

ART2602C Introduction to Digital Studio Spring 2017

meets: MW 14:00 - 16:40

bldg/rm: 82/262

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course site: <http://newtraditionalists.net/sp17/2602>

Instructor's Office Hours and Contact

Office hours for the current semester are posted on the instructor's office door and in the main office. Consultations are offered first come, first serve or a student may sign up for a specific time on a sheet posted on the office door. Preferred contact outside class and office hours is by email. The instructor will normally respond to email during office hours and within 2 days. Response outside these hours, through weekends, or on holidays will be extremely rare.

UWF Course Description(s)

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ART 2600C Introduction to Digital Studio Practice

Hours: 3.0 (may not be repeated for credit) Prerequisite: ART 1300C, ART 2201C

A prerequisite for all courses in the Digital Practice Studio. Students gain a working knowledge of Apple Macintosh OS, are introduced to the basics of Adobe Photoshop and exposed to the myriad of programs and equipment available in the Department of Art Mac Lab. Material and Supply Fee will be assessed.

Course Topics:

This course will explore the fundamental concepts and methods of Digital Media. It will provide an introduction to visualization software, time based media, 3D applications and basic web design techniques. We will explore both conceptually and technically what it means to manipulate and create digitally. It will also provide an introduction to many of the core topics in Digital Media Art.

Course Structure:

This course is a Visual Art course and therefore will approach media from a fine art perspective. The course emphasizes creative and critical thinking as well as computer literacy. The class meets two days a week except for pre-scheduled studio days and holidays. These classes will often be filled with tutorials, discussions, and workshops. Work periods during the class period will be made available as time allows. Expect to work at least 3 additional hours per hour of class. Guidelines on absences are found below.

Required Text

1. Readings/Media: provided by email or link (make sure your UWF email is active)

Required Materials/Hardware

- UWF Gmail account & ArgoNet account Students must have an ArgoNet account to login to the lab computers. Students must also maintain a UWF Gmail account to receive important class materials updates. It is recommended that students check their UWF email at least daily.
- Other Accounts: The instructor may direct students to start free accounts with online services
- Removable storage device. You must invest in a USB 'travel' hard drive of at least 500Gb USB 3.0 example: <http://amzn.to/1kGUEaV> , but we highly recommended 1Tb USB 3.0 example: <http://amzn.to/1kGUNLr>
- Materials for presentations. There will be some minor purchases throughout the semester. If necessary, the student should be prepared to purchase prints from off campus vendors, inks, adhesives, matte board, frames, etc. for customization and presentation of their final products. The total will vary depending on the student and artistic choices.

policies on due dates, deadlines, & late work:

- Coursework will include both interim Assignments and Formal Projects. See value weighting of each category below.
- It is critical for student to complete all Assignments; failure to do so can severely lower the final grade for the course. In order to receive credit. Assignments must be received before the deadline per assignment guidelines. Late or incomplete assignments will not receive credit. Incomplete and Late Assignments will not be discussed in public discussions or in-progress critiques.
- **Formal Projects are due at the scheduled time** and must be received per assignment guidelines. Project requirements and dates are announced in class and/or posted by electronic media such as email or class website.
Incomplete and Late Projects will not be discussed in class or during the public critique. A project is late if it is not installed or ready to exhibit at the beginning of the review/critique. The grades for a late Formal Project will fall by one letter grade for each business day it is late. After the fourth day, the grade will be zero.
- **Formal Project Critiques attendance is mandatory.** Students who fail to attend or participate in formal community reviews/critiques will receive a zero grade for the project.

late work & deadline exceptions

Exceptions are reserved for extreme emergencies and select professional University sponsored events (see p. 26, UWF Student Planner and Handbook-<http://uwf.edu/osrr/>). If you are participating in school sponsored events or have an emergency please contact the instructor as

soon as possible. Granted exceptions are unusually rare and given at the discretion of the instructor. Students seeking an exception/exemption should note these responsibilities:

- Any student seeking an excused absence for a professional affiliation/University-sponsored event must make arrangements with the instructor prior to the absence. Students who fail to give advanced notice will not receive an exception.
- Official documentation will be required in all cases. This document needs to specifically identify the student, the dates missed, the events around the absence, be printed on official stationery or form, and include signature and contact information for the professor, coach, physician, court officer, etc.

