

JOUR 3210 Applied Design Online - Sections 802, 804, 805

Instructor: Juli James

Course Description

Applied Design will operate as a distributed design studio in a lab setting combining readings, discussion, and hands-on design and production experience. Working individually, and in design groups, students will learn software applications and design processes for strategic communications.

Objectives

- Gain an appreciation of design, type and space as the building blocks of visual communication
- Understand the usage of various industry standard computer applications
- Raise and refine your computer skills
- Develop strong project management skills through critical observation and thinking
- In addition to these technical skills, you will also develop the professional skills necessary to your survival and success in both the academic and business worlds. These skills include: Organization, Time Management, Deadline Awareness, Constructive Criticism

What We Will Learn

Today's strategic communicators operate in a technology-oriented industry and must keep up with the pace of rapidly iterating projects, technology, hardware, and software applications. In this course, we will develop the skills necessary to be successful and versatile in the media communications industry. You will practice the following skills and learn software applications as they relate to your sequence:

- Communication and project management
- Design thinking and critique
- Adobe CC: Photoshop, Illustrator, InDesign
- HTML/CSS basics

Texts

- Weinmann, E., Lourekas, P., & Chelius, C. (2015). *Illustrator CC: Visual Quick Start Guide*. San Francisco: Peachpit Press.
- Lynda.com and YouTube/Online materials will also be available via Blackboard.

Software/Resources

- Adobe CC: Illustrator, Photoshop, InDesign
- Adobe's FOSS Text Editor: Brackets
- UNT Blackboard
- Lynda.com
 - To Login via UNT: <https://it.unt.edu/lynda>
 - To Setup Lynda on your computer or mobile device: <https://it.unt.edu/lyndasetup>
- YouTube for course lecture videos

Materials

A Mac-compatible min 8GB (16GB+ recommended) USB Flash Drive

A notebook or digital recorder to take notes

Mac Lab Info

The Mayborn School of Journalism provides a computer lab with course software installed for you to complete your work. ****Note:** Using other labs on campus can create major problems for you such as incorrect or corrupted file types. Please review the Computer Lab Policies: <http://journalism.unt.edu/about-us/studios-and-labs/computer-lab-policies>

Mac Lab Location: Sycamore Hall (SYC) 226

Mac Lab Hours:

- Monday – Thursday: 9:00 am to 10:00 pm
- Friday: 1:00 pm to 6:00 pm
- Saturday: Closed
- Sunday: 1:00 pm to 8:00 pm

Expectations

For applied design, and all your classes, you should expect to work in the lab for 3-6+ hours a week. A good rule of thumb is that you should spend two to three hours studying for each credit hour you take. So, if you are taking a three-credit hour class (which is standard) then you would expect to spend about 6 to 9 hours per week studying for that class. Some exercises in this class may take less time and some may take more time depending on how familiar you are with the computer program.

Please take advantage of my office hours whenever you like, **especially if you are struggling**. Expect to struggle, it is part of the learning process. While this uncomfortable and can feel frustrating, you will work through your challenges. I am here to support you, and you will become a better designer through these experiences.

Subscription to Software

If you have your own Mac and want to work at home you can download the software from Adobe.com (<http://www.adobe.com/creativecloud/buy/students.html>). There is a student rate for the software subscription.

Note: If you choose to purchase software, there may be version discrepancies between your tech and the computer lab.

Attendance

- Log in to the class Blackboard and participate. This is a skills-based course, you must review and complete your tasks each week to learn. Maintain a regular design practice and
- ask questions when you are struggling.
- First Class Day Attendance: Journalism instructors reserve the right to drop any student who does not
- attend the first class day of the semester.
- This is a hands-on, skills based course, therefore it is important to log in, complete tasks, and submit assessments by deadline.
- If you have an extraordinary problem (visit to the emergency room, auto wreck, death in the family) that will prevent you from attending class, you must communicate with the instructor prior to class time. E-mail will generally be checked a few hours prior to class, but not after class has started. Bring a note from a doctor if you are absent due to illness. Understand that illness is not an excused absence.
- If you miss content, it is your responsibility to keep up with any changes in this syllabus and additional assignments. Take advantage of the course Blackboard to communicate with each other and ask

questions. **Get to know a classmate as the instructor is not responsible for you catching up on the lecture notes.**

- Any class work not submitted by deadline may result in a grade of 0. That will have an impact on your final grade.

