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Welcome : Graphic Design Essentials - Homepage

Welcome to Graphic Design Essentials

SUMMER 2023 | Online Real Time Virtual Course via Zoom
Instructor: Meg Curtiss | Email: mcurtiss@valenciacollege.edu
Link to Calendly to create an appt. ↗

Course Introduction:

An introduction to a variety of visual communication principles, methods and careers in today's computer age. Typography, design, layout, color, production, and an introduction to an industry-standard personal computer and software for production of graphics and multimedia all are explored. This course includes learning activities designed to ensure competence in oral communication.
5 Credit Hours/7 Contact Hours

IMPORTANT NOTES ABOUT THIS CLASS:

- *This course combines independent ONLINE learning (via Canvas) and REQUIRED VIRTUAL CLASS MEETINGS (via Zoom) TUESDAYS & THURSDAYS, 3PM–5PM (the times listed on the registration schedule.) — each week of this semester.*
- *This is a computer course that CANNOT be taken using a tablet, phone, or alternative device.*
- *Students have free access to campus graphics labs for technology and/or printing requirements.*
- *Students not using our labs must have daily access to a computer running Zoom, Adobe CC software and a font management program, access the internet, a digital camera (or scanner), access to text editing software, and a working video camera and microphone.*
- *Students must be able to print often as a requirement during this course and can utilize Valencia's Graphics Labs for printing.*
- *Students will need to purchase required software (Adobe CC) ↗ and other materials noted on the course syllabus, needed to complete assignments. (Valencia Bookstore offers License Adobe Creative Cloud-One Year Subscription for students @ ↗$171.00)*

If you are unable to participate in the course for lack of any of the above requirements, please reach out to campus resources. Should you not be able to meet the requirements to participate, you might wish to drop this course for a refund before the Drop/Refund deadline. Consider re-enrolling in a semester you feel you are ready to meet these commitments.

Course Learning Outcomes:

Student will demonstrate competency in methods of oral and visual communication through project presentations.

Corresponding Evidence of Learning

- Student will be able to effectively articulate ideation behind a design.
- Student will be able to professionally present finished design work according to current industry standards.
- Student will be able to provide articulate constructive critical analysis of others design solutions.
- Student will be able to accept constructive criticism and analysis.
- Students will be able to deliver planned presentations of their work.

Students will examine current methods, mediums, and purposes of visual communication.

Corresponding Evidence of Learning

- identify current graphic communication methods by their process.
- identify various mediums and formats in graphic communication.
- evaluate the purpose of graphic communications.

Students will be introduced to current design career fields and explore requirements for employment.

Corresponding Evidence of Learning

- Student will be able to distinguish career opportunities for various occupations in graphic design and computer graphics.
- Student will be able to identify the necessary education and training necessary for various occupations in graphic and interactive design.
- Student will be able to complete a written and oral report on an influential individual or career in graphic communication.

Students will gain an introduction to industry-standards of computer and software applications for production of print, web and interactive design.

Corresponding Evidence of Learning

- Student will be able to explain basic graphics related computer hardware and software terminology.
- Student will be able to demonstrate effective use of a computer and software for production graphic design projects.
- Student will be able to demonstrate effective use peripherals in acquiring, creation and output of images for production of design projects.

Students will demonstrate knowledge through application of appropriate design principles and practices in projects throughout the course.

Corresponding Evidence of Learning

- Student will be able to identify the design elements: line, mass, texture, shape, volume, and color.
- Student will be able to articulate the purpose and use of the design elements of balance, contrast, unity, rhythm and proportions utilized in design.
- demonstrate an understanding of the creative process through practice in course projects.

Students will demonstrate knowledge through application of basic principles

Students will demonstrate knowledge through application of basic principles of Typography in projects throughout the course.

Corresponding Evidence of Learning

- Student will be able to define and employ type terminology.
- Student will be able to identify basic typographical features and classifications.
- Student will be able to apply design principles in typography.
- demonstrate knowledge of Typography through use of industry standard software for production of type design projects.

Students will be introduced to principles of color for print, web and interactive design projects.

Corresponding Evidence of Learning

- Student will be able to explain the principles and fundamental vocabulary for analyzing and identifying color.
- develop a practical understanding and application of color properties, relationships and messages.
- Student will be able to identify color models including process, spot color and computer display colors.
- Student will be able to apply appropriate color usage for specific applications, printing and presentation requirements.

Students will create artwork, edit images, and create projects using industry standard software and hardware.

Corresponding Evidence of Learning

- scan images for use in various applications.
- demonstrate introductory knowledge of current software and skills necessary to create and edit vector-based artwork.
- demonstrate introductory knowledge of current software and skills necessary to create and edit rastor-based artwork.
- demonstrate introductory knowledge of current software through the ability to combine type, images and design principles in creating a layouts for print production.
- exhibit an introductory understanding of current methods for producing halftone and color separations.

Students will be introduced to the processes of project research, planning and production.

Corresponding Evidence of Learning

- Student will be able to identify and demonstrate progressive stages of the design process through to the production of a design job.
- Student will be able to apply fundamental components of design theory, ideation, research and execution through the creative process phase of a design project.
- Student will be able to Create graphics and text necessary for the project
- Student will be able to Produce the project in digital and printed format.
- Student will be able to Understand the printing processes currently used in the industry today and determine appropriate application.
- Student will correctly document their creative process throughout their design projects.

Students will have an understanding of the delivery of media including print, web and interactive design.

web and interactive design.

Corresponding Evidence of Learning

- demonstrate introductory understanding of the necessary equipment, mediums, substrates and inks, for printing, binding and finishing processes for print media.

- demonstrate understanding of mediums currently used today for delivery of web and interacive design.

- demonstrate understanding of principles of the internet and how to utilize for assimilation and delivery of information and graphics.

Link to Zoom Meeting:

[Click here to find upcoming Zoom meetings and recordings](#)

Quick Course Links

✔ Start Here 📋 Workbook 📅 Schedule 📋 Quizzes

🎥 Schedule a 1-on-1 Zoom Meeting

Modules

Start Here: Welcome to Graphic Design Essentials

Module 01

Photoshop Section

Module 02

Module 03

Illustrator Section

Module 04

Module 05

Module 06

Module 07

Module 08

InDesign Section

Module 09

Module 10

Module 11

Module 12

Module 13

Final Preparation

Module 14

Final Exam

Module 15

Additional Course Links

- Syllabus & Schedule
- Assignments
- Resources & Presentations
- Virtual Print Services
- Grades
- Discussions
- Message the Instructor
- Glossary of Graphic Terms

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Meet & Contact Your Instructor:

Meet your instructor: Meg Curtiss

Hello! My name is Meg Curtiss, feel free to refer to me as **Meg** *(she/her/hers)*—honestly, I'll probably respond to anything as long as you address me politely). I have worked in various parts of the design industry for many years —including Publishing & Marketing, working in-house, contract and freelance at various points. I started teaching graphic & interactive design part-time in 2001 and became a full-time tenured faculty member, and serve as Program Chair at the west campus in 2008. I am excited to share my knowledge and experience with you in this course.

Good luck this semester – I will be here to assist you throughout the course – answering whatever questions you may have.

