETENCIES:
Upon successful completion of this course, the student will be able to:
- A. Use editing software designed for digital media
- B. Demonstrate digital image editing and managing solutions
- C. (Type Learning Outcome 3 in this space.)
- D. Employ workflow solutions for output and presentation of digital content.

COURSE PRACTICES:
Students are expected to participate everyday in the course. Attendance will be counted from turned in daily exercises required by the course. Late work is accepted up to 1 day after it dues for partial credit not exceeding a C grade. Work turned in more than 1 day late will be graded to a 0. No work will be accepted after the final day of the course.

Plagiarism - students caught plagiarizing will fail the related assignment or exam. On a second offense they will be removed from the course. Plagiarism is defined as: the unauthorized use of materials not written or created by the person claiming authorship.

Plagiarism includes but is not limited to the following:
- Turning in a written essay or artwork produced by someone else.
- Collaborating on a written assignment or artwork without the specific instructor's approval.

- Borrowing materials from any source (professional or amateur) and turning them in as original. For example copying/pasting materials from online sources in any amount.
- Failure to acknowledge through appropriate citations any words, ideas, research, graphics, etc., produced by someone other than the person claiming authorship.

Cheating - students caught cheating will fail the related assignment or exam. Students caught cheating a second time will be removed from the course.

Cheating is defined as:
- Copying from another person's tests or assignments.
- Using unauthorized test aids such as notes, drawings, books, etc., during an examination.
- **Submitting a paper or artwork which was turned in to another instructor in another class to fulfill part of that course's required work-unless agreed upon ahead of time by the instructor of the second course.**
- **Submitting a paper or artwork completed before the start of the semester without prior approval.**
- Aiding another student in dishonesty such as producing written work or sharing information during a test period.
- Fabricating research or source materials.
- Stealing, buying or somehow obtaining a test from an instructor's work or computer files.

Late Work – Course work must be submitted to the relevant course dropbox or other ROC module by 11:55pm on the listed due date. Any work submitted after this time will be counted as late. All late work is downgraded to a maximum of a C grade with further deductions taken from that new grade based on quality of work. The cut off for late work is 7 days from the original due date at 11:55pm. Work is not accepted by email and will not count as an on time turn in.

Extra Credit - If students **have all of their course work in** they can redo one assignment for extra credit. The extra credit assignment will be graded with the same guidelines and rubric as the redone assignment and will be applied as extra points to the original assignment. For example a student received 2 out of 10 points on an assignment. They redo the assignment earning 8 out of 10 points. The original assignment would then go up by 8 points for a reported 10 in the gradebook. Extra credit cannot be applied to quizzes or exams. All extra credit work must be completed before start of finals week.

Communication with Instructor:
The best way to get into contact with me is by email. I will make all due diligence to read and respond emails on 24 cycle throughout the course semester. Any

required days off for sports and other approved school activities should be submitted by email. Students and faculty must use their IWCC email when contacting the instructor about matters related to the course.

Attendance will be taken for each class session. All course work must be submitted through the ROC LMS. Emailed work will not be accepted without prior instructor approval.

PARTICIPATION REQUIREMENTS FOR ONLINE COURSES:
Online courses require a clear pattern of participation for all students. The attendance standard for IWCC is that each student logs in and participates in meaningful ways, i.e. assignment completion, forum discussion, quiz completion, etc., within the course outline a minimum of one time each week. A week is measured from Monday through Sunday. If this standard is not met for any week within the course term, students who do not participate in the online content will receive a penalty on the assignment and marked as absent.

SOCIAL DISTANCING IN RESPONSE TO COVID-19:
Students in an online class may choose to meet with their instructor during student assistance hours on campus or at a center location. Faculty, staff, and students are expected to take reasonable precautions while in an office setting to ensure the safety and wellbeing of all parties. Whenever possible, students should stay a minimum of six feet apart from other parties. Where seats and standing room is designated off limits, students should respect boundaries. All parties (faculty, staff, and students) are required to supply their own face covering that they are required to wear at all times during a face-to-face meeting. Individuals who arrive to the meeting without a face covering will be turned away. Students exhibiting symptoms of illness will be asked to leave the office and not return until they are symptom-free or can provide a note from a physician clearing them to return. Students will also be asked to leave if they fail to comply with social distancing practices. Students who refuse to leave will be escorted out of the building by Security.