Netiquette

Netiquette is a set of rules for behaving properly online, including in this online course. Discussion, chat, and e-mail spaces in this course are for class purposes only, unless otherwise stated. Remember to conduct yourself collegially and professionally. As I am sure you are aware, sometimes cyberspace makes it easy for people to forget that they are interacting with other real people. [Review this document](#) for some Netiquette rules and guidelines.

Weekly Exercises and Homework

Most the assignments will need to be submitted via the TURN IN link on the course Blackboard. Materials for each set of exercises and your homework will be uploaded to the course Blackboard. The files for your exercises are sometimes provided in a compressed .zip folder. When you complete the exercises, you should put your files into a folder and compress the folder before you turn it in. When you compress the folder, it becomes a .zip file. That is the file you should submit to me.

TURNING IN HOMEWORK

- Your homework is due by Sunday at 11:59 p.m. each week.
- All work is submitted via Blackboard. **No work will be accepted through E-mail.**
- When you turn in your homework, all your files should follow this naming convention:
FirstName_Section#_Exercise
- Replace FIRST NAME with **your first name**, SECTION# with **your section number**, and EXERCISE with the **name of the exercise for the week**. For example, a file or folder might read as: "Juli_001_Illustrator Ex 1"
- When turning in multiple, large files (for example, during our Photoshop unit), or project folders (for example, during our Web and InDesign units), you must COMPRESS (.zip) the folder to attach it to Blackboard.
- Here are links that will walk you through the steps to compress files:
 - On a Mac: <http://osxdaily.com/2012/01/10/how-to-zip-files-in-mac-os-x/>
 - On a PC: <https://support.microsoft.com/en-us/help/14200/windows-compress-uncompress-zip-files>
- If you encounter difficulties meeting a deadline on any project, you need to communicate with your instructor **at least 1 week before** the project is due.

Office Hours

My office hours are listed on the first page of the syllabus. I use Calendly to book meetings and can meet online (via Google Hangout or Skype) or in-person on Wednesdays. I am available other days and times to meet virtually, by phone, or in the office, by appointment. I'll need a minimum of 24 hours notice to respond. Generally, I will respond to email within 48 hours.

Assignments/Grades

Assignments worth between 50-100 pts each, and are outlined in the Blackboard. Discussion boards are worth 2 points each. Some weeks there are multiple tasks for upwards of 100 pts, sometimes more. Total points for the course are 1011 points.

A NOTE ON GRADES

On the first day of class everyone has '0' points. Think of this class like a DesignerRPG. In other words: Day 1: Everyone = Level 0 n00b.

Here's how to level up:

- 1) Log in to the course Blackboard each week.
- 2) Navigate missions, complete tasks.
- 3) Submit materials by deadline.
- 4) Repeat until Game Over.

****Note:** Any combination of these steps may advance your level in the game but may not result in your desired WIN state. Boss status cannot be unlocked without completing ALL STEPS REPEATEDLY.

FINAL EXAM

This class does not have an in-person final exam. Your final assignment is due via Blackboard by 11:59 p.m. on our scheduled exam day.