How Should I contact you if I have questions? How fast will you respond to my questions?

All questions and communication should be sent via your Canvas inbox. I do check Canvas messages regularly and do my best to respond promptly each day. You can expect **your questions to be addressed within 24 hours** of the time you've asked your question, during regular business hours (Monday - Friday). I receive all canvas emails via canvas and Valencia email, however, if you should need to contact me beyond canvas below is my contact information:

Valencia email: mcurtiss@valenciacollege.edu

You can also **Direct Message (DM) me in our SLACK** workgroup: GRA Essentials Summer 2023 🗗

and you can **schedule a one-on-one face-to-face or zoom meeting** via my Calendly Link 🗗

When to contact your instructor

Here are some great reasons you should contact the instructor directly:

- If you have had an emergency arise that is affecting your performance
- If you have questions about any assignments. If something is unclear ASK. However, be sure you've read the instructions and assignment in its entirety FIRST.
- If you are having problems troubleshooting. Be sure you have resourced to the best of your ability to solve the problem first.
- If you are having troubles accessing Canvas. Any problems with Canvas should be also reported directly to Canvas help staff.
- If links in Canvas don't work.
- If there is a discrepancy or suspected typo with questions or assignment requirements. If you're unsure - ASK!

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Course Communications

The following information offers guidelines for course communications this semester.

Contact Your Instructor

You may contact me in various ways during this semester.

- You may contact me through the Canvas Inbox Monday-Friday. I will respond to your message within 24 hours with the exception of days and times when the college is closed.
- You may email me to address personal concerns at my Valencia email address.
  - In your messages, please indicate your course number (CRN) so that I may better assist you.
- If you prefer to speak to me directly, email me to schedule a 1-on-1 video conference.

Where else can I turn for help?

Schedule a one-on-one zoom meeting with me using my Calendly link

Questions about what course to take next, or how to get a course substitution, or change of major?
Email our **Career Program Advisors:**

We provide our majors with a helpful Semester-by-Semester Flow Chart to aid you in planning your semesters. You can use this chart for up to 5 years (beyond that, your catalog year will expire and you will have to follow a new chart).
We also have three Career Program Advisors to help our Graphics students with planning, registration, graduation. If you are in need of program-related advising, feel free to reach out to the Career Program Advisor for your campus:

> West Campus: **TBD** /
> East Campus: **Niurka Rivera** / nrivera4@valenciacollege.edu
> Osceola Campus: **Roxana Boulos** / rboulos1@valenciacollege.edu
> *Always include your VID in your message. Always message from your Valencia Email Only.*

Our Course Slack Group:
LINK HERE
Slack is free software that makes it possible for all of us to communicate, interact, share work, share resources, solicit critique, and even provide technical support. We recommend you install Slack on all of your devices and we recommend you create your Slack login using only your Valencia-issued email address (the one that ends in @mail.valenciacollege.edu).

Virtual Lab Support Slack Group
> We are offering virtual lab support and opportunities to socialize with other Graphics majors using the software Slack. We have Lab Aides on staff most hours of the day to help you along and answer any questions you might have. Join the Valencia Graphics Students Slack team we've created for you to take advantage of this service.

Netiquette

It is important to be aware of your behavior in an online learning environment to ensure positive interactions with your instructor and peers. This requires you to follow some guidelines for behaviors.

Our Practice of Respect and Community Building from Valencia's Peace & Justice Institute.

Expectations of Student

- Students are expected to check their Atlas email and Canvas inbox on a regular basis throughout the week. To effectively communicate with our students, Valencia uses email as the primary means of notifying students of important college business and information dealing with classes, registration, deadlines, financial assistance, tuition and fees, etc. **Students are responsible for any official communication sent through Atlas e-mail and Canvas**
- Students can expect to devote **3 hours per credit hour each week** to this course.
- For guidelines on how to interact with your instructor and peers in an online learning environment, read through Our Practice of Respect and Community Building from Valencia's Peace & Justice Institute. Some highlights from these principles are:

- Create a hospitable and accountable community
- Suspend judgment
- All voices have value
- [2022-23 STUDENT HANDBOOK](#) *(link to pdf)*

Zoom Meeting Expectations

- **Attendance of our twice-weekly zoom meetings are required.**
- Participants **must have access to a working computer with Adobe CC, a web camera, mic**, and be prepared to engage in each work session.
- Minimize distractions as much as possible by participating in a room where you can control lighting and others from interrupting. Place phones on "Do not disturb" or silent mode for the duration of the class.
- If someone/thing needs your urgent and brief attention during the meeting, consider turning off your camera and mic temporarily to minimize the class' distraction. Return as soon as you are able to be counted still in attendance.
- Whenever possible, we will record these meetings for students to review later. Recordings will be kept under the Zoom link in the course where only members of this class are able to access.
- **Students should always take their own notes during the class**. Don't expect the recordings to work as notes for you. No one has an extra hours in the day to re-watch something you already attended. You'll have plenty of work to get done outside of these meetings. ;o)
- **Students should feel free to ask questions during meetings**—especially if something is unclear to you. You can opening ask questions by raising your hand on video, or by posting in the Chat function. My attentions tend toward the demonstration and video, so it's very helpful to me if students can help facilitate by calling my attention to unanswered questions from the chat.
- **Students should feel free to express their opinions and thoughts without fear** of being shut-down. This is a space where varied viewpoints are useful and appreciated. Design needs diversity in viewpoints to improve.

    IF YOU LOSE CONNECTION or FUNCTIONALITY in the zoom meeting: This happens sometimes to all of us —even me. Simply reconnect as soon as you are able. Review the recording for missing chucks of the meeting.

    PLEASE LET ME KNOW ASAP if you have major concerns or issues about the Zoom meetings or any other part of the course. email: mcurtiss@valenciacollege.edu

Expectations of Instructor

- The Instructor will provide a variety of feedback on submitted assignments usually within 1 week.
- The Instructor will address students following the guidelines as indicated in [Our Practice of Respect and Community Building](#) from Valencia's Peace & Justice Institute.
- The Instructor will notify students of changes to the course work via the Inbox or Announcements tools.

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Technology Requirements & Skills

What Hardware do I Need?

- This course cannot be taken using only a tablet, phone, or other alternative device. Students taking this course will have access to use the campus Graphics Labs for technology requirements.
- Students should expect to spend 5–15 hours per week engaged in completing assignments at home or in the lab in addition to attending class via Zoom during the days/times noted on the registration schedule.
- Students taking this course who intend to work from home will need access to reliable internet access, a computer (Apple preferred) that can run the Adobe Creative Cloud, a working computer webcam and microphone, and a digital camera (or scanner).
- *Students will need to purchase required software ([Adobe CC]⬀, [Zoom (Links to an external site.)]⬀, [Slack (Links to an external site.)]⬀ and a font management program ([Fontbase (Links to an external site.)]⬀ (win or mac) or FontBook (mac)) at the start of term, and in-time for their first class meeting via zoom.and other materials noted on the course syllabus, needed to complete assignments. (Valencia Bookstore offers [License Adobe Creative Cloud-One Year Subscription for students @]⬀$171.00)*

Open Lab Access:

Graphics Labs on East, West, and Osceola campuses are open access to **Graphics students only.** Apple computers, Adobe software, internet access, printers to print your assignments, cameras, scanners, and much more are made available on each of these campuses. Information about our [Lab Hours, Lab Usage Policies, Instructions for Virtual Printing, and Lab Locations]⬀ can be found on our program website.