Grading Procedures Assignment/Project weighting:

- Participation (attendance, homework, assignments, crit. participation, etc.) – 24 pt.
 - Group Presentation – 10 pt.
 - Formal Projects (3 @ 22 pt.) - 66 pt.
- Total Points Possible - 100 pt.

Typically, students are assigned three projects, and assemble a folder of assets online in addition to participation, blog posts, exercises, readings, and critiques. The actual number of projects for the semester may vary because of holidays, closures or important events. Grades will be calculated as a percentage from the actual number of points for the assigned projects each semester.

Evaluative Process Projects are evaluated for Conceptual Approach, Technical skill/proficiency, Organizational Approach, Documentation and completion by deadline. Students may contact the instructor at any point during the semester to receive a grade to date and projection for the semester. evaluation rubric can be found here: http://bit.ly/1wkz xuE	Letter Grades A ≥ 92% Superior A- ≥ 89% B+ ≥ 86% B ≥ 83% Above Average B- ≥ 80% C+ ≥ 77% C ≥ 74% Average/Competent C- ≥ 71% D ≥ 63% Below Average/Needs Work F > 63% Incompetent
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attendance policy for the course

FIRST TWO SESSIONS ARE MANDATORY PER UNIVERSITY POLICY: The Financial Aid Office tracks attendance for the first week. Failure to attend can result in financial aid disbursements being withheld.

<https://confluence.uwf.edu/display/public/Attendance+Confirmation>

General

Students are expected to attend class and participate. This includes using all of the studio time during scheduled hours. Leaving early is a waste of resources and time. If in the rare occurrence you feel you have finished all of the materials assigned, the instructor reserves the right to make an on the spot evaluation/critique of the work.

Should a student miss a session, it is their responsibility to ask colleagues for notes, lecture materials and any other information distributed in class. Please see deadlines/late work section for policies regarding missed assignments and projects. The instructor will make arrangements for a reasonable amount of time to answer questions, but do not expect the instructor to entirely repeat the missed session.

SERIALLY LATE ARRIVALS—Being regularly late to the course is disruptive and is not collegial. It is the student's responsibility to arrive be ready to start promptly at the beginning of the session. The instructor reserves the right to close the classroom after the class session has begun.

SERIALLY EARLY LEAVES—Alternatively leaving early as a habit can be disruptive and will also negatively affect your grade.

Critique attendance is mandatory.

Students who fail to attend and participate in formal community reviews/critiques will receive a zero grade for the project. If you are seeking an emergency exception, please consult Exceptions section in this syllabus.

Weather or other campus/class interruptions.

Class will be held unless UWF Environmental Health and Safety, University Police, or university administrators declare a closure. Students are advised to make arrangements to attend all scheduled classes.

academic conduct and plagiarism

Any work submitted for this course must be original or properly documented/attributed. My philosophy of knowledge and creative work respects that creative and scholarly activity is process of accumulation of influences, in which we constantly borrow to build upon. However, representing the work of others as your own undermines the value of this course and the degree you are pursuing. Properly attributing work through blockquotes, footnotes, (and increasingly in our profession) links, and inline comments is a necessity in the development of a professional practice. This course will enforce the standards, reporting, and penalties put forth in the UWF standards. Campus policy is posted online: <http://uwf.edu/academic/policies/misconduct/misconduct.cfm>.

General Classroom Responsibilities Policy

- **Spirited**, but **Collegial** participation is appreciated and encouraged. However, disruptive behavior will not be tolerated. The Student Code of Conduct (<http://uwf.edu/osrr/>) sets forth the rules, regulations, and expected behavior of students enrolled at the University of West Florida.
- **Focus** is maybe the most direct way to describe the expectation for the classroom, if anything distracts you from the class purpose or goal, it should not surprise you that you will be asked to re-focus or leave. If you are confused about the goal for the session, please ask for help.

