

**Fall Quarter 2010 Syllabus****Course # Course Name:** CA1420 Digital Imaging**Meeting Times and Location:** Tuesdays and Thursdays, 11am – 2pm, (with appropriate breaks), Room 231**Instructor Name & Contact Information:** Steve Paul  
612.965.1816  
sdpaul@aii.edu  
www.stevepaul.com  
My mailbox is in room 341, in the cubby under my last name.**Office Hours:** 2-3 pm Mondays, (or by appointment ) Room 303**Course Description:** Students develop basic image manipulation skills in a raster-based computer environment. Emphasis is on mastering the fundamentals of scanning, color management, photo retouching, imaging, special effects, and filters and masks.  
Prerequisite: GD1400 Computer Applications**Course Length:** 11 Weeks**Instructional Contact Hours:** 60 (20-lecture, 40-lab)**Credit Value:** 4 Quarter Credits**Course Competencies:** The Student will:

- Pre-plan the technical and aesthetic development of images
- Scan an image using a scanner and appropriate software
- Acquire a still digital image using a digital camera
- Manipulate and edit a digital image using appropriate image editing software
- Perform basic color management procedures in scanning, manipulating, and outputting of imagery
- Use tools, menus, and keyboard commands to perform complex image selection tasks
- Control image characteristics (size, mode, dpi, etc.)
- Use alpha channels to perform image alterations and/or enhancements
- Select/apply filters and layers using appropriate menus, tools, and commands
- Generate computer graphic images that demonstrate design skills and can be used in the students print portfolio

**Required Materials:**

- Notebook
- Pen or pencil

Movable storage (portable hard drive, flash drive, blank CD/DVD-ROMs, etc.)

**Recommended Materials:** Texturing: Concepts and Techniques, by Dennis Summers,  
[digital] Texturing and Painting, by Owen Demers

**Technology Needed:** Digital Camera, Computer, printer, sketchbook, drawing materials, Internet access, AIM email account

**Instructional Methods & Resources:** This course will challenge you to develop professionally-relevant knowledge and skills. Course information will be presented in many forms, including lecture, class discussion, demonstration, case studies, simulations, field projects, and studio or lab projects. Students will use library and community resources, including research and reference materials, gallery exhibitions, industry events, and guest speakers. Materials can be obtained from other libraries using the interlibrary loan program.

**Estimated Homework Hours:** 2-6 hours per week

### STUDENT EVALUATION AND GRADING

Successful professionals require a supportive environment. In-class discussions and/or critiques of other students' work and ideas is a chance to help each other grow as conceptual and critical thinkers.

<b>Student Evaluation:</b>	<b>Course Activities</b>	<b>Points Available</b>
	Missed Attendance	-400
	Day 01 Skills	50
	Shipping Crate	50
	Box and Wall	50
	UVW Unwrap	50
	Render Passes	75
	Lighting	100
	<b><u>Environment Project</u></b>	
	Research Presentation	75
	Rough Draft 01	50
	Rough Draft 02	100
	Final Draft	200
	Participation and Professionalism	200
	<b>Total points possible: 1000</b>	
	<i>Extra Credit</i>	
	<b>Total Project Revisions</b>	100
	(You will be allowed to revise up to 4 projects for 25 points each. This excludes "Day 01" and "Final Draft".)	

<b>Points Distribution</b>	<b>GRADING SCALE</b>
----------------------------	----------------------

# The Art Institutes International Minnesota<sup>SM</sup>

Missed Attendance - 40%	A 10	MILESTO
Day 01 Skills 5%	A 0 -	NE: This
Shipping Crate 5%	- 93	is a
Box and Wall 5%	B %	mileston
UVW Unwrap 5%	+ 92	e course.
Render Passes 7.5%	B -	This
Lighting 10%	B 90	means
<b>Environment Project</b>	- %	students
Research Presentation 7.5%	C 89	must
Rough Draft 01 5%	+ -	earn a
Rough Draft 02 10%	C 87	final
Final Draft 20%	C %	grade of
Participation and Professionalism 20%	- 86	C or
<b>Total points possible: 100%</b>	D -	better to
	+ 83	pass.
	D %	
	F 82	
	-	
	80	
	%	
<i>Extra Credit</i>		
<b>Total</b> Project Revisions 10%	79	
	-	
	77	
	%	
(You will be allowed to revise up to 4 projects for 25 points each. This excludes "Day 01" and "Final Draft".)	76	
	-	
	73	
	%	
	72	
	-	
	70	
	%	
	69	
	-	
	67	
	%	
	66	
	-	
	60	
	%	
	<b>Bel</b>	
	<b>ow</b>	
	60	
	%	

