Course Description: Introduction to digital production technologies related to creating, transferring, and reproducing conventional graphic images, and digital images.


Prerequisites: None. INT 1363 is an introductory course to the Digital Printing, Imaging, and Web Technology concentration and is a core course for the Advertising Minor, and the Print and Textile Design Technologies Interdisciplinary Minor.

Course Fees: $25 material fee

Course Objectives (what the student will know and be able to do upon completion of the course)

- After participating in discussions and demonstrations regarding the basic computer functions, the student will demonstrate an understanding of the MAC OS computer operating system, file management and storage, program types, and input and output devices by completing various computer lab projects.
- After participating in discussions and demonstrations on the basics of desktop publishing and digital prepress, the student will create graphic products utilizing knowledge of color systems, fonts, basic design techniques, layout techniques, production guidelines, and product output.
- Utilizing the lab text and examples provided by the instructor, the student will demonstrate an understanding of digital photography, raster graphics, digital photography tools and software by completing tutorials and graphic product assignments.
- Utilizing the lab text and examples provided by the instructor, the student will demonstrate an understanding of page layout, page layout tools and software, and the preparation of graphic products for production by completing tutorials and graphic product assignments.
- Utilizing materials provided by the instructor, the student will demonstrate a basic understanding of vector graphics by completing tutorials and graphic product assignments.

Materials Required for Class

- One USB Flash Drive- Minimum 8 GB
- Class notebook and binder for class lectures, demonstrations, and handouts

Course Requirements

- Class attendance and participation are required for both lecture and lab
- Students are required to study the textbook, read assigned chapters, complete assigned chapter, participate in class discussions and demonstrations, and participate in groups when assigned.
- All assignments are due at the beginning of class on the designated day. Late assignments will not be accepted unless the student has a documented medical absence and/or an approved official University activity. Early assignments will only be accepted if pre-approved by the instructor.
- Assignments may not be turned in to the department secretary or placed in the instructor’s mailbox.
- No assignments will be accepted during Finals Week.

General Guidelines and Classroom Expectations

Professional behavior is required in class. This includes but is not limited to:

- Acting in a professional manner. Non-professional behavior would include talking to classmates while the instructor or a student is presenting information, eating in class, overt inattentiveness (sleeping, reading, completing assignments), inappropriate demands for time and attention of the instructor or other students.
- Attend every class and actively participate. Many of the topics in this class build on one another. If you miss one class session, you may very well be behind and lost in the next class session you attend. In addition, if you are an active participant while in class, you will get more out of the course. Active participation includes asking relevant questions, following along with the instructor, and assisting others in class.
Instructor reserves the right to change the syllabus at any time

- Be prepared for class. Lectures and demonstrations are to supplement the reading and assignments provided by the instructor, and not to repeat the information. It is important to ask for clarification; however it is equally important for the student to complete as much of an assignment on his or her own. It is also the student’s responsibility to obtain any information missed because of an absence from classmates and to schedule any permitted makeup work. It is NOT the responsibility of the instructor to “catch you up” when you do not attend class. The instructor will not provide missed handouts or repeat lectures/demonstration information.
- All assignments are to be typed. No hand written assignments will be accepted. Typed assignments should follow basic APA format guidelines; use 12-point type, Courier or Times Roman font, single or double-spaced. Students are responsible for printing all of their own assignments.
- Assignments are due on the day and at the time designated by the instructor. The instructor will provide the student with a tentative schedule for the class, which will have the due dates for all assignments.
- Keep the lab and your work area clean. This includes not eating or drinking in the lab, picking up after yourself, properly cleaning any equipment that you use, and properly storing all materials and equipment used.
- Effort is required. This includes trying to complete every assignment. Although courses involving technology can sometimes be frustrating, it is important to do your best to complete the assignment.
- Save your work. Back up your work. It is the student’s responsibility to save their work on their own storage device. Any work left on the computers in the lab is subject to removal at any time. In addition to saving your own work, it is equally important to make sure that you back up all of your work. A corrupted or lost flash drive will not be an acceptable excuse for missing an assignment.
- **Anticipate technology will fail you when you need it the most.** Do NOT leave things until the last minute. Down systems and crashed computers will not be accepted as an excuse.