Other Important Responsibilities & Classroom Expectations

- **Alarms:** In the case of a fire alarm, please immediately proceed to entrance of Parking Lot M at Campus Drive on the north side of the art wing. Meet the instructor until we get an all clear. The instructor will lock the room so all personal items will be secure.
- **Course Subjects:** During the discourse of this discipline we may talk about matters which are at the fringes of our society. If at any time you find the subject or content of this course objectionable you are encouraged to discuss it. If however you find a presentation offensive you are permitted to quietly, without disrupting the class, excuse yourself. It is then your responsibility to contact the instructor for make-up work.
- **Overall Personal Responsibility:** Students are responsible for their own well being within the University system. If you need help, it is your responsibility to ask for it. The expectations at the University are high; you do not receive a grade, you will earn a grade.
- **Class Specific:** If the course has Health and Safety or other requirements/responsibilities, an addendum will be issued as part of the syllabus file.
- **NOTE!! CLOSED TOE SHOES ARE REQUIRED TO USE THE FABLAB. YOU WILL BE DIRECTED TO LEAVE UNTIL YOU HAVE PROPER FOOTWEAR.**

Universal Campus Resources for Students

SDRC

The **Student Disability Resource Center (SDRC)** at the University of West Florida supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, such as time-limited exams, inaccessible web content, or the use of non-captioned videos and podcasts, please notify the instructor or the SDRC as soon as possible. You may contact the SDRC office by e-mail at sdrc@uwf.edu or by phone at (850) 474-2387. Appropriate academic accommodations will be determined based on

the documented needs of the individual.

Tutoring Services

Tutoring services are available to all UWF students through the Learning Center in bldg. 52 Room 151. They provide free face-to-face and online tutorial assistance and academic support services to all currently enrolled students. In addition to the Learning Center, tutoring is also available at Mathematics and Statistics Tutoring Lab located in building 4, room 302 and the Writing Lab located in the Writing Center in Bldg 51 Room 157.

Counseling and Wellness Services

Counseling service offers counseling and therapy to help students address how to manage, cope and grow with the stress associated with school and life. The primary goal of counseling is to help students develop the personal awareness and skills necessary to overcome problems and to develop in ways that will allow them to take advantage of the educational opportunities at the university.

UWF Department of Art Computing Lab Policies

Students found in violation of these rules may have their access limited to the labs.

- No Food and Drink in the lab. Stow your food or use the white cabinet at the entrance to hold the container until you can take a break.
- Tools and resources are primarily reserved for the students enrolled in the Digital Media Art courses. Please consult an instructor or Lab Technician before you begin.
- Do not interrupt classes. The labs have open hours for homework and projects. These will be posted on the doors of the labs.
- Use of the computers during Open Lab Hours is usually acceptable for students of the Department of Art if it doesn't impede the work of a student enrolled in digital courses.
- Access to the adjacent Fabrication Lab may require additional training. Please consult the area manager or a FabLab Technician for information on the equipment and requirements.
- Follow any directions that Instructors or Lab Technicians give to you regarding the lab and equipment.
- Students must save their files on a removable media such as a USB thumb drive or an external hard drive. The lab machines may be wiped clean and reformatted at any time. There is no backup.
- Students are advised to develop a disciplined backup schedule. It is suggested to subscribe to an online backup service such as Mediafire, Carbonite or Dropbox in the case of drive loss.
- Never install any software on any machine. Please consult your instructor for assistance and permission should you find other resources necessary to complete your projects.
- You may not use the resources to print for classes other than Digital Media/Graphic Design. The printer equipment and materials are funded by these classes fees. Please consult a lab monitor or your instructor about when and how to print for class work.
- Print resources are available in class or Open Lab Hours with the assistance of Lab Technician. All printing outside of class should be done during open lab hours.
- Please remember that we share these computers and other tools among several classes; please treat them in a manner that will ensure their cleanliness, longevity, and usefulness for all users.