GRADING:
- 50% Projects/Do your own
- 10% In class quizzes
- 20% Midterm Exam
- 20% Final Exam

Final Grade Scale: 100-90: A / 89-80: B / 79-70: C / 69-60: D / 59—Below: F)

FINAL GRADES:
Final grades are viewable on ROC the Tuesday after the end of the semester: Self-Services Menu, Students, and Academic Profile.

IMPORTANT DATES:

September 23, 2020 .... Registration Begins
November 2, 2020...........Textbooks Available For Purchase In The College Store
November 23, 2020...eCashier Deadline
December 1, 2020... Last Day To Add A Class
December 2, 2020...................... Last Day To Place Online Order For Textbooks
December 2, 2020..Classes Begin
December 2, 2020........................Last Day To Drop Classes For A 100% Refund
December 3, 2020.........................Last Day To Drop Classes For A 50% Refund
December 4, 2020................... Last Day To Return Textbooks For A Full Refund
December 16, 2020...Last Day To Drop Classes
December 22, 2020...Classes End
December 21, 2020-January 1, 2021................................College Offices Closed
January 25, 2021.. Payment Deadline

PROBLEM RESOLUTION:
Students with concerns about the course or the instruction are advised to discuss
those concerns with the instructor. If this does not resolve the issue, contact
Jenny Kruger, Dean of Communication, Education & Fine Arts
    STU-1150
    712-325-3326
jkruger@iwcc.edu

NOTICE OF CLASS CANCELLATION:
Emergency closing of entire campus such as for weather – Students will be
notified through the Reiver Alert system. Students must register for this service;
find Reiver Alert on your ROC homepage under College Services.

Emergency cancellation of a class session such as for faculty illness – Students
will be notified through an announcement to iwcc.edu email address, on the ROC
course page and/or a posted note on the classroom door.

COURSE TOPICAL OUTLINE AND SCHEDULE:
Please refer to the list that concludes this document or the course canvas page.

III. INFORMATION/COLLEGE POLICY

RESET PASSWORD:
Students can reset passwords by accessing the password central page trough
ROC. The password central page can be found by clicking the menu tab in the
upper left hand corner and opening the technology tab, then clicking on
password central.

CYBER-LIBRARY:
Students can access books, magazines, journals, newspapers, films and audio
books 24/7 through the Cyber-Library by clicking on the Cyber Library under

Academics in ROC. Students may contact the library for assistance with research and citations. Check out the help features on the Cyber Library page in ROC. For questions about finding information at your campus or center, email cyberlibrary@iwcc.edu (click on link) or call 712-325-3247 for the Council Bluffs Campus or 712-542-5117 for the Clarinda Campus. The library hours are posted on ROC.

ACADEMIC SUPPORT:
FREE tutoring and academic assistance for a variety of core, general FREE tutoring and academic assistance for a variety of core, general requirement classes are available through the Tutoring Center, located on the second floor of the Student Center on the Council Bluffs campus. One-on-one assistance is available on a drop-in basis. FREE online tutoring is available through Canvas or ROC. To access online tutoring click on the Online Tutoring tab next to My ROC Classes on your ROC home page or Online Tutoring in the left hand menu in Canvas. For more information about tutoring services or help in your classes, email tutoring@iwcc.edu or call 712-388-6841.

DROPPING CLASSES:
While we encourage you to do everything you can to complete your classes, it is always better to drop a class than to fail it. If it becomes necessary for you to drop a class you can drop a class online through ROC up to the last day to drop. We recommend that you always talk to your advisor and a financial aid department representative before you drop a class. For more information on dropping classes see the Advising Information Site in ROC under the Academics tab.