The academic programs at Art Institutes International-Minnesota are designed to prepare you for your future career. Your future will be wrought with deadlines and time clocks, so this class will require real world punctuality. If you are

absent or late for class, you may not be able to make up points associated with in-class activities, including quizzes, tests, presentations, and critiques. Tardy students are responsible for making their presence known to the instructor at an appropriate time. (See the Attendance Policy below for more information.)

Homework and other preparatory work must be done before class meets and is due immediately at the beginning of class, unless the instructor publishes other requirements.

**A WORD ON DEADLINES - LATE WORK IS NOT ACCEPTABLE.** In the business world, deadlines are rarely pushed back. Work submitted after the deadline will receive a zero. Your instructor may make an exception in cases of severe personal illness or death in the family. Technology, transportation, relationship, and childcare problems are not the basis for an exception.

Because group effort may be required, on-time **attendance is mandatory**. Unexcused absences will result in a lower grade. Excused absences may be permitted, but students are expected to let the instructor know in advance. ***If you miss a particular class, it is also your responsibility to contact a peer (or peers) to get notes and any assigned work.***

You may be evaluated individually and as a member of a team on a variety of learning experiences. Different testing methods afford you diverse opportunities to demonstrate your skills and knowledge, including field assignments, tests, presentations, papers, projects, quizzes and more. Scores on your individual assignments, assessments, and classroom participation will determine final grades. Your final grade may also be influenced by group-based activities.

If you disagree with a grade in this course, you may take these steps:

- Step 1. Make an appointment with me to discuss your situation. Bring your graded work, the assignment sheet and this syllabus to the meeting. If you feel the issue is not fully addressed, proceed to
- Step 2. Submit a written appeal to me, explaining why you believe your grade is wrong. You should justify your opinion with information from the assignment sheet and/or syllabus. If you feel the issue is not fully addressed, proceed to
- Step 3. Make an appointment to discuss your concerns with your Academic Director. If you feel the issue is not fully addressed, proceed to

Submit a written account to the Dean of Academic Affairs. The written account should indicate your name, phone number, and ID#, and discuss the steps you have taken to remedy the situation. The Dean may convene an appeals committee. Be prepared to produce your graded work, the assignment sheet and this syllabus.

## ACADEMIC POLICIES

### Discrimination Policy

It is AI Minnesota policy not to discriminate against qualified students with documented disabilities in its educational programs, activities, or services. If you have a disability-related need for adjustments or other accommodations in this class, please contact Pam Boersig, phone: 612-656-6865 or [pboersig@aii.edu](mailto:pboersig@aii.edu), or visit Pam in Pence room 209. Any accommodations will be authorized by Pam—no exceptions.

**Attendance**

Regular, on-time attendance is both courteous and professional. The Art Institutes International Minnesota expects students to demonstrate professionalism by attending all classes as scheduled, arriving on time, and remaining for the full duration of the class. Outside employment should not be scheduled during class hours.

Students should be aware that even if there is no “attendance” grade per se for a class, it is difficult to succeed in class without regular, on-time attendance. Individual faculty may determine the impact, if any, of absences on grades. The Art Institutes International Minnesota supports the attendance policy for each class as it is described in the syllabus. The full AiM attendance policy is found in the Student Handbook.

**Academic Dishonesty**

At the Art Institutes International Minnesota, plagiarism is a cumulative offense; each act of plagiarism is documented in the student’s academic record until degree completion. Violations of this policy will be handled in accordance with the disciplinary procedures outlines in the Student Code of Conduct Policy.

Examples of plagiarism include paraphrasing an original document or piece(s) of an original document and not citing the original author’s name and publishing year, using direct quotes from an original document and not citing the original author’s name and year, and using written documents, still or moving images, original ideas, research information, audio samples and music clips, and failing to cite the original author’s name and publishing year.

Cheating is the action to deceive or alter the perception regarding the author or originator of student work and is a violation of the Student Code of Conduct. Cheating includes the duplication of written or electronic assignments, exams or documents either in whole or in part and submitted as an original piece of work; the exchange of answers with others either giving answers or receiving answers during an in-class assignment, test or exam, or take-home assignment or exam.

