LTEC 3220/5260 Course Syllabus

Course Title
Computer Graphics for Mediated Communication

Course Description
Application of computer graphics to the preparation and presentation of mediated materials. Includes principles of graphics communication, concepts in computer graphics, graphics input systems, graphics manipulation software, and graphics output systems.

Course Structure
The course will be offered 100% online in a full-session format using Canvas accessed through standard web browsers. Each week will be scheduled with a beginning and ending date, with multiple activities assigned and due within each week. All students will participate, collaborate, and progress together within each scheduled week. There will be NO face-to-face campus meetings. Communication will be a mixture of asynchronous discussion postings and online synchronous meetings in Zoom. These synchronous meetings will be scheduled at specific times/dates.

Prerequisites
There are no required prerequisites for this course.

Required Texts and Software
*Adobe Photoshop CC Classroom In a Book* and Adobe Photoshop CC software (same release date for book and software - more recent is best)

Communication
Name Dr. Lynne Cox
Email LynneCagle.Cox@unt.edu
Work Phone 9405654841
Office Location Discovery Park, Learning Technologies Suite (G150), Room G171
Office Hours By appointment unless notified otherwise.

Please send an appointment request to my email. Be sure you include:

1. Name,
2. Course Info (eg LTEC 5260),
3. 8-digit student ID,
4. Preferred meeting format (phone or online meeting), and
5. Preferred time of day (morning, afternoon, evening).

While I want to make myself as available as possible to each of you, I do have to place some limitations on when I can be contacted. I would prefer that most general questions go through the Q & A forum in the Discussion Board area. If you have a general question about the course or assignments, please post it there. Either I will answer it, or, one of your classmates will. This way we can all benefit from questions asked, and they can be answered in a venue that the whole class can see. You may also want to find someone in class to be a "buddy" with. This will give you at least one other person who you can email with questions.

If you have a private question, please contact me via email and I will respond within 24 hours on weekdays (usually sooner). Please do not expect a response over the weekend. Please use my phone number as a last resort - but, also, please use it if you need to!

Requirements

There will be assigned design projects that learners will be expected to complete independently. These design projects will require the students to spend time at the computer. A minimum of six to nine hours a week (in a normal semester) of outside preparation is a safe time allocation for successfully completing this course.

Participation and punctuality are professional behaviors expected. Educational or Instructional technology is not "doing computer projects" - it is much more. Hence, you need to be involved in class discussions and learning activities. Students may be dropped from the course, with notice from the instructor, due to lack of participation or non-attendance online.

Due dates for all assigned materials will be announced in advance. Changes on the assignments’ requirements or due dates may be announced at later dates, in class announcements. Therefore, reading the class announcements is required. It is the student's responsibility to keep up with these updates and to have all assignments ready on time.

Goals and Objectives

The goal of this course is to prepare students in the mechanics and design of computer-based graphic images. This course is a necessary foundation for those interested in developing multimedia, web pages, or computer presentations. The course will emphasize the importance of various file format mechanics and how those file formats influence presentation outcomes.

The content of the course will emphasize basic design techniques, use of color, fonts, artwork, etc. to enhance the intended message. The student will demonstrate mastery of the concepts by creating images and other products. While the course should not be considered a "how to do" PowerPoint or Photoshop, these applications will be the primary tools used in the course along with some others. It should be noted that the
course is not a message design course, but it is a course that will require mastery of the
design of graphic messages.

Other topics will include text design, image acquisition and manipulation, format
conversions, 3D graphics, and others as time allows.

At the end of this course, the learner will be able to:

1. Understand and apply basic graphic design principles.
2. Store, organize, and manage files in a secure server environment.
3. Understand key concepts related to creating and using computer graphics for
mediated learning/training.
4. Describe and apply a design process to computer graphics assignments for use in
mediated learning/training contexts.
5. Understand and use industry-standard graphics software to create computer
graphics for mediated learning/training.
6. Evaluate graphics assignments according to established standards.