East Campus Graphics Lab (1-214 & 1-215), Phone: [407-582-2878]

West Campus Graphics Lab (3-151), Phone: [407-582-5217]

Osceola Campus Graphics Lab (3-100), Phone: [407-582-4207]

Virtual Print Services:

<mark>This is a course on PRINT DESIGN, and students must be able to print in full-color up to tabloid-size (11"x 17") to complete assignments.</mark>

Each campus Graphics Lab is equipped with printers for student use at no additional cost. They also have staff on campus to fulfill student printing needs virtually—should you need to swing by to pick up a print. You will be provided with a link for to order/submit files for print, and will be able to pick up printing at any of the three campuses you choose to send the order to.

[CLICK TO SUBMIT FILES FOR PRINT-ON-DEMAND]

West Campus Lab	**East Campus Lab**	**Osceola Campus Lab**
Phone: [407-582-5217]	Phone: [407-582-2878]	Phone: [407-582-4207]
Room: 3-150	Rooms: 1-213	Room: 1-244
[Print-on-Demand Form]	[Print-on-Demand Form]	[Print-on-Demand Form]

[JOIN LAB SUPPORT SLACK] ⬀
for all lab updates & services

West Campus Graphics Mac Lab
Open Lab: 3-151
Lab Phone: 407-582-5217
Email: graphics-lab-west@valenciacollege.edu
Andy Hamer
Instructional Assistant (part-

East Campus Graphics Mac Lab
Building: 1-213
Phone: 407-582-2878
Email: graphics-lab-east@valenciacollege.edu
Dennis Santspree
Instructional Lab Supervisor

Osceola Campus Graphic's Mac Lab
Building: 1-244
Phone: 321.682.4207
Email: graphics-lab-osceola@valenciacollege.edu
Haley Bagdonas

time)
Lab Aides:
Mackey, Robin and Tracey
(currently)
Open Lab Hours:
Monday: 9:00am - 9:00pm
Tuesday: 9:00am - 9:00pm
Wednesday: 9:00am - 9:00pm
Thursday: 9:00am - 9:00pm
Friday: 9:00am - 9:00pm
Saturday and Sunday: Closed

Student Resources Available
27" Apple Macintosh (14 in open lab)
Lasers Printers (2 Total)
- Letter, Legal and Tabloid Sizes
  B/W and Color
Large Format Printers (in repair)
- Epson - Prints up to 17", length on roll

Other Equipment Available
- Glowforge Laser Cutter / Engraver
- Silhouette Die Cutting Machine
- Epson 1500 Scanner 13x18 (x2)
- Wacom Cintiq 27" (open lab)
- Canon Digital Camera & Lenses
- Photography Lights & backdrops
- Pantone Library (Swatch Books) (3-151A)
- Paper Swatch books & Samples
- Visual References to printing and finishing techniques

Monday – Friday: 9:00am - 9:00pm
Saturday: 10:00am - 3:00pm
Sunday: Closed

Student Resources Available

27" Apple Macintosh (48 Total)
Lasers Printers (2 Total)
- Letter, Legal and Tabloid Sizes
  B/W and Color (2 Total)
- Letter, Legal and Tabloid Sizes
  Large Format Printers
- HPz2100 - prints up to 44 inches
- Epson 1400 - Prints up to 13x19

  Other Equipment Available
- Zmorph 3D Printer
- Cricut Maker
- Epson 1500 Scanner 13x18
- Wacom Cintiq 13" Screens
- Canon a630 Digital Cameras
- Lights and Light Cube
- Media Card Readers
- Pantone Swatch Books
- Paper chip charts (Neenah paper)

Instructional Lab Assistant
Monday: 12pm - 7pm
Tuesday: 10am - 6pm
Wednesday: 10am - 1pm
Thursday: 12pm - 7pm
Friday, Saturday and Sunday: Closed

Student Resources Available

27" Apple Macintosh (48 Total)
MacBook Air Laptops (15 Total)
Lasers Printers (2 Total)
- Letter, Legal and Tabloid Sizes
  B/W and Color (2 Total)
- Letter, Legal and Tabloid Sizes
  Large Format Printers
- HPz2100 - prints up to 44 inches
- Epson 1400 - Prints up to 13x19

  Other Equipment Available
- Zmorph 3D Printer
- Cricut Maker
- Epson 1500 Scanner 13x18
- Wacom Cintiq 13" Screens
- Canon a630 Digital Cameras
- Lights and Light Cube
- Media Card Readers
- Pantone Swatch Books

What Software do I Need?

Adobe Creative Cloud

Adobe is a software company with a line of design, multimedia, and creativity software products. Creative Cloud is its online-only software platform. You will need access to Creative Cloud in order to complete the assignments in the class. *Valencia's Bookstore offers* *License Adobe Creative Cloud-One Year Subscription for students @* ⬀ *$171.00)*

> ⚠ **NOTE: YOU MUST CREATE YOUR ACCOUNT USING YOUR VALENCIA EMAIL ADDRESS**
> (the one that ends in @mail.valenciacollege.edu) in order to download and access the Adobe CC software.

Please set up an Adobe creative cloud account ⬀ immediately. You will need it to begin working on the first tutorial and project. If you cannot set up or access your Adobe account using your Valencia email address, contact Valencia's Service Desk ⬀, or our SLACK Virtual Lab Support ⬀ to let them know.
While you wait, please create a free account using Adobe's free 7-day trial ⬀. Do not use your Valencia email address to create the free 7-day trial this will cause conflict errors while you try to get your education account fixed.

Zoom

Zoom is a web-based video conferencing tool with a local, desktop client and a mobile app that allows users to meet online, with or without video.

This class has required class meetings via Zoom ⤷ that include software demos, discussions and project presentations. Participants must have access to a working computer with Adobe CC, a web camera, mic, and be prepared to engage in each work session.

Whenever possible, we will record these meetings for students to review later. Recordings will be kept under the Zoom link in the course where only members of this class are able to access

Please make sure to create a Zoom account using your Valencia email address and download the software ⤷ onto your computer and/or mobile device.

Slack

Slack (Links to an external site.) ⤷

Slack is essentially a chat room for an entire company, classroom, or school that was designed to replace email as the primary method of communication and sharing.

It allows members to organize communications by channels for group discussions and allows for private messages to share information, videos, links, files, and more all in one place.

Students are often encouraged to get additional assistance from the larger Valencia Graphics community.

In order to facilitate this, we have created a Slack workspace for **Valencia Graphics Students** ⤷. We also facilitate our Virtual Lab Support via slack at **Virtual Lab Support** ⤷.

ⓘ The Slack workspace id for this group is **https://graphicsstudents.slack.com** ⤷ ⤷

Need more help? We've created a page dedicated to How to join Slack.

