

DIGITAL ART II

COURSE INFO

TR 2:00 - 3:15 PM
Communications Studio, FPAC
Reinhardt University
3 Credits

All assignments and resources are available on Canvas.

INSTRUCTOR

Ashley S. Calicchia, M.F.A.
Title: Professor/Mx
ASC@reinhardt.edu
Office: Fincher 0032

Office Hours

Tuesday
11:00 AM - 12:30 PM
3:15 - 6:00 PM

Thursday
11:00 AM - 12:30 PM
3:15 - 3:30 PM

**Please schedule an appointment. I meet with students in my office and the communication lab in FPAC during office hours, so I may not be easily located.*

COMMUNICATION

I can be reached through Canvas and by email. I only check my email and messages once a day (M-F) during traditional business hours.

Notifications regarding class cancellations and other important updates will be shared through the 'Announcements' section on Canvas.

COURSE OBJECTIVES

The primary objective of this class is to develop a foundational understanding of Adobe InDesign's interface, tools, and basic techniques. This course aims to equip students with the essential skills needed to navigate the software confidently, layout documents, and create basic print and digital publications. By the end of the course, students should be able to design and produce professional-looking documents, understand fundamental page layout principles, and establish a solid groundwork for further exploration in the field of print and digital publishing. Additionally, the course may foster creativity, critical thinking, and problem-solving skills while introducing students to the broader world of graphic design and visual communication.

INSTRUCTIONAL METHODS

This class operates as a studio course where students are expected to produce artwork in order to achieve the designated course outcomes. While a substantial portion of the coursework will be carried out during scheduled class hours, it is important to note that certain deadlines might necessitate additional work outside of the classroom setting.

PARTICIPATION

Active participation is a fundamental expectation in this class. You are encouraged to contribute your viewpoints during classroom discussions and engage actively in critique sessions. During studio sessions, it is essential to arrive prepared, which entails bringing the required tools and supplies, adhering to assignment deadlines, engaging earnestly with your projects, seeking clarification through questions, and fostering collaborative interactions with your fellow students.

ATTENDANCE & ABSENCES *(including excused and unexcused)*

Attendance will be documented solely for administrative purposes and will not directly influence your assignment grades or overall class average.

I will cover each topic only once. In the event that a student arrives late or is absent during discussions about a project, workshop, etc., it becomes the student's responsibility to refer to Canvas or obtain notes from a fellow classmate.

For instances where a student is absent on an assignment's due date, the student must submit the project via email or Canvas by 11:59 PM on that day. This is essential for the submission to be considered on-time.

COURSE POLICIES

LATE WORK POLICY

Assignments turned in on time will receive a 5% bonus. Late work submitted within 48 hours of the due date will not incur penalties but will not be eligible for the bonus. For late work submitted after the 48-hour grace period, a deduction of 10% per day late will apply. Late submissions will not be accepted beyond 10 days past the assignment due date.

Examples:

On-time: $95/100 + 5\% = 100\%$ (A)
 1-2 Days Late: $95/100 = 95\%$ (A)
 3 Days Late: $95/100 - 10\% = 85\%$ (B)
 4 Days Late: $95/100 - 20\% = 75\%$ (C)

Students are entitled to a waiver of the late penalty for ONE assignment of their choosing, with no questions asked.

EXTENUATING CIRCUMSTANCES

Sometimes, circumstances beyond your control can impact your ability to submit work on time or attend class. If you encounter an extenuating circumstance, it's essential to inform me within 48 hours. Suitable accommodations will then be provided to you. Please note that the circumstance must be supported by appropriate evidence, such as a doctor's note.

The following situations are regarded as extenuating circumstances:

- Bereavement
- Illness or Injury
- Court Attendance
- Anything severe, exceptional, and/or unforeseen and unavoidable in nature

The following situations are NOT considered extenuating circumstances:

- General Pressure of Academics
- Computer/WiFi/Tech Problems
- Athletics: Games/Travel/Practice
- Extra-Curricular Activities*
- Personal/Family Vacations
- Work Schedule

*Accommodations will be provided for athletes; however, students must notify me at least one week in advance.