**Late Assignments, Quizzes and Exams**

- Written assignments will be due at the designated time. These assignments will not be accepted late unless the student has a documented medical absence and/or an approved official University activity.
- Due to the nature of lab assignments, late lab assignments will not be accepted and will receive a grade of “F” or “0” points for that assignment.
- Make up of any missed exam/quiz must be arranged with the instructor BEFORE the exam or quiz. Students missing an exam/quiz without contacting the instructor will receive a grade of “F” or “0” points for that exam/quiz.
- The instructor reserves the right to change any assignment due dates or exam dates due to equipment/technology issues, lack of consumables, or unforeseeable issues related to an assignment or quiz.

**Class Attendance**

- If you are not going to be able to attend class, you must inform the instructor before the class you will be missing (Include your name and the class for ALL e-mails). The instructor can be reached through either email or through voicemail.
- Excused absences must be properly verified as per Eastern Illinois University Policy. Student’s who wish to turn in assignments due to an absence, will need to provide the instructor with written verification that the absence is excused.
- Any student with more than five (5) unexcused absences will result in one (1) letter grade reduction.

**Electronic Devices and Lab Computer Usage**

- In accordance with the Provost and Vice President for Academic Affairs, “Each Faculty member has the authority to establish the conditions for student cell phone use in his/her classroom. These conditions are at the discretion of the faculty member, but will provide that a university-initiated campus security text message can be received and disseminated to those in the classroom in a timely manner.”
- Students who require use or access to electronic communication devices (cellular phones) must notify the instructor prior to class. Students who have notified the instructor will excuse themselves from the classroom to take/reply to phone calls or electronic messages.
- Electronic entertainment devices (IPod’s, MP3 players) are prohibited during class lectures and demonstrations. Electronic entertainment devices are allowed during lab time provided that the volume and content is not distracting to the student or classmates.
Instructor reserves the right to change the syllabus at any time

- Lab computers are in place for students to complete assigned chapter and learn designated software programs. Students are prohibited from changing computer system preferences, accessing social networking sites (Facebook, Twitter, MySpace) installing or deleting software, and accessing unauthorized content during lab times.
- Students will not be penalized for receiving and disseminating to the class a university-initiated campus security text message.

Plagiarism and Academic Dishonesty
Academic honesty requires that students do not cheat, use someone else’s work in the place of their own (Plagiarism), or knowingly assisting another to do so. Also, unauthorized access to or changing of grades on examination is unacceptable. Academic dishonesty is an offense against Eastern Illinois University. A student who has committed an act of dishonesty has failed to meet a basic requirement of satisfactory academic performance. This, academic dishonesty is not only a basis for disciplinary action, but is also relevant to the evaluation of the student's level of performance.

Disabilities Statement
If you have a documented disability and wish to discuss academic accommodations, please contact the instructor as soon as possible. Also, please notify and contact the Office of Disability Services at 581-6583 for further information or via the web site http://www.eiu.edu/~disablty/.

Academic Success Center
Those students who need assistance on study skills, inventory of their learning style, time management, study habits, problem solving strategies, word problems, essay and multiple choice test strategies, new approaches to learning, and how to prepare for final exams, call 581-6696. They even have a small computer lab to assist in some software applications and assistance from tutors. Location: Ninth Street Hall or visit http://www.eiu.edu/~success/.

Course Evaluation
Software Chapters ................................................................. 60%
Integration Chapter ............................................................. 20%
Final Exam ............................................................................. 10%
Participation, Professionalism, and Teamwork ...................... 10%

Percentages are subject to changes. Final grades are based on percentage weight of categories and assignments (by total points in each category) and grades will be assigned as follows:
A = 100-90; B = 89-80; C = 79-70; D = 69-60; F = 59-below
Percentages and grades are NOT negotiable.