JOIN THE **CLASS SLACK GROUP** ⤷
JOIN THE **GRA** ⤷**LAB SUPPORT SLACK GROUP** ⤷

A Font Management Program

like **Fontbase** *(free.* ⤷*—win or mac),* or **FontBook** *(free—mac)*

What Web Browser Should I use to access Canvas?

The latest versions of Firefox, Chrome, and Safari are all good choices for working in Canvas.

- Download Google Chrome

- Download Mozilla Firefox

- Download Safari (Mac OS only)

It's a good idea to have more than one browser installed on your personal computer. Many times problems you experience online can be fixed by switching from one browser to a different browser.

I really like Internet Explorer (or Edge) - Why shouldn't I use it with Canvas? *Although officially Canvas supports Internet Explorer/Edge,* **it DOES NOT work well with Canvas**! You will experience many problems if you use this browser. These problems include:

this browser. These problems include:

- course content not opening correctly or showing up at all
- problems submitting assignments (it will say a file is submitted, but it actually doesn't submit)
- not being able to submit quizzes and exams

Firefox, Chrome, or Safari (for Mac users) are the best bets when using Canvas.

Canvas For Your Phone

Students are also encouraged to install the Canvas app on their Android ➥ phone or iPhone ➥ in order to receive mobile notifications and to access your courses via your mobile device. Please note that you cannot participate in the course by phone or tablet only however. This is a computer course.

Technical Skills

Students should consider the basic computer skills ➥ needed to be successful in this course, which include:

- Reading and responding to emails
- Software application skills (PowerPoint, Word, Office365, etc.)
- Internet and library database browsing
- Copying and pasting
- Saving files in different formats
- Working with attachments
- File management

> ⓘ Canvas 101 is a free self-paced course available for students to learn more about using the Canvas learning management system. If you are brand new to Canvas this will help get you acquainted to the course structure. **This is not a required part of this course.**

Technology Privacy Policies

Valencia College has a firm commitment to protecting the privacy rights of its students. Any use of student records and information in this course will comply with the Family Educational Rights and Privacy Act (FERPA), including third party tools and services used in this course. Privacy policies for the tools used in this course are listed below and at the point of use.

- Valencia College privacy policy
- Canvas privacy policy ➥
- Slack privacy policy ➥
- Zoom privacy policy ➥

If you have any concerns or issues with any of these requirements or policies, please contact your instructor.

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Zoom Conferencing

Your instructor will be utilizing Zoom to video conference with your class during your appointed class meeting time, and, as needed, to meet with you one-on-one. This page helps overview how to access Zoom and resources to help get you started with the video conferencing tool.

Students should be on-time for Zoom meetings and are required to have a functioning camera and microphone to participate in the meeting. These meetings will include lectures, but also engaged learning activities and student participation. Not being able to participate using a camera, mic and computer will affect your attendance grade.

Getting Started with Zoom for Students

1. Log in to your Canvas course.
2. Click on Zoom from the course navigation menu. This will display your scheduled meeting(s). In some cases your instructor may send an email or announcement with a direct link to join a zoom conference. Please take direction from your instructor regarding how to access the session.
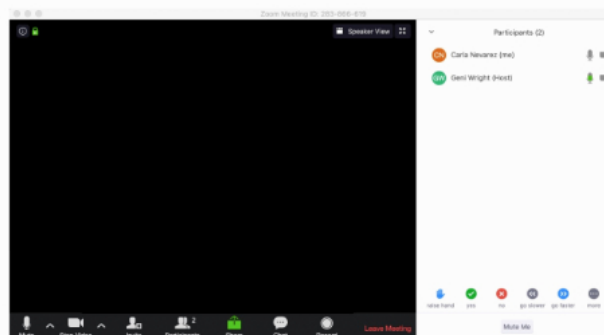3. Click on Join.
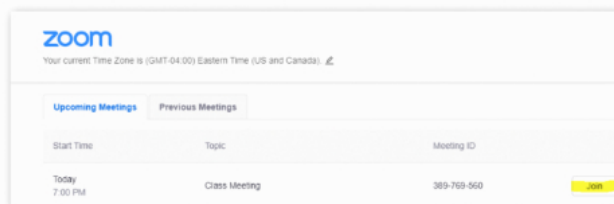
4. Configure your **audio and video** 🔗.

Finding Your Zoom Meeting

1. Log into Canvas.
2. Scheduled Zoom meetings can be found in the Course Calendar
3. Within individual courses by clicking Zoom from the course navigation menu.

Participant Controls

Try out the Zoom **room display options** 🔗.

Additional Resources

Zoom Video Tutorials 🔗

A note regarding class recordings

Class sessions offered may be audio/visually recorded for students in the class to refer back to. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students

to type questions and comments live.

Students should make every effort to attend the required Zoom meetings to ensure they have opportunities to ask questions and interact online. Attendance at these meetings counts towards your final grade.

> ⊙ Although every effort will be made to record sessions, technology is never guaranteed, therefore, students should also anticipate the possibility that class sessions may not be able to be recorded.

Zoom Meeting Expectations

- Attendance of our twice-weekly zoom meetings are required.
- Participants must have access to a working computer with Adobe CC, a web camera, mic, and be prepared to engage in each work session.
- Minimize distractions as much as possible by participating in a room where you can control lighting and others from interrupting. Place phones on "Do not disturb" or silent mode for the duration of the class.
- If someone/thing needs your urgent and brief attention during the meeting, consider turning off your camera and mic temporarily to minimize the class' distraction. Return as soon as you are able to be counted still in attendance.
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- Students should feel free to ask questions during meetings—especially if something is unclear to you. You can opening ask questions by raising your hand on video, or by posting in the Chat function. My attentions tend toward the demonstration and video, so it's very helpful to me if students can help facilitate by calling my attention to unanswered questions from the chat.

IF YOU LOSE CONNECTION or FUNCTIONALITY in the zoom meeting: This happens sometimes to all of us—even me. Simply reconnect as soon as you are able. Review the recording for missing chucks of the meeting.

PLEASE LET ME KNOW ASAP if you have major concerns or issues about the Zoom meetings or any other part of the course.

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How to Join Slack

slack

Our Course Slack Workspace:

Join our GRA ESSENTIALS SUMMER 2023 SLACK TEAM ▭

Virtual Lab Support Workspace:

Join the Valencia Graphics Students Slack team ▭

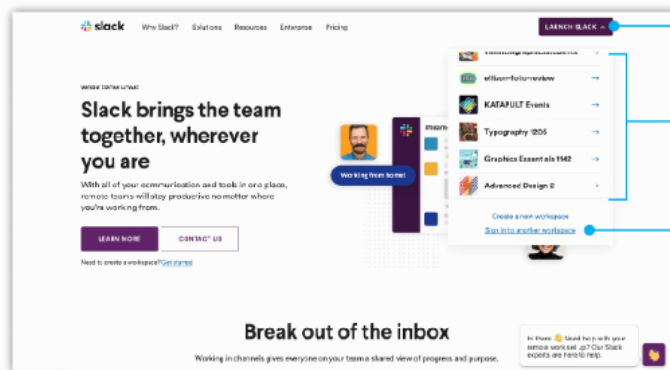## Helpful Links from Slack

Below you will find a few tutorials from Slack to help you with getting started:

