IDC 5002: Graphics in the Professions
Syllabus Spring 2012

Instructor
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Office Location: J346 Atrium Building
Office Hours: By appointment
Virtual Office Hours: By appointment online in Wimba Classroom labeled Online Office

If you need to communicate, please send me an email and I will respond as quickly as possible, definitely within 24 hours except for weekends or holidays when I may not be as readily available.

To learn more about me, go to http://educate.spsu.edu/lhankey/

Course description
This course provides students with an introduction to the conventions of professional graphics and document layout for graduate-level work. The course reviews industry-standard page layout and graphic application skills such as initial setting up of documents, creating styles, adding graphics and graphic elements; creating and manipulating elementary digital graphics in both raster and vector formats, including changing color modes, resolving resolution issues, and choosing correct file formats; understanding different types of graphs, how to create them and when to use them; and identifying copyright issues.

Objectives:
Upon successful completion of this course, students will be able to
• Create, scan, manipulate, edit and use appropriately raster images and vector graphics
• Layout, format and produce 1-page documents and long documents
• Create graphs and incorporate in documents
• Create a slide presentation
• Understand fundamental typographic principles

Textbook:
Adobe InDesign CS6: Classroom in a book
Authors: Adobe Systems Incorporated
Technical requirements: Students will need access to the Adobe CS6 programs including InDesign, Photoshop, Illustrator, and Acrobat. We recommend the Adobe Creative Suite 6 Design Standard. We will also use Microsoft Word, Excel and PowerPoint. You will need InDesign for the duration of the course, but you could download trial versions of Illustrator and Photoshop for use in the modules identified as addressing those applications. Please see sources listed under the Resources Folder as possible sources for software at discounted rates. The market changes constantly, both vendors and prices. It is your responsibility to choose, but these resources may be a good starting point for comparison.

If you don’t own a scanner, you will need access to one. If you are in the vicinity of SPSU, you may use the scanners and the computers in the Graphics Lab J-212 when not occupied by classes. Your Student ID, obtained through the office of Auxiliary Services, will allow you access to the Graphics Lab J-212 when you are authorized through the ETCMA office. Please notify Administrative Assistant Donna McPherson in the ETCMA office immediately to initiate access authorization (678-915-7202 or dmcphers@spsu.edu).

Grading

<table>
<thead>
<tr>
<th>Module assignments</th>
<th>45%</th>
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</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Participation (Discussion)</td>
<td>20%</td>
</tr>
<tr>
<td>Final portfolio of assignments</td>
<td>25%</td>
</tr>
</tbody>
</table>

Discussions and module assignments will be graded. Students should expect to receive grades back within a week of submitting assignments, generally.

Course outline

Below is an outline of the content and dates for each module of the course. Assignments are due on the end date of each module. Information for each assignment is provided in the modules.

<table>
<thead>
<tr>
<th>Module</th>
<th>Dates</th>
<th>Content/Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start here</td>
<td>01/07-01/13</td>
<td>Complete orientation activities and syllabus quiz before beginning Module 01</td>
</tr>
<tr>
<td>Module 01</td>
<td>01/07–01/20</td>
<td>Beginning with the basics</td>
</tr>
<tr>
<td>Module 02</td>
<td>01/21–02/03</td>
<td>The lay of the land</td>
</tr>
<tr>
<td>Module 03:</td>
<td>02/04–02/17</td>
<td>Indispensable InDesign</td>
</tr>
<tr>
<td>Module 04:</td>
<td>02/18–03/03</td>
<td>Typography &amp; Color my graphics</td>
</tr>
<tr>
<td>Module 05</td>
<td>03/04–03/17</td>
<td>Photoshop—Welcome to the show</td>
</tr>
</tbody>
</table>
Module 06 | 03/18–03/31 | Word versus InDesign—A showdown
Module 07 | 04/01–04/14 | What’s in a grid?
Module 08 | 04/15–04/28 | PowerPoint for “Smarties” & Illustrator for “Creatives”

Course expectations and D2L

Expectations:
For this online class, you should expect to spend seven to eight hours each week on coursework. Logging in at least three times a week is minimally necessary to be productive and to interact with your peers through the Discussions forum.

All quizzes may be taken with an open book. It will be in your best interest to try the quiz before you consult the book, so that you will have a gage on your level of understanding, but you may consult your text or other resources before finishing the quiz.

Discussion posts:
Your grade for discussion postings represents 20% of your final grade in this course. You will receive a discussion grade for each module. Please remember the conventions of standard writing though you may use a conversational voice. Use “Create Message” to post your unique contribution to a thread. Reply is only for your response to another’s message. Please follow this naming convention for discussion posts. [Last name]: Topic of message. For example Hankey: Technology and me.

In general, postings should have a topic sentence. They should have multiple paragraphs to be more readable online. Please remember to use mechanics such as capitalization, commas and spelling in order to make your reader’s job easier—this isn’t texting.

You should reply to each discussion thread, but do not advance beyond the current module’s discussion threads as they may change. In addition to posting your contribution to the thread, please reply to at least three other students’ postings.

My role will be one of facilitator for this interaction, so I will not be responding to every comment; however, I will be looking in frequently during the week. Discussion posts will be graded primarily for quality, relevance and timeliness.

Note: Posting to the discussion forum at the last hour of the deadline does not give your classmates ample time to respond. The more effort exerted by all to complete readings, meet the due dates and participate in the online discussions, the more meaningful and dynamic the learning experience for all.

Late assignments:
All assignments will be submitted in D2L by the due dates. Please do not submit any work via email. All due dates for activities are in Eastern Standard Time.
Late assignments will not be accepted unless by prior arrangement with instructor. Discussion responses will be accepted 24 hrs after the due date for intellectual value, but will not be considered in your grade.

**Student responsibility:**
Distance learning requires more individual discipline than traditional classes, and requires that you have at least some control over your time and schedule. It is not easier nor does it take less time than face-to-face courses.

**Contacts for help:**
- For D2L Technical Support, go to [http://spsu.edu/d2l/student/](http://spsu.edu/d2l/student/) or call 678-915-HELP
- For Wimba Technical Support, go to [http://www.wimba.com/services/support/](http://www.wimba.com/services/support/)
- If there is an emergency and you can't reach me via phone or email, call Donna McPherson in the ETCMA office (678-915-7202 or dmcphers@spsu.edu).

**Resources:**

**Policies**

**Academic honesty:**
"A faculty member reserves the right to remove any student from his or her course if the student's behavior is of a disruptive nature or if there is evidence of academic dishonesty." (SPSU Catalog)

(PLEASE NOTE: Material quoted or paraphrased without citation is academic dishonesty, and the instructor reserves the right to remove from the class with an “F” any student who commits plagiarism.)

**Disability statement:**
"A student at Southern Polytechnic State University who has a disabiling condition and needs academic accommodations has a responsibility to voluntarily identify him/herself as having a disability by scheduling an appointment with the Disability Services Coordinator as soon as possible." (SPSU Catalog). The coordinator can be contacted at 678-915-7244.

**Please note that this syllabus may be changed at any time at the discretion of the instructor. You will be advised of any significant changes to the syllabus.**