Learning Expectations / Mastery Learning

As discussed above, this class uses a hybrid mastery learning approach. As students
take the course they are given assignments that allow them to show their mastery of the
materials being covered. In a pure mastery learning approach, we would hold off on
proceeding to the next assignment until all students had shown mastery and at worst
case, students falling behind would be held back until a later course. Since this isn’t
possible in a college course, this hybrid approach expects students to meet the goals of
each assignment and then grades are assigned based on their mastery. Students can
then decide if they wish to improve their mastery (as reflected in their grade) or continue
on to the next assignment to show their level of mastery on the next assignments
content. While the assignments build on one another, students can show less mastery
in one assignment and still show better mastery in a subsequent assignment.

Course Requirements

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Notes</th>
<th>Points Possible</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Quizzes</td>
<td>1 @10 points</td>
<td>25</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>3 @ 5 points each</td>
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<tr>
<td><strong>Module 1 Activity: Classes</strong></td>
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<tr>
<td><strong>Server Setup and Folder</strong></td>
<td>10</td>
<td>10%</td>
<td></td>
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<tr>
<td><strong>Structure</strong></td>
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</tbody>
</table>

| **Discussion Activities**     | 3 Discussions @ 5 points each | 15 | 15% |

| **Graphic Design**            |                           |    |    |
| **Activities/Projects**       |                           | 50 | 50%|
|                               | • 3 @ 10 points each      |    |    |
|                               | • final project @ 20 points|    |    |

| **Total Points Possible**     | 100                    | 100%|

| **Extra Credit**              |                        | 5 max | 5% max |
| Course Introduction @ 1 point |                        |      |        |
| New Technologies in Graphics  |                        |      |        |
| Preparation @ 3 points        |                        |      |        |
| Final Class Meeting @ 1 point  |                        |      |        |

**Grading**
General Grade Criteria

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Point/Percentage Range</th>
<th>Descriptive Criteria</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>89.5-100</td>
<td>Outstanding, excellent work. The student performs well above the minimum criteria.</td>
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<tr>
<td>B</td>
<td>79.5-89.4</td>
<td>Good, impressive work. The student performs above the minimum criteria.</td>
</tr>
<tr>
<td>C</td>
<td>69.5-79.4</td>
<td>Solid, college-level work. The student meets the criteria of the assignment.</td>
</tr>
<tr>
<td>D</td>
<td>59.5-69.4</td>
<td>Below average work. The student fails to meet the minimum criteria.</td>
</tr>
<tr>
<td>F</td>
<td>59.4 and below</td>
<td>Sub-par work. The student fails to complete the assignment.</td>
</tr>
</tbody>
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Grade-related Policies

Homework

1. Homework will result in graphic assignments uploaded for review to the course server and discussion assignments. All assignments are expected to contain the elements required. See the specifications below and the course modules for full details and requirements.
2. This course uses a hybrid-mastery learning approach (see below). Thus, students get more than one opportunity to show that they can master the materials required in assignments. Students may choose to redo assignments that do not meet 100% of the assignment requirements at the due date.
3. All assignments not turned in by the date of the final assignment/project will be assigned a grade of zero, unless the student has made prior arrangements with the instructor.
4. Students are encouraged to carefully check their graphics assignments before submitting them for review and grading.

Graphic Assignments

- Assignments are due on the date assigned.
- Assignments that are not present (no project) will be assigned a grade of 0 (zero) and cannot be redone.
- Assignments that are present with all required elements attempted, but do not meet 100% of the requirements will be assigned a grade of 50% (grade points to be rounded down).
Students may elect to correct graphics-based assignments and resubmit for a re-grade. Resubmits are available as follows:
- Assignments 1 and 2 - two times
- Assignment 3 - one time
- Assignment 4 (final project) - no redos
- All assignment redos must be resubmitted by the time of the next assignment due date, unless the student has made prior arrangements with the instructor.
- Resubmitted work, when corrected and meets the assignment requirements, will count 80% of the original points (grade points to be rounded down).
- Resubmitted graphic-based assignments are typically graded with the next due assignment, except for the final project assignment. There is no redo for the final project assignment.
- Masters students are required to present one of their completed graphic assignments (all phases of the project) during a synchronous online meeting.

Discussion Assignments

No redos are allowed on discussion assignment postings. You will have 3 options for completing the discussion assignments:

1. Write a blog entry on your personal blog (you can create a new blogspot or add to an existing blog; minimum 400 words for undergraduate students, minimum 750 words for graduate students),
2. Actively participate in the asynchronous discussion forum, or
3. Actively participate in a synchronous online meeting facilitated by your instructor.