- Install Slack on Mac ▭
- Install Slack on Windows ▭
- Install Slack on Android ▭
- Install Slack on iOS ▭
- How to Join a Workspace ▭
- Getting Started ▭
- How to Join a Channel ▭
- How to Update Notifications for Desktop App ▭
- How to Update Notifications for Mobile App ▭
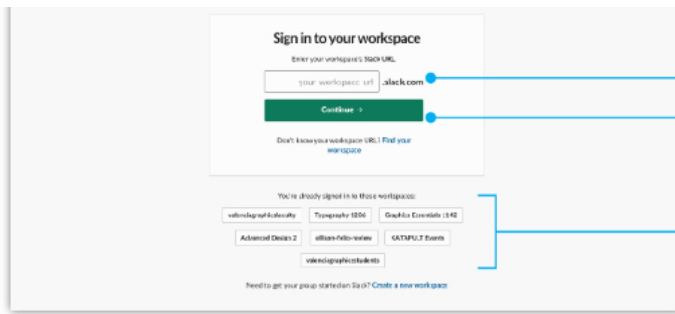
Web Platform

A good way to begin using Slack right away is to log on with their web platform. It allows for easy logins and will eliminate any issues you may face with operating systems or phones needing to be updated. You probably won't want to use the website for the whole semester though because you will miss out on the power of notifications and real time announcements. Navigate to Slack with this link. ▭ **You can also click on the link provided to you in your syllabus for this course to eliminate the need for the following steps. Trust me it is easier :)**

Sign in to your workspace

Enter your workspace's Slack URL.

your workspace url .slack.com

Continue →

Don't know your workspace URL? Find your workspace

enter the slack id given to you in your syllabus.

click this button

You're already signed in to these workspaces:

| valenciagraphicsfaculty | Typography 1206 | Graphics Essentials 1142 |
| Advanced Design 2 | ellison-folio-review | KATAPULT Events |
| valenciagraphicstudents |

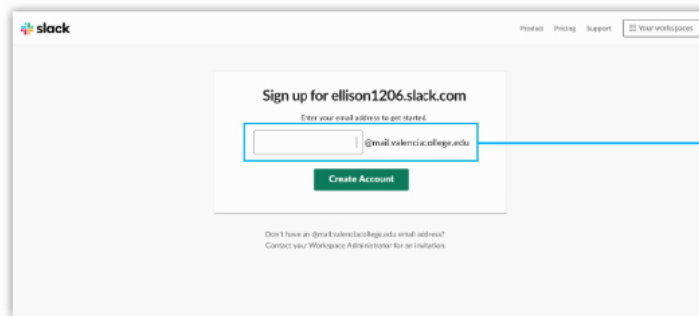Need to get your group started on Slack? Create a new workspace

workspaces you may be signed in to if you have the slack app already.

(if you already use the app on your phone & computer please join the team through the app.)

---

slack   Product Pricing Support   Your workspaces

ⓘ You need to sign in to see this page.

Sign in to Typography 1206

ellison1206.slack.com

Enter your email address and password.

you@example.com

password

Sign In

☑ Remember me

Forgot password? · Forgot which email you use?
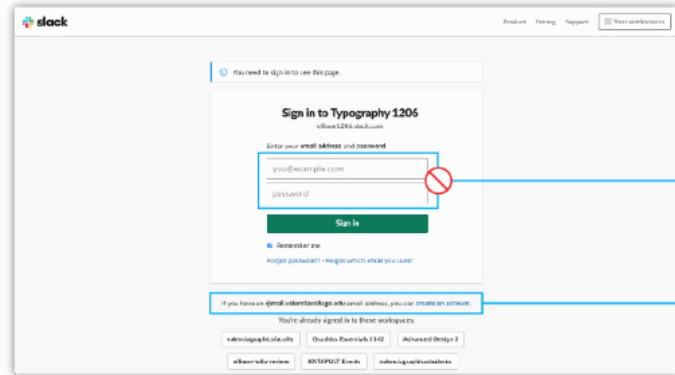
dont use this. you have never logged into this channel before so the login feature will not work!

If you have an @mail.valenciacollege.edu email address, you can create an account.

click create an account and use your valencia email only

You're already signed in to these workspaces:

| valenciagraphicsfaculty | Graphics Essentials 1142 | Advanced Design 2 |
| ellison-folio-review | KATAPULT Events | valenciagraphicstudents |

---

slack   Product Pricing Support   Your workspaces

Sign up for ellison1206.slack.com

Enter your email address to get started.

[   ] @mail.valenciacollege.edu

Create Account

Don't have an @mail.valenciacollege.edu email address?
Contact your Workspace Administrator for an invitation.

enter your atlas id here

(an email will be sent to you with a link. click it)

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Course Textbook + Supplies

WHAT YOU NEED TO PARTICIPATE IN THIS COURSE:

Foremost: the time and desire to succeed.

Throughout this course and the graphics program, you will generally experience very demanding course workloads. Students who are able to devote the time and effort required will do well. It is suggested that you allow **15 hours of study/lab time each week (in addition to class time)** to complete the coursework required. Some students may require additional time and others less.

STUDENTS MUST BE ABLE TO JOIN & PARTICIPATE IN ZOOM MEETINGS AT THE START OF & THROUGHOUT THE SEMESTER.

STUDENTS MUST DOWNLOAD THE GRAPHIC DESIGN ESSENTIALS WORKBOOK (in sections or whole) from this course and obtain DIGITAL STORAGE BEFORE THE 2ND CLASS MEETING.

HARDWARE & SOFTWARE REQUIREMENTS:

This is a computer course. This course cannot be taken using only a tablet, phone, or other alternative device.

Students taking this course will have access to use the campus Graphics Labs for technology requirements. If choosing to work from home, students must have *daily access to a computer able to run Adobe CC software, access the internet, and have a video camera and microphone.*

Students must be able to obtain, download and install Zoom, Slack and a font management program at the start of term and in-time for their first class meeting via zoom. Detailed Tech. Requirements are available later in this syllabus here.

Students will need to purchase / download and run required software

- *Adobe CC* ▭ — *Valencia's Bookstore offers License Adobe Creative Cloud-One Year Subscription for students @ ▭ $171.00)*
- *Zoom (Links to an external site.)* ▭,
- *Slack (Links to an external site.)* ▭
- Font Management Software (Fontbase (Links to an external site.) ▭ (win or mac) or FontBook (mac)

If you are unable to participate in the course for lack of any of the above requirements, please reach out to campus resources. Should you not be able to meet the requirements to participate, you might wish to drop this course for a refund before the Drop/Refund deadline. Consider re-enrolling in a semester you feel you are ready to meet these commitments
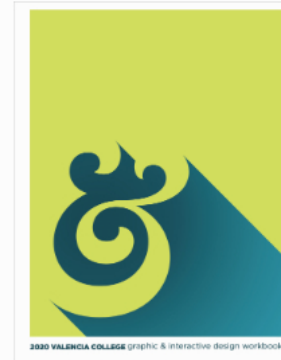
TEXTBOOK REQUIREMENTS:

Graphic Design Essentials Workbook (provided to you in PDF format throughout the Canvas Course)

Recommended Text:
Layout Essentials: 100 Design Principles for Using Grids
(Design Essentials) by Beth Tondreau, Available online (roughly $25)

Link to 2022-23 STUDENT HANDBOOK

REQUIRED SUPPLIES:

- *Adobe Creative C* ▭loud
- External storage media for storage of files
- 2 - USB or Firewire devices of 2 GB or more is recommended. You should also be utilizing cloud storage as well.
- Drawing Pencils and Pens
- Exacto knife and replacement blades.
- 3/4" - 1" wide White or black ARTIST's tape.
- Ruler - 24" metal only.