Typical disciplinary sanctions for a first offense of plagiarism or cheating includes automatic failure of the assignment/exam with no opportunity to re-do or make up the plagiarized/cheating work. Sanctions for the second offense include automatic failure of the course. Subsequent incidents will result in dismissal from the school. [From the 2008/09 AiM Student Handbook section on Academic Integrity, beginning on page 35.]

**CLASSROOM COURTESIES AND PROFESSIONAL EXPECTATIONS****Collaboration and Communication**

The learning environment should provide a business-like approach to getting the job done, so any behavior that would be deemed as inappropriate for the typical work environment will put the student at risk. Examples include disrespectful language, passive-aggressive behavior, lack of commitment to personal or team success, and any other behaviors that disrupt the learning environment for other students. Additionally each team member is responsible for the academic integrity of the group.

**YOU MUST USE YOUR SCHOOL EMAIL ACCOUNT**, or forward your school email to another personal account. You must be able to accept and respond to email on a daily basis.

## Academic Resources

**YOU ARE ACCOUNTABLE FOR REQUIRED ACADEMIC SKILLS.** Successful students possess course-appropriate reading comprehension, critical thinking, research, writing, presentation, and communication skills. If you or your instructor determine that you have a need for additional resources beyond those offered in class, there are several options available to you.

- **The Academic Achievement Center** is located in room 320 (across from the Academic Advising office). The Academic Achievement Center houses peer tutors in program areas and general education.
- **The Interior Design Skills Center** houses Interior Design peer tutors and general education. The Skills Center is located in room 011, in the basement of the LaSalle building.

Peer tutors assist students with subject/content area academic support, as well as, study skills and organizational tips. Peer tutors are current AIM students in good academic standing-(a CGPA of 3.5) with a desire to assist others in their academic progress. All peer tutors receive mandatory tutor training.

Students (tutees) who seek academic support may visit each of the centers to receive tutoring assistance in a wide variety of subject areas. Each tutor schedule (located outside of the center door) identifies the tutor and their specific areas of expertise. Some Peer tutors also serve as Teaching Assistants, where their role is to work alongside an instructor during lab/group hours of a class.

- **Academic Advising** is located in room 316 in the LaSalle building. Academic Advisors are available to assist you in identifying areas or patterns of academic weaknesses, and to put into place any support resources a student may need.

You are also responsible for executing tutorial recommendations made by your instructors. Remember, your instructors and Academic staff are here to help you find the resources you need.

- **The Library** is located on the second floor in the LaSalle building. The library is open 79 hours per week and is currently processing an average of 5,000 circulation transactions per month. The collection is comprised of books, newspapers, journals and magazines, videos, DVDs, and CDs that support the curricula. The collection currently numbers over 23,000 volumes with and an additional 189 periodical subscriptions. Materials also include royalty-free music/sound effect CDs, art history and interior design slides, and copies of computer software manuals utilized within the College. Textbooks and reserve materials are available for in-house use, and many academic and industry databases are available, including WilsonWeb, Proquest, AccuNet / AP, Gettyimages, Electronic Library for Minnesota, Grove Art Online, Hoover's Online and Oxford Reference Online.

## Student Life

The Student Affairs Office is located in room 209 in the Pence building. There you can find information, services and program that can help you to extend and integrate academic content and life experiences.

**Community Resources** This course will engage community resources, including local libraries, galleries, exhibitions, guest speakers and industry tours. Your active participation is important and expected.

**Additional Class Policies** **Attendance:**

***If you have missed 12 hours of class total, you will fail the class.***

Percentage points will be deducted from your final grade for class time missed:

3 hours missed = 0% deduction

6 hours missed = 10% deduction

9 hours missed = 25% deduction

12 hours missed = 40% deduction

This includes time counted off for lateness. You must be present at the beginning of class. Any time missed after the beginning of class will be counted in 15 minute increments, (For example -- 8:05 = 15 minutes late).

