Course Information

• LTEC 3220 – Computer Graphics in Education and Training (3 credit hours)
• LTEC 5260 – Computer Graphics for Mediated Communications (3 credit hours)
• There will be no face-to-face campus meetings. Communication will consist primarily of asynchronous discussions. Some online synchronous meetings may be scheduled as needed.

Course Instructor

Dr. Regina Kaplan-Rakowski is Lecturer of Learning Technologies and the Director of the Master of Science Program at the University of North Texas. Dr. Kaplan-Rakowski’s research investigates immersive learning environments (virtual reality, augmented reality, virtual worlds), computer-assisted language learning, mobile learning, 3D visualizations of learning content, multimedia learning, emerging technologies, and second language acquisition.

Communication

Email: Regina.KaplanRakowski@unt.edu

Office Location: Discovery Park, G159

Course Pre-requisites, Co-requisites, and/or Other Restrictions

No pre-requisites.

Materials – Text, Readings, and Supplemental Readings

Required:
• Adobe Photoshop CC Software

Recommended:
• The Non-Designer’s Design Book (4th edition) Robin Williams

Other readings will be provided in the modules or you will be given the information that you need to search for the article using library skills.
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.

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.

Format

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

Goals/Course 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 learners 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.

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:
  - Assignment 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 graphics 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 2 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 planned).

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.

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 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.

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.

Assessment/Grading

The class lectures will cover the assigned reading materials. Selected topics and assigned
projects will also be discussed in class. 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. Students
need to wait 48 hours after grades are posted by the instructor to send questions or appeals.

Grades will be determined as follows:

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<thead>
<tr>
<th>Grading</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
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<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>Below 59</td>
<td>F</td>
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</tbody>
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The assignment of a grade of Incomplete will only be made for the reasons specified by
university regulations. Running out of time or not getting things done is not one of the specified
reasons.

Late Work Information

All course-related assignments are expected to be submitted on time. Any assignments not
turned in by the stated deadline may be assigned a grade of zero unless the student has made
prior arrangements with the instructor. If there are any questions concerning a late policy,
please contact your instructor.

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 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.

Turnitin Notice

Students may be required to submit written assignments for this class to Turnitin, a web-based
plagiarism detection service. If your instructor requires you to use this service, please remove
your title page and other personal information prior to submitting your assignment to Turnitin.
Correspondence
The instructor can be contacted through emails sent to the email address listed on the Contacting the Instructor page. All students should activate and regularly check their EagleConnect (e-mail) account. EagleConnect is used for official communication from the University to students. If you do not use Eagle Connect as your primary email, please send the instructor a message from your preferred email account. Otherwise, all emailed announcements, grade postings, and returned assignments will be sent to your UNT account. Many important announcements for the University and College are sent to students via EagleConnect. For information about EagleConnect, including how to activate an account and how to have your email forwarded to another e-mail address, visit http://eagleconnect.unt.edu/.

Academic Ethics
You are expected to create and print out your own assignments without outside assistance. All work is expected to be your own. Cheating and disciplinary action for cheating is defined by the UNT Policy Manual Code of Student Conduct and Discipline.

Cheating is an act of academic dishonesty. It is defined and is to be handled as follows: Plagiarism and cheating refer to the use of unauthorized books, notes, or otherwise securing help in a test; copying tests, assignments, reports, or term papers; representing the work of another as one’s own; collaborating, without authority, with another student during an examination or in preparing academic work; or otherwise practicing scholastic dishonesty. Although there are other possibilities, you should expect the penalty assigned for such infractions will include a failing grade in the course and a recommendation that you be denied a degree. It is your responsibility to clearly identify all elements in your work that are not original works of authorship as defined by the United States Copyright act. You are expected to strictly obey the provisions of all laws of the United States and the State of Texas in the completion of all course activities, taking particular notice of the provisions of the United States Copyright Act (Title 17 United States Code). This law provides that you may legally use, with certain limitations, certain copyrighted materials in the context of research and scholarship. Do not confuse your ability to legally copy materials under the fair use provisions of the Copyright Act with the ability to claim that such a copy is an original work of authorship.

Being a Successful Online Student
• What Makes a Successful Online Student?
  (http://www.ion.uiuillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp)
• Self-Evaluation for Potential Online Students
  (http://www.ion.uiuillinois.edu/resources/tutorials/pedagogy/selfEval.asp)

Student Support
The University of North Texas provides student technical support in the use of Blackboard and supported resources. The student help desk may be reached at:
Email: helpdesk@unt.edu
Phone: 940.565-2324
In Person: Sage Hall, Room 130
Online: http://www.unt.edu/helpdesk/

Regular hours are maintained to provide support to students. Please refer to the website (http://www.unt.edu/helpdesk/hours.htm) for updated hours.

This course depends on technology for its delivery. UNT is committed to providing a reliable online course system to all users. When a UNT system is unavailable or down, students should immediately communicate with the instructor and contact the UNT Student Help Desk to report the issue. If the technology failure is local to the student and impacts his/her ability to submit an assignment or complete a quiz on time, the student should contact the instructor during the outage as soon as convenient using e-mail (if available on another device), text message (if available), or phone to request an opportunity to make up the work. Instructors will use their judgment on how best to resolve any technology issues in the course.

Additional Resources
- UNT Portal: http://my.unt.edu
- UNT Library Information for Off-Campus Users: http://www.library.unt.edu/services
  - UNT Computing and Information Technology Center: http://citc.unt.edu/services-solutions/students
- Computer Labs:
  General access computer lab information (including locations and hours of operation) can be located at: http://www.gacl.unt.edu/

Copyright Notice
Some or all of the materials on this course Web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. Additional copyright information may be located at: http://copyright.unt.edu/content/unt-copyright-policies.

UNT POLICIES
Student Conduct and Discipline
You are encouraged to become familiar with the University Student Code of Conduct maintained by the Dean of Students in the Office of Student Affairs: https://deanofstudents.unt.edu/conduct.

ADA Policy
The University of North Texas 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 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.

Add/Drop Policy
The department adheres to the add/drop schedule established and published by the UNT Office of the Registrar. See the registration calendar for information (http://essc.unt.edu/registrar/index.html).

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 go to the Electronic Code of Federal Regulations website at http://www.ecfr.gov.

The specific portion concerning distance education courses is located at "Title 8 CFR 214.2 Paragraph (f) (6) (i) (G)" and can be found buried within this document: http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?TITLE=8&PART=214&SECTION=2&TYPE=TEXT

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 Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.