- White plastic erasers or suitable eraser.
- Pad of tracing paper, parchment or vellum
  - (19" x 24" suggested)
- Black Illustration/Mount board for presentations.
  - 2 -15" x 20" pre-cut super-black illustration boards are required.
  - No Poster Board, No Foam Core Board.
- One small can of repositionable spray mount /adhesive.

Many of the supplies are available:

- [Art Systems](#) ⤴ in Winter Park
- [Sam Flax](#) ⤴ in Orlando
- [Hobby Lobby](#) ⤴
- Blick Art Supplies online: [DickBlick.com](#) ⤴
  - We have also created a [curated list from Blick U](#) ⤴ of all the required supplies *(approx. $66 with s/h & tax, if you choose all items)*

(You may be able to find some of the supplies at local craft/hobby stores as well.)

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Deadlines, Participation & Withdrawal Deadline

DEADLINES:

When projects are due, they are due. If your projects are submitted late, there will be **a 1-point deduction for every minute passed the deadline.** No exceptions!!

It is okay if you need to resubmit an assignment. Canvas will track of each assignment submission, but if your resubmission is passed the deadline it will receive point deductions.

Digital files need to be named and organized as noted on the grading rubrics / project description sheet.

I do understand that life happens. Missed deadlines due to serious illness or another emergency will be accepted with appropriate documentation (within 1-week of the missed assignment deadline). If you are unable to participate in the course due to illness, family emergency, etc., please contact me as soon as possible to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible in order to create a plan for the best course of action.

ATTENDANCE, PARTICIPATION & WITHDRAWAL DEADLINE:

This course is a Real-Time Virtual Online course. It is expected that students come prepared to work and have all the required materials according to the schedule. **STUDENTS ARE RESPONSIBLE FOR REFERENCING AND FOLLOWING THE COURSE SCHEDULE PROVIDED**. Lectures and demonstrations given during class meetings may only be offered on a one-time basis, so it is advised to be punctual. It will be the responsibility of the student to get the necessary information from their classmates if a lecture is missed.

Participation in the course will be assessed based on your interaction online including, logging in to canvas multiple times a week, attending virtual class meetings, submitting discussion posts and responses, completing quizzes, and completing all assignments by the set deadline.

All class meetings will involve a Zoom ↪ video conference. This means that you will need to create a Zoom account and download the software ↪ onto your computer and/or mobile device. Click here to view other the technology requirements for this course.

Attendance Policy:
Students will incur a **10 point deduction from their final grade for each absence over 2.** This means if you have three recorded absences your final grade will be reduced by 10 points (a letter grade), if you accrue 4 absences your grade will be reduced by 20 points (two letter grades), and so on. 3 excessive tardies (arriving more than 10 mins late) to the zoom meetings will count towards your attendance record as 1 absence.

In case of Absences due to TECHNICAL ISSUES:

This course requires consistent / daily use of a computer, web cam, microphone, camera, access to printing, software access, internet access and more. If you are unable to participate in the course due to technical issues, please communicate with me as soon as possible in order to help you troubleshoot solutions right away. In the case of a prolonged technical issues, you should consider withdrawing from this course and attempting it when you have been able to resolve the issues.

Our class sessions may be audio/visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live.

In case of SICKNESS:

If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible in order to create a plan for the best course of action.

PRESENTATIONS & CRITIQUES:

Critiques are scheduled for the beginning of class the day a project is due. If you do not have your project ready for critique at the beginning of class start on the day it is due, it is considered late.

Each student will be expected to orally present to the class an explanation of his/her concept, goals, production techniques and any other relevant information specific to that project. You will be answering questions about your project from classmates and the instructor, as well as, participating by questioning and commenting when other students are presenting their designs.

WITHDRAWAL DEADLINE:

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the **withdrawal deadline of FRIDAY, OCT 28, 2022** will receive a grade of "W." A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W." Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F."

LATE WITHDRAW:

Please know that faculty have been advised to not withdraw students from courses. **If you wish to apply for a LATE WITHDRAW for medical reasons:**

- Students access the petition for late withdrawal form by logging in to Atlas, clicking on Students tab, then Student Forms, then Admissions and Records.
- Each of your circumstances differs and you'll need to take that into account. Please reach out to Advising with any questions regarding how this will affect you specifically.
- To reach out to our advising and counseling services, go to this link (copy and paste the link into your browser, or click on the link directly): https://valenciacollege.edu/students/advising-counseling/Links to an external site.

Also, this site has a lot of good, digestible information about the consequences of withdrawal, multiple class attempts, etc. https://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattemptscoursewithdrawal/
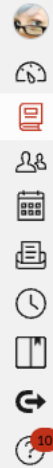
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Academic Honesty

> ⚠ **Cheating or plagiarism of any kind will not be tolerated.** Below are details, though may not be limited to this. If caught cheating students will have earn an automatic "0" for that assignment, and may be withdrawn from the class.

Creative Design:

A large amount of work in graphic design is creative. During the planning stages of an assignment, students are encouraged to interact, but be careful to not be "over inspired" by the resources they collect – all work should still be done by the student turning in that project. All work turned in under the name of each student is expected to be made by the student turning it in. You may receive assistance via feedback from your classmates, instructor, and lab personnel. Some may be able to answer questions concerning software, but they are not to do any part of your work. Utilizing design templates, copying printed/online resources is considered cheating because these ideas and solutions did not originate from you. If you are unsure, please ask.

Artificial Intelligence (AI):

Prohibition on the Use of AI for Assignments: In this course, we expect all students to complete their assignments using their own knowledge and skills. The use of artificial intelligence (AI) or any other automated technology to complete or generate assignments is strictly prohibited.
We understand that AI technologies can be useful in many contexts, but their use in completing assignments is not consistent with our expectations for academic integrity. Assignments are designed to assess your individual understanding of course material, and using AI to generate or complete assignments undermines this objective.
If we find that a student has used AI or other automated technologies to complete an assignment, the consequences may include a failing grade, academic probation, or other disciplinary action.
We encourage all students to engage fully with the course material and to seek help from the instructor or other resources if they are struggling.

If you have any questions about the use of AI in this course, please do not hesitate to contact me or the lab staff.

Plagiarism or Copyright Infringement:

Students are required to complete research and collect inspiration from various sources. However, the utilization of another designer's work is a copyright infringement and should be used for inspiration only. Utilizing another person's work as anything other than inspiration is considered cheating (refer to Student Code of Conduct – link below for more information)

Copying

Copying software, fonts, or files to/from the computer is not allowed unless assigned as part of an assignment. You may not delete or copy files other than your own; these activities will be considered cheating.