Grade Scale

A 90 - 100% B 80 - 89.9% C 70 - 79.9% D 60 - 69.9% F < 60%

Design Studio Schedule

	WEEK OF	TASKS
1	8/28	Getting Started
2	9/4	Color, Typography, & Layout
3	9/11	Illustrator 1 – Intro skills
4	9/18	Illustrator 2 – Pen Tools Intro
5	9/25	Illustrator 3 – Pen Tools Intermediate
6	10/2	Illustrator 4 – Additional Skills
7	10/9	Illustrator 5 – PC Logo
8	10/16	Illustrator 6 – Mickey Tag Art
9	10/23	Photoshop 1 – Intro
10	10/30	Photoshop 2 – Additional Skills
11	11/6	InDesign 1 – Intro
12	11/13	InDesign 2 – Newsletter Layout
13	11/20	THANKSGIVING
14	11/27	InDesign 3 - Pick Your Project
15	11/4	Web Design 1 - HTML
16	11/11	Web Design 2 – CSS

JOUR 3210 – Statement of Student Learning Outcomes

The following learning objectives apply to this course:

- Understand concepts and apply theories in the use and presentation of images and information.
- Think critically, creatively and independently.
- Conduct research and evaluate information by methods appropriate to the communications professions in which they work.
- Write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve.
- Critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness.
- Apply current tools and technologies appropriate for the communications professions in which they work, and to understand the digital world.

MSOJ Syllabus Statements

JOURNALISM REQUIREMENTS & GUIDELINES

JOURNALISM COURSE REGISTRATION

- Registration will begin on the dates noted in the schedule of classes each semester. The system is a live, first come/first serve program.
- By registering for this course, you are stating that you have taken the required prerequisites according to your catalog year and major/minor status. If the instructor later determines that you haven't taken and passed these requirements, then you may be dropped at any point in the semester. If you have questions about your prerequisites, please see an advisor.
- A journalism major enrolled in any restricted 3000 and 4000 level classes must have taken and passed the GSP test, all foundational courses, and Math 1680/1681. Students must earn and maintain a 2.5 UNT and/or overall GPA (depending upon catalog year) to be eligible for major-level courses.

RE-TAKING FAILED JOURNALISM CLASSES

Students will not be allowed to automatically take a failed journalism course more than two times. Once you have failed a journalism course twice, you will not be allowed to enroll in that course for one calendar year after the date you received the second failing grade. Once a student has waited one calendar year after failing a course twice, the student may submit a written appeal to the director to be approved to enroll a third time. Students will not be allowed to re-take a failed journalism course more than three times.

TEXTBOOK POLICY

The Mayborn School of Journalism doesn't require students to purchase textbooks from the University Bookstore. Many are available through other bookstores or online.

FIRST CLASS DAY ATTENDANCE

Journalism instructors reserve the right to drop any student who does not attend the first class day of the semester.

ATTENDANCE

In-person classes: One absence in the course is the limit without penalty toward your final grade, unless you have communicated with me from the beginning about an extraordinary problem. Coming to class late or leaving early may constitute an absence for that day. This is a seminar course, and it requires your attendance and participation each class meeting.

Online classes: Attendance is monitored via Blackboard interactions and by submitting assessments by the deadline. If you miss more than one deadline you may receive a 0 for that assessment. If you receive multiple 0s, you may be dropped from, or fail, the course.

FINAL EXAM

Our final materials will be submitted via Blackboard during the week of finals. There is no in-person final scheduled for this course.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) UNDERGRADUATES

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per semester. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so has the potential to affect your current and future financial aid eligibility. Please visit <http://financial.aid.unt.edu/satisfactory-academic-progress-requirements> for more information about financial aid Satisfactory Academic Progress. It may be wise for

you to schedule a meeting with your MSOJ academic advisor or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

ACADEMIC ADVISING

All first-time-in-college students at UNT are required to schedule an appointment with their Academic Advisor and receive an advising code to register for classes both fall and spring semesters of the first year in college. ALL students should meet with their Academic Advisor at least one time per long semester (Fall & Spring). It is important to update your degree plan on a regular basis to ensure that you are on track for a timely graduation.

