CGVC 120 – Digital Imaging 1

Spring 2013 • Catonsville
Instructor: Deborah Ciccarelli
Office: Catonsville Q303C
Office Hours: Tuesday 3-4pm (Essex), Wednesday 1-3pm (Cat)
Email: dciccarelli@ccbcmd.edu
Web: http://faculty.ccbc.edu/~dciccarelli/
Phone: 443-840-4181
ADiM Department Phone: 443-840-6559

Section: CC1 • CRN: 21330
Days: Monday • Times: 9:05am-12:50pm
Location: Q228, Catonsville campus

Course Description
Digital Imaging I is an intermediate level course for photographers and designers that teaches the skills required for creating, manipulating, and publishing digital images for both print and interactive media. Students will work with image editing/creation software, such as Adobe Photoshop®, and vector/draw programs, such as Adobe Illustrator®, as they learn the technical and creative processes concerning image resolution, color modes, image correction, image compositing, and image manipulation. The variety of digital file formats currently available and their appropriate use for both screen and print media is covered.
3 credits: 2 lecture hours and 2 laboratory hours per week.
Pre/co requisite: ARTS 131 or permission of program coordinator

Course Objectives
Upon successful completion of the course the student should be able to:
1. Effectively modify pixel and color resolution for image development and production;
2. Optimize image quality for a variety of outputs to store, transfer, and prepare images for use electronic and print presentation;
3. Identify methods and sources for acquiring digital images;
4. Use and manipulate images from a variety of sources and developed in a variety of applications;
5. Differentiate between vector and raster graphics;
6. Use selection tools independently and combined to make specific pixel selections;
7. Practice effective non-destructive images processing;
8. Perform intricate image editing techniques/operations;
9. Adjust and modify color properties in color space;
10. Apply Art and Design concepts to visual problems; and,
11. Use the design process to develop a concept.
12. Recognize and abide by copyright law

Points and Evaluation
- Projects = 60%
- Quizzes = 10%
- Tutorials = 10%
- Participation = 10%
- Exam = 10%

College Wide Policies
For college wide syllabus policies such as the Code of Conduct related to Academic Integrity and Classroom Behavior or the Audit/Withdrawal policy, please go to the Syllabus Tab on the MyCCBC page.

Archiving Policy
Students should maintain an archive of all sketches and projects – digital and non-digital. It is the students’ responsibility to keep all items in the digital archive backed-up in a timely manner. Neither the instructor nor the college can be held responsible for students’ loss of work due to poor archiving procedures. Also, the instructor will not excuse any work deadlines due to poor archiving procedures. Students must maintain back-up copies on removable media.

Snow / Cancellation Policy
College closings and cancellations are posted on the college website (www.ccbcmd.edu) at the bottom closings, as well as through campus alert which will notify you via email or text message in the event of a closing. In addition, it is also recommended to check the instructor’s website for any additional information on your class. The official CCBC snow policy states if the college has a delayed opening, then classes resume at the time the college opens (e.g. If a class is scheduled from 9am – 1pm, and the college opens late at 10am, you will be expected at your class at 10am for the portion of class time remaining). Check the class website and/or contact the instructor to confirm if the class will meet or be cancelled before making any assumptions. Weather is not considered an excused absence if a class is not completely cancelled. It is your responsibility to check on the status of delays/cancellations and attend class accordingly.

Attendance & Participation Policy
Attendance is mandatory at all class sessions. Excused absences will only be permitted when prior permission is obtained from the professor, or in cases of extreme emergency (illness, death in the family, etc.) See the attendance policy below. Three unexcused, late arrivals (more than 15 minutes) will be counted as 1 unexcused absence.

Students are expected to come to class on time and prepared to work. If the student has an extenuating circumstance that will cause them to be late on a regular basis, the situation should be discussed with the instructor at the beginning of the semester. The instructor will not repeat material missed by students arriving late (this includes quizzes and/or exams). If the student knows they will miss a class session, he or she should make a reasonable effort to contact the instructor in advance. If a student should miss the equivalent of two (2) weeks of class their final grade will be lowered by one letter and they must schedule a conference with the instructor to review their performance. If a student should miss the equivalent of three (3) weeks of class they will receive written notification by the instructor that they will not successfully complete the course.

Students will begin the semester with one hundred (100) Participation points. These points will neither increase nor will students have the opportunity to add to this point total. Students should immediately realize that one of their goals for the course should be to keep this point total where it begins through active class participation, punctuality, and devotion to
their studies. Points may be lost through such events as class tardiness, improper class preparedness, and/or exiting class early. Students cannot be charged more than ten (10) points per class.