The first hour of class is especially crucial in a project-based classroom. It is our opportunity to share technical skills, develop ideas, get feedback, share news and tips, and work together as a class. Though we may be more independent in the latter hours of a class, ***I expect EVERYONE to attend the first hour from the beginning.***

Other Notes and Items:

***Classroom behavior:***

***Texting will not be tolerated in class. All cell phones should be put away and turned off.***

***Headphones/earbuds and sunglasses must be removed during lecture/demo and critiques.***

***Working on projects present or future, for this class or any other is not acceptable during lecture/demo or critique.***

***Facebook and all other social networking, playing games or discussing game strategy, etc., and all other online behavior unrelated to class are unacceptable during class time and will be counted as time absent from class.***

***If you finish a project early, you may begin work on the next assignment, (subject to change), but a more productive and useful approach is to ask yourself: "What more can I do with this project to improve my skills?"***

***During lectures you will have your monitors turned off unless otherwise instructed. There will be times when it is appropriate to follow along with me but others I need your full attention. During critiques your monitors will be turned off, no exceptions! You will lose points on the project if I find you on your computer during class. It is respectful and important that you give your full attention to the student presenting. Critiques are a valuable time for the class. They give students the opportunity to see others work and learn how to look at work critically as well as to get feedback on your own project so you can learn how to grow in the field.***

## **Weekly Course Schedule**

This schedule is subject to change!

<u><b>Class meeting</b></u>	<u><b>Daily assignment</b></u>	
	Day 01	Day 02
Week 01	Hour 1: Introduction to the class, review of texture mapping in 3DS Max, "Day 01" assignment given. Hours 2 & 3: Work on "Day 01" assignment.	Hour 1: Presentation and review of "Day 01" assignment. Hour 2: "Shipping Crate" assignment given Demonstration of layers, blend modes and grime in Photoshop, part 1 Hour 3: Work on "Shipping Crate".
Week 02	Hour 1: Demonstration of the use of layers, blend modes and grime, part 2. Hours 2 & 3: Work on "Shipping Crate"	Hour 1: Presentation of finished "Shipping Crate" assignment. Hour 2: Demonstration of multi/sub-object material mapping in 3DS Max. "Box and Wall" Assignment given. Hour 3: Work on "Box and Wall" assignment.
Week 03	Hour 1: Review of multi/sub-object mapping and demonstration of composite mapping Hours 2& 3: Work on "Shipping Crate" and "Box and Wall"	Hour 1: Presentation of "Shipping Crate" assignment. Hour 2: Demonstration of Unwrap UVW in 3DS Max. Hour 3: Work on "Box and Wall"
Week 04	Hour 1: Review of UVW Unwrapping, discussion of research for the Environment Project Hours 2 & 3: Work on "Box and Wall", research for "Environment Project".	Hour 1: Presentation, critique of "Box and Wall" assignment. Hour 2: Demonstration of rendering in passes. Hour 3: Work on rendering in passes, research for "Environment Project"
Week 05	Hour 1: Review of rendering in passes, demonstration of rendering in Mental Ray with Ambient Occlusion Hours 2 & 3: Work on render passes and research.	Hour 1: Presentation of "Environment Project" research. Hour 2: Demonstration of lighting techniques. Hour 3: Work with lighting
Week 06	Hour 1: Demonstration of lighting techniques, part 2. Hours 2 and 3: Work with lighting and finish render passes exercise.	Hour 1: Rendering in Passes extra credit due, reviewed. Demonstration of Photo metric lighting. Hours 2 & 3: Work on Environment Project rough draft.
Week 07	Hour 1: Demonstration of rendering in Mental Ray. Hours 2 & 3: Working on Environment Project rough draft.	Hour 1: Presentation of Environment Project Rough Draft 01. Hour 2: Demonstration of Dreamweaver to create Portfolio Website for Third Level Reviews. Hour 3: Work on Environment Project rough draft 2,

Week 08		Hour 1: Review of Dreamweaver and/or demonstration of DVD authoring in Adobe Encore. Hours 2 & 3: Work on Environment 2 <sup>nd</sup> draft, prepare for Third Level Review.
Week 09	Hour 1: Review/Demonstrate Dreamweaver and/or Adobe Encore DVD authoring. Hours 2 & 3: Work on Environment Project 2 <sup>nd</sup> draft, prepare for Third Level Review.	Hour 1: Presentation of Environment Project 2 <sup>nd</sup> Draft. Hour 2: Discussion of preparations and expectations for Third Level Review.
Week 10	Hours 1 – 3:	Hours 1 – 3:
Week 11	Hour 1: Debriefing and discussion of Third Level Review. Hours 2 & 3: Work on final Environment Project.	Hours 1 – 3: Presentation of Large Project Final, class discussions and reviews.