PERSONAL ELECTRONIC DEVICES:
To provide an environment conducive to learning, Iowa Western Community College requires that cellular phones, pagers, and other personal electronic devices be turned off or set to vibrate when entering classrooms, computer labs, library, offices, auditoriums, or arena areas. Cellular phones with picture taking capabilities are not allowed in bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Faculty members do have the right to prohibit the use of any electronic device in their classroom.

HONOR CODE – ACADEMIC HONESTY:
Upon enrolling at Iowa Western Community College, each student assumes an obligation to conduct her/his academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If this obligation is neglected or ignored by the student, disciplinary action will be taken. Please refer to the Student Code of Conduct for the Academic Dishonesty Policy.

FERPA:
Student rights concerning access to education records are spelled out in Federal Public Law 98-380 as amended by Public Law 93-568 and in regulations published by the Department of Education. The law and regulations require

educational institutions to limit the disclosure of information from the student's record to those who have the student's written consent or to officials specifically permitted within the law. Students who wish to grant access to their education (class schedule, transcript of final grades, and progress reports) or financial records (grants, loans, financial aid documents, statements and billing) may do so by submitting an Access to Student Information Consent Form to the Records and Registration Office. Access to information is only given at the Records and Registration Office or Financial Aid and Cashier Offices. For more information, including the full Access to Student Information policy, refer to the Iowa Western Community College General Catalog or contact the Records and Registration Office.

DIVERSITY STATEMENT:
Iowa Western Community College values diversity and supports learning experiences that promote intellectual growth and human enrichment.

AMERICAN WITH DISABILITIES ACT STATEMENT:
If you are an individual with a disability who requires an accommodation to fully participate in academic programs or campus activities, please email disabilityservices@iwcc.edu or call 712-325-3299. Accommodations are arranged through the Disability Services Office, on the second floor of the Student Center on the Council Bluffs campus. Please allow adequate time to implement your accommodations. Accommodation testing must be scheduled 24 hours in advance. Any student with mobility impairments should prepare for an emergency ahead of time by instructing faculty and/or classmates on how to assist in case of an evacuation.

PREGNANT AND PARENTING STUDENTS:
Iowa Western does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor, and students will be given the opportunity to make up missed work. Students needing accommodations can seek assistance with accommodations from the Coordinator of Disability Services.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION:
It is the policy of Iowa Western Community College to provide equal educational opportunities and not to discriminate on the basis of race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, in its educational programs, activities, or employment practices.

Questions or complaints? Contact Title IX and Equal Opportunity Coordinator, Reanna Heim, or ADA Coordinator, Samantha Larson, equity@iwcc.edu, 712-325-3200, or the Director of the Office for Civil Rights, U.S. Department of

Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, (312)-730-1560, OCR.Chicago@ed.gov. More information at https://www.iwcc.edu/about/statement.asp.

IV. COURSE TOPICAL OUTLINE AND SCHEDULE

Please refer to canvas for the update course topic and outline, subject to change.

Week	DUE DATES	Attendance Recording Days
Day 1- 12/2	Introduce yourself, Chapter 1/DYO	
Day 2 - 12/3	Chapter 2/DYO	
Day 3 - 12/4	Chapter 3, **File Formats lecture/quiz**	
Day 4 - 12/5		Attendance
Day 5 - 12/6		
Day 6 - 12/7	Chapter 4/DYO,	
Day 7 - 12/8	Chapter 5/DYO, Ethics Discussion	Attendance
Day 8 - 12/9	Chapter 6/**Copyright Lecture and Quiz**	
Day 9 - 12/10	Chapter 7/DYO	
Day 10 - 12/11	**Midterms**	Attendance
Day 11 - 12/12		
Day 12 - 12/13		
Day 13 - 12/14	Chapter 8/DYO	Attendance
Day 14 - 12/15	Chapter 9/DYO	
Day 15 - 12/16	Chapter 10/DYO	
Day 16 - 12/17	Chapter 12/DYO	Attendance
Day 17 - 12/18	Chapter 13/Chapter 14	
Day 18 - 12/19		
Day 19 - 12/20		Attendance
Day 20 - 12/21	Chapter 15	
Day 21 - 12/22	**Finals**	