Absence Policy
When absent from class it is the student’s responsibility to follow up on any missed work, including obtaining any missed information from lectures, demonstrations, or assignment details. If an absence does occur, in no way negates the student’s responsibilities for the following classes, including specific deadlines. Please keep in mind that lectures, demonstrations, and assignment details will not be repeated unless deemed appropriate by the instructor. If the student knows they will miss a class session, he or she should make a reasonable effort to contact the instructor in advance through email, phone, or during office hours on campus.

An excused absence includes absence due to illness or family emergency. All other absences are unexcused.

Any work submitted past a deadline, due to an absence, will be marked late unless the instructor is contacted regarding the absence and an agreed upon extension is set. Do not assume you can submit your work late without penalty.

Quizzes
Quizzes will be unannounced and administered at the beginning of class sessions. Any books and notes will be allowed open for the student’s use during these quizzes. Should a student arrive late, they will not be given any extra time to finish the quiz. Should a student be absent and miss a quiz they will not be allowed to make up the quiz unless their absence is an official excused absence. If their absence is excused, they must contact the instructor prior to the next class session to make up the quiz outside of class.

Tutorials
Tutorial exercises will be graded for completeness, and lab time will be devoted to some tutorials exercises. Tutorials will be submitted digitally; deadlines will be posted on the class website. Any tutorials submitted over 1 week late will not be accepted; these exercises need to be completed in a timely manner to keep up with course tools and objectives.

Projects
Individual and group projects will be assigned during the semester. Class time will be devoted to work on your projects and meet with your teammates in your group, but time outside of class will also need to be utilized. Project deadlines and details will be posted on the class website (URL found on the front of the syllabus) and announced in class. Projects will be submitted digitally via the CGVC server in a designated folder, and may also require posting to your personal student web space. Projects may be revised and resubmitted with permission from the instructor. Project revisions will only result in an equal or higher grade from the original project.

Projects submitted late will be marked off 5% per day. Points deducted from a late project will continue to be deducted from a revised project – late points will always apply. Late points will be waived for work submitted late with prior approval from the instructor.

Any work submitted past a deadline must be accompanied by a late submission form or email. The email message must include the student’s name, project name, and reason for the late submission. This in no way excuses any late work, nor assumes late work is unexcused – this is determined by the instructor, course policy, and college policy.

Grades and grade sheets with comments for each project will be posted online. The student can access their grade sheet via the faculty/class website found on the front of the syllabus. Enter your pin number in the ‘student access’ section and click the ‘go’ button to access your grade sheet. Pin numbers are the last four digits of your student id plus the course number (e.g. if the last four digits of your student id are 3333, and you are enrolled in CGVC 120, then your pin is 3333120.) Online grade sheets will be updated after each project submission. When projects are graded, a note will be posted under the announcements section of the ‘120’ page. Grade sheets may be printed during lab hours to obtain a hard copy.

Any work created in this course may be used for exhibition with full artistic credit given.

All work will be held for one full semester past the end of the course, and then disposed if not collected by the student.
Emailing Work
Emailing of student work in-progress for instructor review is an acceptable practice as long as the contents of the email are of a manageable file size and the student realizes that the instructor will not be responsible for system malfunctions, network downtime, or a specific time frame to reply that is considered unreasonable. Submission of any finished project through email is unacceptable unless specifically requested by the instructor.

Texts and Supplies
Required Texts:
None

Recommended Texts:
Photoshop CS5 or CS6 QuickStart Guide, by Elaine Weinmann and Peter Lourekas
Adobe Photoshop Studio Techniques, by Ben Willmore and Dan Ablan

Required Supplies:
USB flash drive, memory stick, or external drive
Journal/sketchbook or drawing paper
$10-20 for printing, matting, and other presentation materials

Calendar
Calendar details, beyond those listed here, will be posted on the class/faculty website weekly. Please use the website as your guide for assignments, homework, and deadlines.

Session 1 [1/28] : Photoshop, File formats, Bitmaps
Session 2 [2/4] : Resolution, Image size, Exposure
Session 4 [2/18] : Pattern
Session 5 [2/25] : Color models, Color management
Session 6 [3/4] : Copyright
Session 7 [3/11] : Photographic enhancement
Session 8 [3/18] : Brushes, Blending modes
  * SPRING BREAK *
Session 10 [4/8] : Basic masks
Session 12 [4/22] : Depth
Session 13 [4/29] : Compositing
Session 14 [5/6] : Batch Processing

Additional Note
The Community College of Baltimore County and the Instructor reserve the right to make adjustments to this syllabus and calendar, with proper notice to students, as dictated by facility need or class progress.