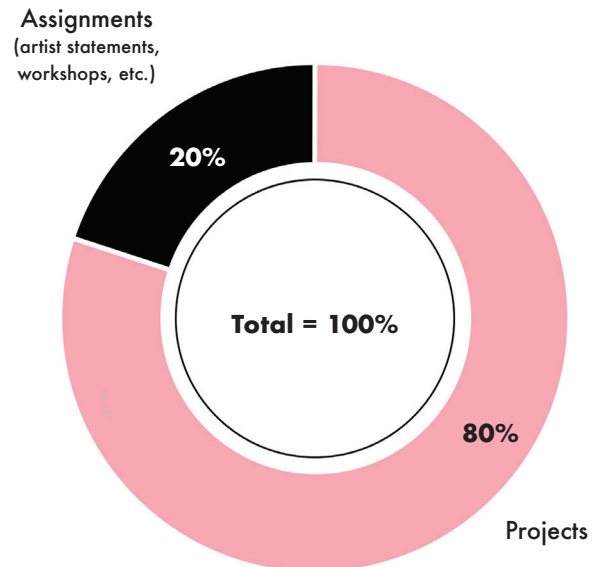
PLAGIARISM POLICY

This course values academic integrity and the development of your original thoughts and ideas. While you are welcome to use resources, including ChatGPT, as tools for learning and research, it's crucial to uphold the principles of honesty and authenticity in your work. Plagiarism, or presenting someone else's work, ideas, or words as your own, is a serious offense and goes against Reinhardt University's Honor Code.

COMPLETE GRADING BREAKDOWN

SEMESTER GRADING

Your semester grading breaks down as follows:



DEFINITION OF GRADES

A: Exceptional mastery of InDesign tools and techniques, showcasing creative prowess in digital art creation.

B: Strong grasp of InDesign fundamentals with creative application, displaying skillful use of techniques and thoughtful composition in digital art.

C: Adequate understanding of InDesign basics, demonstrating effort but lacking consistency in executing digital art projects or displaying originality.

D: Limited application of InDesign principles, noticeable inconsistencies, and lack of attention to detail in digital art projects.

F: Minimal understanding of InDesign's digital art concepts, displaying significant deficiencies in execution and composition of digital artworks.

Extra Credit: Extra credit opportunities are occasionally offered at the instructor's discretion. Extra credit involves completing supplementary tasks and is not intended to replace any mandatory assignments.

COURSE SCHEDULE

WEEK ONE

Tuesday, January 9 - First Day of Class

Thursday, January 11 - No Class (Assignment: Review Project One on Canvas)

WEEK TWO

Tuesday, January 16 - InDesign & Project One Tutorial

Thursday, January 18 - Project One

WEEK THREE

Tuesday, January 23 - Project One

Thursday, January 25 - Project One

WEEK FOUR

Tuesday, January 30 - Project One

Thursday, February 1 - Project One

WEEK FIVE

Tuesday, February 6 - Project One Due

Thursday, February 8 - Open Studio (No Class) + Project One Artist Statement Due (on Canvas)

WEEK SIX

Tuesday, February 13 - Project Two

Thursday, February 15 - Project Two

WEEK SEVEN

Tuesday, February 20 - Project Two

Thursday, February 22 - Project Two

WEEK EIGHT

Tuesday, February 27 - Project Two Due

Thursday, February 29 - Project Three Artist Statement Due (on Canvas)

WEEK NINE

SPRING BREAK

WEEK TEN

Tuesday, March 12 - Project Three

Thursday, March 14 - Project Three

WEEK ELEVEN

Tuesday, March 19 - Project Three

Thursday, March 21 - Project Three

WEEK TWELVE

Tuesday, March 26 - Project Three Due

WEEK TWELVE (continued)

Thursday, March 28 - Project Three Artist Statement Due (on Canvas)

WEEK THIRTEEN

Tuesday, April 2 - Project Four

Thursday, April 4 - Spring Day (No Class)

WEEK FOURTEEN

Tuesday, April 9 - Project Four

Thursday, April 11 - Project Four

WEEK FIFTEEN

Tuesday, April 16 - Project Four

Thursday, April 18 - Project Four

WEEK SIXTEEN

Tuesday, April 23 - Last Day of Class + Project Four Due

FINAL EXAMS

Wednesday, May 1 - Artist Statement Due (on Canvas)

Daily Studio Class: Attending classes will facilitate your progress by providing instruction and feedback. Regularly checking Canvas for updates will help you stay on schedule and informed about any class changes.

SUPPLIES

Adobe Creative Cloud (CC) will be accessible to all students in the Communications Studio of FPAC. Students are welcome to use the Macs available in the studio both during class and when the studio is unoccupied. Students may purchase Adobe InDesign for their personal laptops or computers, but it is not required for this class.

Textbook: There is no required text for this class.

Supplemental resources will be provided on Canvas.