Utilizing or identifying another's work as your own, in part or full, is cheating and will result in a zero for the assignment and a possible withdraw from the course.

FOR COLLEGE-WIDE REQUIREMENTS, REFER TO [VALENCIA'S STUDENT CODE OF CONDUCT](#).

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Grading & Assignments

How will I be graded in this course?

A detailed rubric will be provided with each assignment.

TUTORIALS 1 – 4

(19% of Final Grade Collectively)

There are four tutorials that help you learn the concepts and software necessary to complete the projects assigned. Their due dates are arranged to prepare you for the projects and it is important that these are completed in a timely manner. Note: Tutorial numbers do not match Project numbers.

- T1 - Introduction to the world of graphics (4%)
- T2 - Adobe Photoshop (5%)
  Making Basic Selections, Copying, Moving Elements & Photo Retouching.
- T3 - Adobe Illustrator (5%)
  Using the Pen Tool, Fills, Strokes and Effects in Illustrator
- T4 - Adobe InDesign (5%)
  Design and Layout of a Gallery Card in Adobe InDesign

COURSE PROJECTS 1 – 3

(50% of Final Grade Collectively)

<u>Project 1 – Scanning & Photo Retouching using Adobe Photoshop</u> (10%)

You will scan a provided image of a building and use Adobe Photoshop to make corrections to the photograph. In this project you will be learning the basics of the Macintosh, basic Adobe Photoshop tools, how to scan images, and how to save files. (Later, in Project 3, you will be scanning more photographs.)

<u>Project 2 – Logo, Letterhead, Business Card and Envelope Design using Adobe Illustrator</u> (20%)

part a:
You will create two versions of a logo – one in b/w and one in color — in three sizes for your client company, using Adobe Illustrator. You will be learning the tools and menus of Adobe Illustrator, including how to draw with the pen tool, using text, and other basic functions.

part b:
Once your logo is designed and approved, using Adobe Illustrator create a letterhead, business card, and envelope for an individual in your company using that logo. Formats will be suggested which you may utilize, or you may create a format of your choice.

<u>Project 3 – Booklet Design and Layout using Adobe InDesign, Illustrator and Photoshop.</u> (20%)

You will create a creative process book of the work collected during Project 2a&b. You will carefully plan and layout the entire process of project 2 a & b—this includes the job description, research, inspiration, roughs, digital proofs, feedback, revisions and the final design solution with feedback from your critique. Though you will be using all software covered in this course in order to prepare images and create other graphics, you will lay the pages out using Adobe InDesign. You will create two finished products from this layout; one printed and bound booklet and one digital booklet. This project will not be accepted late.

CORE COMPETENCY SKILLS EVALUATION —TVCA

In addition to the built-in TVCA points throughout the course process on assignments, presentations, and participation—an additional 8% of your final grade will be based on attendance.)

This evaluation is designed to help students verify if their current abilities to Think, Value, Act & Communicate (Core Competency Skills as they pertain to this course are outlined in the Graphics Workbook) are up to par with

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GRADING SCALE:

A student's final grade in this course will be determined by scores earned on required projects, tutorials, quizzes/exams and a core competency skills (TVCA) evaluation. The following is Valencia College's grading scale and shall be applied to scores earned in this course:

A = 100 - 90
Exceptional achievement, demonstrated in work of keen understanding and optimal mastery of course competencies. Earned for exemplary work, clearly beyond the requirements.

B = 89 - 80
High achievement, demonstrated in work of consistent effort, intelligence, and mastery of course competencies.

C = 79 - 70
Satisfactory completion of course requirements and mastery of essential course competencies.

D = 69 - 60
Unsatisfactory completion of course requirements and an unacceptable grade for prerequisite or graduation requirements.

F = 59 or less
Failure to perform required work or to master required course material and competencies.

A final grade of "C" or better is required for this course in order to meet prerequisite requirements for higher-level courses, or to be used as credit towards an A.S. degree in Graphic & Interactive Design.

the graphic and interactive design industry-set standards for employment. Along with being desirable traits for employers, Core Competency skills are also emphasized as traits needed in a college-level setting in order for higher-level thinking and learning to be achieved. 10% of the student's grade in this course is based upon the instructor's observations of Core Competency skills and will be under constant observation by the instructor throughout the semester. It is the student's responsibility to clearly communicate to the instructor progress and attempts for improvement. Although students will be expected to improve their Core Competency weaknesses during the semester, failure to uphold expectations from the beginning may result in a continued grade point deduction throughout the semester. It is expected that students, upon completing their self evaluation, develop an action plan for how they plan to compensate for and remedy any personal weaknesses discovered.

Just as earning a degree does not entitle a student to a well paying job, students should also understand that simple completion of assigned tasks in this course do not entitle a student to a passing grade.

SECTION QUIZZES
(8% of Final Grade)

There will be four (4) Section Quizzes

COMPUTER PROFICIENCY FINAL
(15% of Final Grade)

The Final PROFICIENCY Exam is a timed "hands-on" exercise meant to gage your overall proficiency in using the software covered in the course. You will be given files to manipulate and/or redraw in Photoshop and Illustrator, then place together in an InDesign Layout - copying the layout provided as closely as possible. COMPLETION AND SUBMISSION OF THE FINAL EXAM IS MANDATORY.

EXTRA CREDIT
1. Extra credit opportunities may be available for specific projects/tutorials. Any points received will only be applied to that specific assignment
2. Any other extra credit opportunities are at the discretion of the instructor and will be announced when they become available.

GRADING CRITERIA
- Ability to read and follow project/assignment descriptions and requirements.
- Quality of final design solutions and presentation of assigned projects.
- Demonstration of acquired software skills, including submitting the required digital files to Canvas, or the Teacher Drop Box.
- Completion of projects on time.
- Meeting deadlines set during the evolution of the projects, including working on projects outside of class meetings.
- Creative resource gathering – hard copies of materials germane to the job at hand. Digital examples downloaded from the internet are not acceptable, unless otherwise approved.

You will receive a detailed project description for each project assigned. You will meet deadlines during the evolution of these projects. Your ability to produce this progressive work as due along the assignment, will directly affect your overall grade. In addition to the digital files, mounted work and technical skills, there are points assigned for the following elements of projects completed along the way:

Documentation of
- Research (including job at hand, business, audience, typography, colors, etc.)
- Inspiration
- Thumbnail Sketches / Conceptual Sketches
- Roughs / Layout Sketches
- Print Proofing of digital work
- Feedback and Insights gained
- Final design solutions

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College Policies and Information

INFORMATION & RESOURCES:

HEERE I / CARES Act—Student Emergency Grant Info and Updates
Counseling and Advising for Students
Faculty/Staff Student Counseling Referral 🗗

Student Self – Referral Counseling Support Form 🗗

The Self-Care Corner 🗗

Valencia Counselors Information 🗗

BayCare Free Mental Health Counseling for Students- (800) 878-5470 / email at BayCareSAP@baycare.org

INTELLECTUAL FREEDOM & VIEWPOINT DIVERSITY: *(HB 233)*

As your professor, I'm committed to giving you as many opportunities and resources to support your learning as possible. Therefore, you may find it beneficial to record class lectures to review later. Please keep in mind that you do not have your peers' permission to record them, and they have a right to privacy; your peers should not be in your recordings. You may not record class discussions, student presentations, labs, group work, and private conversations. These recordings are permitted for your own personal use; you should contact me to discuss sharing options. Note that while these recordings are useful for review, we want you to attend class for your insights and questions; these recordings are not substitutes for class participation and attendance. Should you have any concerns or questions, please feel free to contact me through Atlas email or Canvas message.