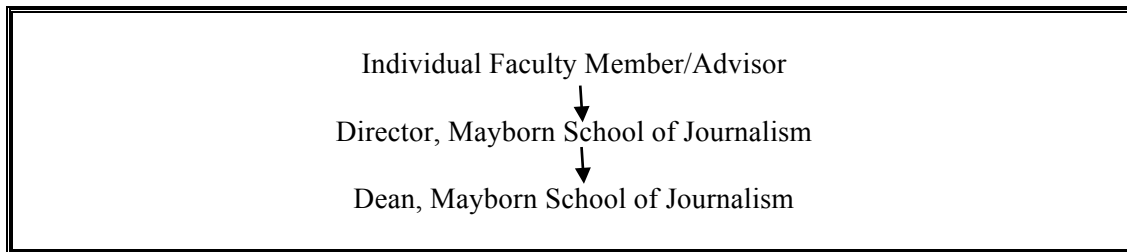
- It is imperative that students have paid for all enrolled classes. **Please check your online schedule daily through late registration to ensure you have not been dropped for non-payment of any amount.** Students unknowingly have been dropped from classes for various reasons such as financial aid, schedule change fees, parking fees, etc. MSOJ will not be able to reinstate students for any reason after late registration, regardless of situation. It is the student’s responsibility to ensure all payments have been made.

1. Fall Important Dates

Deadline	Regular Academic Session	8W1	8W2
Classes Begin.	Aug 28	Aug 28	Oct 23
Labor Day (no classes; university closed).	Sept 4	Sept 4	Sept 4
Census.	Sept 11	Sept 5	Oct 30
Beginning this date a student who wishes to drop a course must first receive written consent of the instructor.	Sept 12	Sept 6	Oct 31
Last day for student to receive automatic grade of W for nonattendance.			
Last day for change in pass/no pass status.			
Last day to drop a course or withdraw from the semester with a grade of W for courses that the student is not passing. After this date, a grade of WF may be recorded.	Oct 6	Sept 15	Nov 10
Beginning this date instructors may drop students with a grade of WF for nonattendance.	Oct 7	Sept 16	Nov 11
Last day to drop with either W or WF.			
Last day for a student to drop a course with consent of the instructor.	Nov 6	Oct 2	Nov 27
Beginning this date, a student who qualifies may request an Incomplete, with a grade of I.	Nov 13	Oct 2	Nov 27
Last day for an instructor to drop a student with a grade of WF for nonattendance.			
Last day to withdraw (drop all classes).	Nov 22	Oct 6 Nov	Dec 1 Nov
Thanksgiving Break (no classes, university closed).	Nov 23-26	23-26	23-26
Last Regular Class Meeting.	Dec 7	Oct 19	Dec 14
Reading Day (no classes).	Dec 8	N/A	Dec 8
<u>Final Exams.</u>	Dec 9-15	Oct 20	Dec 15
End of term.	Dec 15	Dec 15	Dec 15

ACADEMIC ORGANIZATIONAL STRUCTURE

Understanding the academic organizational structure and appropriate Chain of Command is important when resolving class-related or advising issues. When you need problems resolved, please follow the step outlined below:



OFFICE OF DISABILITY ACCOMMODATIONS

The University of North Texas and the Mayborn School of Journalism make reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

COURSE SAFETY STATEMENTS

Students in the Mayborn School of Journalism are urged to use proper safety procedures and guidelines. While working in laboratory sessions, students are expected and required to identify and use property safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the University of North Texas is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance for this insurance program. Brochures for this insurance are available in the UNT Health and Wellness Center on campus. Students who are injured during class activities may seek medical attention at the UNT Health and Wellness Center at rates that are reduced compared to other medical facilities. If you have an insurance plan other than Student Health Insurance at UNT, please be sure that your plan covers treatment at this facility. If you choose not to go to the UNT Health and Wellness Center, you may be transported to an emergency room at a local hospital. You are responsible for expenses incurred there.

ACADEMIC DISHONESTY

Academic dishonesty includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, the acquisition of tests or other material belonging to a faculty member, dual submission of a paper or project, resubmission of a paper or project to a different class without express permission from the instructors, or any other act designed to give a student an unfair advantage. Plagiarism includes the paraphrase or direct quotation of published or unpublished works *without* full and clear acknowledgment of the author/source. Academic dishonesty will bring about disciplinary action which may include expulsion from the university. This is explained in the UNT Student Handbook.