UNIVERSITY POLICIES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Faculty may only communicate with students through Reinhardt University email. Emails from other domains (yahoo.com, gmail.com, etc.) will not be read or receive replies due to the Family Educational Rights and Privacy Act (FERPA).

ACADEMIC DISHONESTY

Cases of academic dishonesty are viewed as a serious violation of the Honor Code. Examples of academic dishonesty include, but are not limited to:

- Cheating on quizzes or exams, including sharing answers with students in other sections of the course.
- Including information in written assignments without proper citations.
- Copying homework assignments.

Any incidents of any type of academic dishonesty will result FIRST in a student receiving a ZERO for the assignment. Further incidents will result in a student receiving an F for the course.

Official RU Statement regarding Academic Integrity

"All students are expected to adhere to the highest standards of academic integrity, and to abide by the Reinhardt Honor Code. Also, all students are expected to be familiar with the Reinhardt policy on academic dishonesty stated in the University Catalogue and in the Student Handbook. Plagiarism (Using ideas and phrases of others without crediting them, therefore, claiming those ideas and phrases as your own) will not be tolerated in this course or on this campus. To avoid such academic dishonesty, you must use a citation (footnote or in text) for all ideas drawn from your reading and research, including research in encyclopedias and online, even when you have restated those ideas in your own words."

STUDENT RESOURCES

Academic Support Services

"The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you

have a documented disability requiring an accommodation, please contact the Academic Support Office (ASO).

Reinhardt University is committed to providing reasonable accommodations for all persons with disabilities. Therefore, if you are seeking classroom accommodations under the Americans with Disabilities Act, you are required to register with the Academic Support Office (ASO). ASO is located in the basement of Lawson Building. Phone is (770)720-5567. To receive academic accommodations for this class, please obtain the proper ASO letters/forms."

Center for Student Success (CSS)

The Center for Student Success (CSS) is located in Hill Freeman Library Room 313. CSS offers free peer and faculty tutoring to support Biology courses, Math, Spanish, and writing across the university curriculum, as well as other subjects with peer tutors for a variety of subjects depending on current peer tutor staffing such as Chemistry, Accounting, French, and more.

This service is free of charge to Reinhardt students. Appointments are preferred and are the best way to connect to the CSS, but there are walk-in hours that vary and are posted each semester. Students may request a tutoring appointment or request an update of current programming, please complete a tutoring request for specific tutors or a general inquiry at <https://www.reinhardt.edu/academic-resources/center-for-student-success/>, or email css@reinhardt.edu. Students receive an email from the CSS/Pharos that is their record of their meeting with a CSS tutor.

Faculty may refer students for tutoring or other academic success workshops through Pharos 360. From the Pharos screen, instructors would type in the student name/ID number in the search bar, select Student Updates from under the student photo icon, and then select CSS referral.

There is also the availability of online tutoring through brainfuse, through the specific to Reinhardt link https://www.brainfuse.com/highed/helpNow.asp?a_id=68F429E2&ss=&r=

Brainfuse is an online platform where students can receive specific subject area tutoring or access other study supports. Please contact css@reinhardt.edu or schedule a general request appointment in the CSS for more information on how to register for and use Brainfuse.

Academic Calendar

Please review the Academic Calendar for the last date to drop the course or other registration issues at: <https://www.reinhardt.edu/student-life/student-services-resources/registrar/academic-calendar/>

Counseling Services

If you are experiencing difficulty of any type, please understand that the Reinhardt University faculty care about you as an individual. You may speak with any of us at any time. In addition, if you are having personal, familial, or educational, difficulties and would like to speak with a trained counselor, students may schedule a counseling appointment. <https://www.reinhardt.edu/student-life/student-services-resources/counseling-services/>

Assistance with SON Technology

Reinhardt University (RU) provides technical assistance through the "Help Desk". Laptops must have wireless connectivity and those older than 2 years are unacceptable. In addition, it is the student's responsibility to contact tech support for resources used to gain assistance.

Reinhardt University Student Handbook

Accessible on-line at <https://www.reinhardt.edu/student-life/student-services-resources/student-handbook/> (Links to an external site.)

Campus Nurse within the Student Health Center

studenthealthcenter@reinhardt.edu
770-720-5542

Public Safety

Non-Emergency Phone: 770.720.5789
Emergency Phone: 770.720.5911
publicsafety@reinhardt.edu

Dean of Students – Dr. May

deanofstudents@reinhardt.edu
770-720-5540

Office of the Vice President for Academic Affairs – Dr. John Miles

VPAA@reinhardt.edu or
John.Miles@reinhardt.edu