SPRING2019 ART2602C - introduction to digital studio
meets: MW 08:00 - 10:40 AM   bldg/rm: 0082/0264 & 264A
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course site: http://newtraditionalists.net/sp19/2602

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

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

Recommended Texts
- arduino programming notebook - Bryan W. Evans (http://bit.ly/1kkO7m4)
- Getting Started with Arduino (Make: Projects) (ISBN-10: 0596155514)

Other Required Materials and Tools
- UWF Gmail account & ArgoNet account Students must have an ArgoNet account to log in 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.

- Instructables account. This and other online services needed will be free of charge.

- Removable storage device. You must save your work to a USB 'travel' drive. The recommended minimum is a 1Tb, USB 3.0 example: https://amzn.to/2Rf70wz, but if it is possible 2Tb are very competitively priced example: https://amzn.to/2RgFizD

- 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 artistic choice.

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 photo-editing software, time-based media, 3D applications and web design techniques and the theory/methods found in new media. We will explore both conceptually and technically what it means to manipulate and create digitally. The course is a series of projects and workshops that moves to a new a creative production method/software every few weeks.

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 for each hour of class. Guidelines on absences are found below.

Projects, Assignment/Project Weighting, & Grading Procedures

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.

The anticipated coursework and evaluations are as follows:

- 35 points Participation (homework, blog assignments, critique participation, etc.)
- 5 points Group Presentation
- 60 points Formal Projects
    *Opportunity for an extra credit project for as announced

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

- The anticipated coursework and evaluations are as follows 4 Formal Projects, many assignments, and a short presentation. If there are interruptions grade will be calculated on the completed tasks with the final grade weighted 5% Presentation, 35% on Participatory assignments, 60% for Formal Projects.

- Coursework will include both interim and ongoing assignments and Formal Projects. See value weighting of each category above. It is critical for the 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.

- Formal Projects are due at the scheduled critique 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**. A student who fails to attend and participate in formal community reviews/critiques will receive a zero grade for the project.

- Incomplete and late Formal Projects and assignments will not be discussed during the public critique. Students may apply for an exception for qualified absences (see Excused Absences below). Grades for a late Formal Project will receive a 10% reduction for each business day it is late. After the fifth business day, the grade will be zero.

Student Learning Outcomes - Art2602C

- Employ Adobe software to create rasterized, vector, and animated images for web and print.
- Design a 3D model using CAD software and export it for 3D printing.
- Employ HTML5, CSS, Javascript, FTP, and other development tools to publish multimedia content for the web.
- Reproduce project development design methods.
- Reproduce an electronics kit project.
- Demonstrate basic computer literacy in software and hardware.
- Demonstrate knowledge of free, open-source, and demo software to expand software literacy.
- Recognize and generalize knowledge of media and interdisciplinary methods found in New Media Art.

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. Attendance and participation are mandatory. Roll will be taken at the beginning of each class. 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. There is no substitute for studio time.

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 the 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/TARDY**: Students who arrive to class after the roll has been taken may be considered being late. Two (2) LATE/TARDY marks are considered one absence. It is the student's responsibility to make up material missed due to an absence. **A student may be marked with a TARDY if the student fails to participate or use the allotted time** (i.e. leaving early, working on materials for another class, etc.).
- **ABSENCE**: A student who is not present in class at least one half of the class period shall be counted absent from that class.
- **EXCUSED ABSENCES** (Official UWF Policy)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.*
  Students participating in school-sponsored events or with an emergency should contact the instructor as soon as possible. Exceptions are at the discretion of the instructor.

- ○ Any student seeking an excused absence for a professional affiliation or University-sponsored event must make arrangements with the instructor prior to the absence. Students who fail to give advance 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 stationery or form, and include signature and contact information for the professor, coach, physician, court officer, etc.
- **UNEXCUSED ABSENCES**: Any absence that does not meet the criteria of an excused absence is an unexcused absence.
  - ○ All students are allowed two unexcused absences that will not affect the grade. For every absence beyond the two allowed absences, five points will be deducted from the semester grade (thus four unexcused absences equal a 10 point reduction, five absences equal 15 point reduction, etc.)
  - ○ **Six or more unexcused absences will result in a FAILURE GRADE**

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

- participate in formal community reviews/critiques will receive a zero grade for the project.

- Incomplete and late Formal Critique Projects will not be discussed during the public critique. Students may apply for an exception for qualified absences (see Excused Absences below). Grades for a late Formal Project will receive a 10% reduction for each business day it is late. After the fifth business day, the grade will be zero.

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 (2017) 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.

Other Important Responsibilities & Classroom Expectations

- **Alarms:** In the case of a fire alarm, please immediately proceed to the 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. Be prepared to speak respectfully and dispassionately. 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**: Health and Safety or other requirements/responsibilities, will be issued as part of the class materials and instruction. **NOTE!! CLOSED TOE SHOES ARE REQUIRED TO USE THE FABLAB. YOU WILL BE DIRECTED TO OBTAIN PROPER FOOTWEAR BEFORE YOU CAN USE THE FACILITIES.**

Assistance for Students with Special Needs

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, reasonable accommodations can be arranged. Prior to receiving accommodations, you must register with Student Accessibility Resources (SAR). Appropriate academic accommodations will be determined based on the documented needs of the individual. For information regarding the registration process, e-mail sar@uwf.edu or call 850.474.2387.

Veterans Services

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

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 and Graphic Design courses. Please consult an instructor or Lab Technician before you begin.
- Do not interrupt classes. Open hours for homework and projects will be posted on the doors of the labs.
- Use of the computers during Open Lab Hours is usually acceptable for any students of the Department of Art if it doesn't impede the work of students enrolled in digital courses.
- Access to the 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 with the assistance of Lab Technician.
- 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.