SPRING2018 ART2602C Introduction to Digital Studio
meets: MW 14:00 - 16:40   bldg/rm: 82/262
instructor: thomas asmuth
office: 0082 / 0267 - email: tasmuth /at/ u w f . e d u - phone: (850) 474-2045
course site: http://newtraditionalists.net/fa18/2602

Instructor's Office Hours and Contact

Office hours for the current semester are posted on the instructor's office door, on the web page for the course, and in the main office. Consultations are offered first come, first serve or a student may email or an appointment. 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 rare.

Required Text

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

Other 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' drive to save your work. The recommended minimum is a 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.

UWF Course Description(s)

ART 2600C Introduction to Digital Studio Practice
Sem. 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 2 additional hours per hour of class. Guidelines on absences are found below.

Projects, Assignment/Project Weighting, & Grading Procedures

The anticipated coursework and evaluations are as follows:

● 24 points Participation (attendance, homework, blog assignments, critique participation, etc.)* ● 10 points Group Presentation † ● 66 points Formal Projects †	*Ongoing/long term assignments † Critique Projects

Typically, students are assigned three to four 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	Letter Grades
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.	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

- Coursework will include both interim and ongoing Assignments and Critique Projects. See value weighting of each category above. It is critical for student to complete all work; failure to do so can severely lower the final grade for the course.

- Assignments must be received before the deadline per assignment guidelines in order to receive credit. Assignments not received by the time the instructor evaluates work will not receive credit. Incomplete and late assignments will not be discussed in public discussions or in-progress critiques.

- Critique Projects are due at the scheduled time and must be received per project guidelines. Project requirements and dates may be announced in class and/or posted by electronic media such as email or class website.

- **Formal Project Critique attendance is mandatory**. Student who fail to attend and participate in formal community reviews/critiques will receive a zero grade for the project.

- Incomplete and late Critique Projects will not be discussed in class or during the public critique. Students may apply for an exception for qualified absences (see Excused Absences in Attendance section below)The grades for a late Formal Project will fall by one letter grade for each business day it is late. After the fifth business day, the grade will be zero.

Competencies (aka SLO's)

- Effectively use these key elements through the Mac OS
    - recognize and use file system to find resources, open software/programs, navigate web browsers, and prepare storage schemes
    - use external storage to access and save creative materials
    - document work and journal, use online blogging systems
    - recognize the organizational and workflow frameworks in Adobe Creative Cloud or other software companies
    - Interpret /troubleshoot low level technical issues and recall how to access ITS support when necessary
- Digital Imaging
    - reproduce creation and manipulation of digital imaging files
    - recall the digital image file types
    - choose correct image file type for the project
    - explain pixel density/image resolution
    - choose correct image resolution settings for project
    - apply experience at a novice level in photo correction, compositing, animations
    - reproduce size and format standards for print presentation
- Use web development tools
    - reproduce steps to construct a basic HTML document and site with a text editor
    - use browsers and FTP software to transfer files and test web development

- - use images/animations, fonts, text, styles, CSS, links, etc. for a creative web application
  - Computer Aided Design/3D Modeling
    - construct a 3D form in CAD software
    - follow directions to export correct file types for 3D printing
  - Electronics
    - novice ability to use electronics fabrication and soldering
    - Work with other students to deliver a short presentation on New Media Art
  - Formal Concerns, Art History, and Art Theory
    - Recall Tribe and Jana theory on foundations of New Media Art
    - Recognize, generalize an expanded set of media, forms, practices found in New Media Art
    - Illustrate, demonstrate formal and fundamentals of design in individual work

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Attendance Policies

Financial Aid Policies on Attendance

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 Attendance Policies

The University expects students to take full responsibility for their academic work and academic progress. To progress satisfactorily, students must meet the requirements of each course for which they are registered. Successful work depends to a large extent on regular class attendance.

Students are held accountable for all assignments in each course, whether or not the assignments were announced during an absence. Students are expected to attend class and participate during lectures, activities, and in studio time during scheduled hours.

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 Excused Absences section in this syllabus.

Absence Obligations (What to expect if you are absent) If a student misses a general (non-critique) course session, it is their responsibility to ask colleagues for notes, lecture materials and any other information distributed in class. The instructor will make reasonable arrangements to deliver the content or schedule lab time, but the instructor can not entirely redeliver the missed lecture and activities.

Late Arrivals or Departures —Being regularly late to the course is disruptive and 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. Alternatively leaving early as a habit can be disruptive and will also negatively affect

your grade.

Excused Absences, Deadline Exceptions

UWF Policies on Excused Absences Students must inform their instructor(s) of absences from classes prior to or as soon as possible after the absence. Instructors have the right to request verification for all excused absences. Faculty members must allow each student who is absent due to a reason recognized or accepted as an "excused absence," as set forth below, the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence. The use of attendance records in grading and handling of any excuses for absences is left to the discretion of the faculty member responsible for the course, subject to the guidelines given below:

- Students will be excused from class to observe religious holidays of their faith. No major test, major class event, or major University activity will be scheduled on a major religious holiday.
- Absences for imposed legal responsibilities (e.g., jury duty, court appearance) and military obligations will be recognized as excused absences.
- Absences resulting from participation in extracurricular activities in which students are official representatives of the University will be recognized as excused absences.
- Absences for serious illness, death or serious illness within the student's immediate family or other sound reasons offered by the student may be accepted as excused absences.

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.

- 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 is required in all cases. This document must identify the student, the dates missed, the events around the absence, be printed on official stationary or form, and include signature and contact information for the professor, coach, physician, court officer, etc.

Academic Conduct and Plagiarism

The Student Code of Conduct (PDF) sets forth the rules, regulations, and expected behavior of students enrolled at the University of West Florida. Violations of any rules, regulations, or behavioral expectations may result in a charge of violating the Student Code of Conduct. It is the student's responsibility to read the Student Code of Conduct and comply with these expectations. The Academic Misconduct Policy (2009) defines various forms of academic misconduct and describes the procedures an instructor should follow when he or she suspects that a student has violated the Academic Misconduct Policy.

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 OBTAIN PROPER FOOTWEAR BEFORE YOU CAN USE THE FACILITIES.**

Universal Campus Resources for Students

Student Disability Resource Center (SDRC) 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, reasonable accommodations can be arranged. Prior to receiving accommodations, you must register with the Student Disability Resource Center. Appropriate academic accommodations will be determined based on the documented needs of the student. For information regarding the registration process, email sdrc@uwf.edu or call 850.474.2387.

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 offers health, 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.

Veterans Resources

The UWF Military & Veterans Resource Center (MVRC) serves as a leading campus advocate for military and veterans students, working to ensure the needs of these individuals are met through coordinating with multiple university offices and services. The center provides assistance with the following: GI Bill ® education benefits, active duty tuition assistance, out of state fee waiver, tutoring, paper reading, counseling, disability accommodations, coordinating academic advising and referral to state /federal resources and services. The MVRC is located in bldg. 38. For more information on MVRC service, call 474-2550 or visit http://uwf.edu/militaryveterans

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.
- **<u>Formal Project Critiques attendance is mandatory</u>**. 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.

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.
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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.

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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.

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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.

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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.