STUDENTS WITH DISABILITIES:

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. The Office for Students with Disabilities (OSD) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability. Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a Notification to Instructor form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-2229 or click here.

BAYCARE ACCESS:

Valencia College strives to ensure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

BayCare services can also be reached through Video Relay Interpreters, Telecommunications Relay Service (TRS), at (800) 878-5470 or via email at BayCareSAP@baycare.org

SUPPORT SERVICES:

DISTANCE TUTORING & TECHNOLOGY SUPPORT AT VALENCIA:

You can easily access Valencia's free distance tutoring and tech support from a computer, laptop or mobile device. Distance tutoring services are provided fully online via Zoom. Through this service, you will receive real-time assistance via a Valencia tutor. Online tutoring is offered in: mathematics, sciences, accounting & economics, computer programming, EAP and foreign languages, and writing.

Online Learning Technology Support services are also available. You can receive assistance with navigating: Canvas, OneDrive, Zoom, YouTube, and Microsoft Office (Word, Excel, & PowerPoint). Support is also provided for video editing (via iMovie and MovieMaker) and converting documents from a Mac to a PC. Tech

support is available live (on-demand) via Zoom, by appointment, or via email. You are encouraged to use the 24/7 Canvas Help located inside Canvas by clicking on the "Help" icon.

To get started using the Distance Tutoring and Learning Technology Support services, please visit www.valenciacollege.edu/tutoring. Through this site, you can view the schedule of tutors/tech support assistants, find available times, learn more about the services, and access a collection of supplemental resources that are available 24/7.

Hours of Operation:

Monday-Friday: 8 am – 10 pm
Saturday & Sunday: 9 am – 7 pm
www.valenciacollege.edu/tutoring

Distance Tutoring Link for Learning Support Student Tech Support Video

VIRTUAL PRINT SERVICES

This is a course on PRINT DESIGN, and students must be able to print in full-color up to tabloid-size (11"x 17") to complete assignments.

Each campus will have staff on campus to fulfill student printing needs virtually. You will be provided with a link for to order/submit files for print, and will be able to pick up printing at any of the three campuses you choose to send the order to.

About Virtual Printing Services

Direct link to form

COLLEGE POLICIES

No Show Policy

Class attendance is required for Face-to-Face and Real-Time Virtual classes beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a "no show." Class attendance is required for online classes; students who are not actively participating in an online class and/or do not submit the required attendance activity or assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no show". If you are withdrawn as a "no show," you will be financially responsible for the class and a final grade of "WN" will appear on your transcript for the course."

To be considered "in attendance" for online courses students must be actively engaged and submitting assignments. The first week of online classes are required to include an active learning assignment due by the end of the week. Students who do not submit/participate in the assignment are considered a 'no show' and are withdrawn from the course.

Withdrawal Policy

Per Valencia's policy, a student who withdraws from a class before the established deadline for a particular term will receive a grade of "W. A student is not permitted to withdraw after the withdrawal deadline.A faculty member will withdraw a student up to the withdrawal deadline for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W". After the withdrawal deadline, faculty will not withdraw a student and the student will receive the grade earned at the end of the course. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F." If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date.

College Student Conduct Policy

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the Student Code of Conduct.

COLLEGE LINKS

- College Catalog
- Valencia Policy Manual
- Student Handbook

- [Microsoft Office Instructions for free software](#)
- [Course Support](#): onsite, online tutoring, writing help, etc.

DISCLAIMER STATEMENT

Changes to the course calendar may be made at the discretion of the professor, and students will be notified of any changes in class and/or via the Canvas Inbox conversations tool.

Student View

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Computer Competency

COMPUTER COMPETENCY:

This is a beginner level **Apple Macintosh** course. No prior knowledge is expected of students, but knowledge of basic computer interface is helpful. Upon satisfactory completion of this course, students should have achieved a beginning mastery of the Macintosh computer, Photoshop, Illustrator, and InDesign.

To achieve this, students should utilize the campus graphics labs during open lab periods and/or work outside class in order to meet required due dates. Open lab hours will be posted at the beginning of each semester in all labs as well as on the Campus Labs Info page ⤷ of the Valencia Graphic Design webpage. As a graphics student, you have access to all Valencia College Graphics Open Labs (East, West, and Osceola campuses)

> ⚠ **A MINIMUM OF 15 HOURS OUTSIDE OF CLASS TIME PER WEEK IS A MINIMUM FOR SUCCESSFUL MASTERY OF COURSE OBJECTIVES.**

If you use a Windows platform:

It is essential to remember that moving from one platform to another is not always perfect, and it is entirely your responsibility to ensure that your files open at school. Always use PC formatted media, do not delete any files made during platform changes, always use the correct file extension and constantly back up your files (on USB & cloud-based storage).

> ⚠ If you use other computers (PC or Mac) to do your work: you are responsible for file compatibility, using the correct version of the software, and correct replacement of fonts. Corrupt files, incompatibility, or missing fonts are not considered excuses for late projects or problems with projects. Absolutely no exceptions will be made.

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Learn Canvas

Canvas 101

Students can self-enroll in this free, self-paced course. The course offers students an opportunity to learn Canvas tools through videos, tutorials, and hands-on activities.

Students can earn a series of knowledge badges by completing Canvas 101.

Canvas Account Settings

Students can review how to make choices and add information to their Canvas account settings.

Canvas Tutorials

For more Canvas help and tutorials, please see the Canvas Student Guide ⤷.

How-to Video Tutorials

Below you will find video tutorials for frequently used course tools:

- Assignments Overview ⤷
- Assignment Submissions ⤷
- Calendar ⤷
- Communication ⤷
- Discussions ⤷
- Grades ⤷

Canvas Mobile App

It is recommended that you install the Canvas app on your phone to receive notifications and alerts.

- There are Canvas Apps for Android ⤷ and Apple devices ⤷.

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Canvas Help

Getting Help with Canvas

To get assistance with Canvas issues, select the "Help" link in the global navigation menu, lower left corner of the screen. The "Help" link offers different ways to get help with Canvas, including:

1. Ask your Instructor a Question, which allows users to send a detailed message about your course content.
2. Obtain technical assistance by clicking on Chat with Canvas Support.
3. Call 407-582-5600.
4. Click on Create a Support Ticket, and type in a detailed description of the problem.
5. Explore the Canvas Guides.

See How can I get help with Canvas as a student? ⤴ for more information, as well as this video:

To view subtitles for this video, click the CC button in the toolbar and select a language.

View the transcript ⤴ of this video.

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