Academic dishonest will result in failing this course.

MSOJ ACADEMIC INTEGRITY POLICY

The codes of ethics from the Society of Professional Journalists, American Advertising Federation and Public Relations Society of America address truth and honesty. The Mayborn School of Journalism embraces these tenets and believes that academic dishonesty of any kind – including plagiarism and fabrication – is incongruent with all areas of journalism. The school's policy aligns with UNT Policy 18.1.16 and requires reporting any act of academic dishonesty to the Office for Academic Integrity for investigation. If the student has a previous confirmed offense (whether the first

offense was in the journalism school or another university department) and the student is found to have committed another offense, the department will request the additional sanction of removing the student from the Mayborn School of Journalism. The student may appeal to the Office for Academic Integrity, which ensures due process and allows the student to remain in class pending the appeal.

The Mayborn School of Journalism requires that students respect and maintain all university property. Students will be held accountable through disciplinary action for any intentional damages they cause in classrooms. (e.g., writing on tables). Disruptive behavior is not tolerated (e.g., arriving late, leaving early, sleeping, talking on the phone, texting or game playing, making inappropriate comments, ringing cellular phones/beepers, dressing inappropriately).

FINAL EXAM POLICY

Final exams will be administered at the designated times during the final week of each long semester and during the specified day of each summer term. Please check the course calendar early in the semester to avoid any schedule conflicts.

ACCESS TO INFORMATION

As you know, your access point for business and academic services at UNT occurs within the my.unt.edu site www.my.unt.edu. If you do not regularly check EagleConnect or link it to your favorite e-mail account, please so do, as this is where you learn about job and internship opportunities, MSOJ events, scholarships, and other important information. The website that explains Eagle Connect and how to forward your email: <http://eagleconnect.unt.edu/>

COURSES IN A BOX

Any MSOJ equivalent course from another university must receive prior approval from the MSOJ academic advisor to ensure that all MSOJ degree plan requirements are met. For example, courses that are taken online or from a program that offers course material via CD, booklet, or other manner of correspondence must have prior advisor approval.

IMPORTANT NOTICE FOR F-1 STUDENTS TAKING DISTANCE EDUCATION COURSES

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in multiple on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, students should contact the UNT International Advising Office (telephone 940-565-2195 or email international@unt.edu) to get clarification before the one-week deadline.

DROPPING AN ONLINE COURSE

A student needing to drop an online course should send their instructor an email with their name, student ID#, reason for dropping a course, and date you are sending the email. This *must be done prior to the UNT deadline to drop a course*.

If approved, the instructor will contact the MSOJ Undergraduate Office in GAB 102 where you may obtain a signed drop form. **It is your responsibility to turn in the completed drop slip to the UNT Registrar's office before the deadline to make sure you have been dropped from the course with a "W".** If you are taking only online courses and your instructor approves the drop, please contact the MSOJ head advisor for instructions.

EMERGENCY NOTIFICATION & PROCEDURES

UNT uses a system called Eagle Alert to quickly notify you with critical information in an event of emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at www.my.unt.edu. Some helpful emergency preparedness actions include: 1) ensuring you know the evacuation routes and severe weather shelter areas, determining how you will contact family and friends if phones are temporarily unavailable, and identifying where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, your instructor will communicate with you through Blackboard regarding assignments, exams, field trips, and other items that may be impacted by the closure.

STUDENT PERCEPTIONS OF TEACHING (SPOT)

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The short SPOT survey will be made available **Apr. 17 – May 4** to provide you with an opportunity to evaluate how this course is taught. For the fall 2016 semester you will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Please look for the email in your UNT email inbox. Simply click on the link and complete your survey. Once you complete the survey you will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at www.spot.unt.edu or email spot@unt.edu.

Acceptable Student Behavior:

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu

SEXUAL DISCRIMINATION, HARRASSMENT, & ASSAULT

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT's Dean of Students' website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_0.

Renee LeClaire McNamara is UNT's Student Advocate and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students' office at 940-565-2648. You are not alone. We are here to help.