If you select Option 1 or Option 2 to complete the discussion activity, your submission will be recorded in the Discussions area of the course. Option 1 will be due the day of the assignment due date.

For Option 2:

- Discussion Assignment Postings are due the day of the assignment due date.
- Replies to assignment postings can be made up to three days after the due date of the assignment.

Option 3 will be completed during an online synchronous meeting as scheduled by your instructor.

Quizzes

Objective quizzes are included in Modules 1 -4. Each quiz is set to open at 12:01am on the Thursday before the published deadline (Sunday at 11:59pm). Within this quiz window, you have 10 - 20 minutes to complete 10 questions (the timer begins when you first access the quiz). Be sure to complete the quiz before the expiration time or your quiz will be cut short.

Quiz questions are based on required reading. You are allowed to use references while completing each quiz but you should read the material ahead of time in order to complete the quiz within the allotted time.
Grading

In most cases, students will receive feedback on their course projects and assignments within 1 week. If feedback cannot be provided within this time frame, the instructor will notify students when they should expect to see feedback.

Grade Disputes

Students need to wait 48 hours after assignment grades are posted by the instructor to send questions or appeals. Within that time, I expect that you will review the assignment details and reflect on the quality of the work you turned in. If you would still like to meet, email me to set up a phone call to discuss. You should come to our scheduled phone call prepared with specific examples that demonstrate that you earned a higher grade than you received. If you miss your scheduled phone call, you forfeit your right to an assignment grade dispute. If you do not contact me to schedule a phone call within seven days of receiving your assignment grade, you also forfeit your right to an assignment grade dispute.

Technical Requirements

Please familiarize yourself with the technical requirements to complete this online course:

- Hardware and Software requirements for Canvas (Links to an external site.)
- Canvas Browser Check (Links to an external site.)

Technical Skills

Minimum technology skills for successful completion of this course include:

- Sending and receiving email
- Creating, sending, and receiving Microsoft Word documents
- Creating, sending, and receiving Adobe Photoshop documents
- Creating, sending, and receiving JPG, GIF, and PDF file types
- Posting to discussion boards
- Accessing and navigating Zoom: Video Conferencing if participating in synchronous online meetings/discussions
- Opening and printing (if needed) pdf files, using free Adobe Acrobat Reader (Links to an external site.)
- Navigating Canvas (Links to an external site.)

Netiquette

Netiquette, or online etiquette, refers to the way students are expected to interact with each other and with their instructors online. Please read through this Netiquette Guide for Online Courses (Links to an external site.).
Course Policies

Incomplete Grade Information

The department complies with university policy regarding the assignment of an Incomplete Grade in any course. Please see http://essc.unt.edu/registrar/academic-record-incomplete.html for information. Per UNT policy, a grade of Incomplete can only be awarded during the last quarter of a class to a student who is 1) passing the course and 2) has a justifiable and documented reason, beyond the control of the student, for not completing the course work on schedule. Notification and submission of documentation must be provided to the instructor at the time of the emergency.

University Policies

Academic Integrity Standards and Consequences

According to UNT Policy 06.003, Student Academic Integrity (Links to an external site.), academic dishonesty occurs when students engage in behaviors including, but not limited to: cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

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 (Links to an external site.). The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc.

The Dean of Students Office (opens in a new window) (Links to an external site.) enforces the Code of Student Conduct (Links to an external site.). The Code explains what conduct is prohibited, the process the DOS uses to review reports of alleged misconduct by students, and the sanctions that can be assigned. When students may have violated the Code they meet with a representative from the Dean of Students Office to discuss the alleged misconduct in an educational process.

ADA Accommodation

UNT makes 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 a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students 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. For additional information see the ODA website. You may also contact them by phone at 940.565.4323.

**Important Notice for F-1 Students Taking Distance Education Courses**

**Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please visit the Electronic Code of Federal Regulations website. The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

**University of North Texas Compliance**

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 an 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 Student and Scholar Services Office. ISSS 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, s/he should contact the UNT International Student and Scholar Services
Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking and/or sexual assault, there are campus resources available to provide support and assistance. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Visit Title IX Student Information (Links to an external site.) for more resources.

Undocumented Students

Please see UNT'S Resources for DACA Students (Links to an external site.) web page for more information.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert (Links to an external site.) to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.