

Course: DAT-H101 **CRN:** 1568
Instructor: Greg Mursko **Phone:** 203-596-8615
Email: gmursko@nv.edu 203-596-2101
Class Meeting: Tuesday . . . 5:30 – 8:25 pm . . . L303 (Waterbury Campus)
Office Hours: Available by appointment, via email.

Course Description: This course is an introduction and overview of the digital arts. The basic elements, components and skills required for digital art development and production will be defined and explored. Topics include; applications of digital arts, presentation software, visual design principles, digital media design, Web design, configuring a multimedia system, emerging technologies, multimedia components, and interactive multimedia development.

Number of Credits: 3

Prerequisites: *CSA*H105 or equivalent experience.*

Required Textbook: None – Library/Digital Research

Required Materials: USB drive (8 Gigabyte or larger recommended.)

Learning Outcomes: At the end of the course the student will be able to...

1. -Identify key terminology and concepts relevant to digital arts and its related fields.
-Demonstrate competence in the independent creation of digital media products using current and relevant software and equipment.
2. -Use acquired skills and techniques to identify, evaluate, navigate and access appropriate digital media resources.
-Plan, create and modify digital media elements to address the need(s) of the intended audience.
3. -Use skills and knowledge acquired through navigating current digital media to plan, create and modify digital media in order to identify and solve problems, enhance decision-making and produce completed original products both in groups and independently.
4. -Evaluate and identify the economic, legal, ethical and social issues surrounding the access and use of media. This includes copyright, royalties, sampling and other issues relating to intellectual property.
5. -Apply appropriate concepts and terminology to address ethical dilemmas and propose possible resolutions as it pertains to the use of publicly obtained media.
6. -Utilize appropriate and current methods of citing the use of creative commons, fair use, or other copyright free material. Reevaluate and defend standards regarding fair use based on legal research.
7. -Analyze ethical dilemmas and their possible resolutions as it relates to copyright, royalties, sampling and other issues relating to intellectual property.
-Recognize the differing points of view inherent in intellectual property debates.
-Design innovative and collaborative solutions to restrictions imposed by copyright law.

Instructional Methodology: The course will balance lectures with hands-on demonstrations, learner-centered application assignments, and a comprehensive final project.

Evaluation & Grading: For the purpose of computing numerical credit point averages, grades are evaluated as follows for each semester hour of credit. Grades on exams, papers, and quizzes, will be based on this grading system.

Numeric Grade	Acceptable Letter Grade Range to be used by the Instructor	Description
90-100	A- to A	Excellent
80-89	B-, B, B+	Above Average
70-79	C-, C, C+	Average
60-69	D-, D, D+	Below Average
Below 60	F	Failing

30% (75 pts) Class Participation/Quizzes
 40% (100 pts) Hands-On Assignments/Homework
 10% (25 pts) Midterm Project
 20% (50 pts) Final Project

Late Assignment Policy: All assignments are due at the start of class on the date listed unless otherwise stated. Anything handed in late will be accepted, but will lose points based on how late it is.

Make-up Policy: It is the responsibility of the learner to submit all missed work during scheduled office hours or by arranging a mutual suitable meeting with the instructor. Select pertinent information from the missed class will be accessible through the class site on Blackboard.

Important! In the Digital Arts Program a majority of learning is done in the classroom. Since all classes in this program meet once a week, one absence is equivalent to missing two classes worth of information. One absence, while not encouraged, may not affect your learning experience or grade significantly; two or more will make it difficult to successfully complete the class. After a second absence, please set up a time with me to discuss options for the class. After three absences or more, in order to avoid receiving a failing grade, it is best to withdraw from the class.

Digital Arts Lab Policies:

1. On the average, students should expect to work 3-4 hours per week, outside class meetings, on assignments for this course. The Digital Arts Technology (DAT) Lab facilities are available during Lab Hours. Please consult the Lab schedule.
2. Absolutely no food or beverages are allowed at the computers in the DAT Labs.
3. Students will not download and install software (of any kind), and will not alter computer configurations in any way, unless specifically given permission by the instructor.
4. Students will not mishandle Lab equipment and furniture.
5. No equipment or materials are to be taken from the DAT Labs without explicit permission from Professor Leite.

Any person not in full compliance with the policies stated above will lose the privilege of using the facilities of the DAT Labs.

Course Outline/Readings:

DATE	Discussion/Activity	Assignment	Assignment Due	Points
1/29/2019	Cover Syllabus, General Overview	Developing Copy – Web Content		
2/5/2019	Using the Internet - Fair Use Materials	Gathering & Crediting Assets	Rough Draft	5
2/12/2019	Adobe Photoshop - Bitmap Graphic Creation	Making Original Art – Lower 3rd	Web Content (with Assets)	10
2/19/2019	Adobe Photoshop - Image Editing	Image Editing – Self Portrait	Lower 3rd	10
2/26/2019	Adobe Illustrator - Vector Graphics	Business Card, Header, & Icon	Self Portrait	10
3/5/2019	Adobe InDesign - Page Layout/Text	Prototyping a Website (Mock-up)	Logo Design (Business Card, Header, & Icon)	10
3/12/2019	NO CLASS	Spring Break		
3/19/2019	Midterm Presentation		Midterm - Mock-up for Personal Website	25
3/26/2019	Creating Animations	Adobe Flash - Animation		
4/2/2019	Adobe Premiere - Video Production	Pre-Production – (Promo Video – Part I)	5 -10 second Animation	10
4/9/2019	Adobe After Effects - Adding Special Effects	Title Effect		
4/16/2019	Adobe Audition - Incorporating Sound	Sound Editing	Special Effect	10
4/23/2019	Adobe Premiere - Video Editing	Video Editing – (Promo Video – Part II)	Soundbyte	10
4/30/2019	Adobe Dreamweaver - Designing for Web	Template for Personal Portfolio Website	30 – 60 second Promo Video	15
5/7/2019	Putting it all Together	Final Project	Website Template	10
5/14/2019	Final Project Presentation		Final Project/Reflection	50

Incomplete grade: An Incomplete may be assigned at the instructor’s discretion when a student requests it. It is a temporary grade that is assigned when extenuating circumstances lead to missing coursework or an inability to complete all assignments; it may not be used for excessive absences and the majority of the coursework should have been completed before the request is made. The student must agree to complete the requirements in the timeframe specified by the instructor. The faculty member who assigns an Incomplete must file a system report form. If the “I” is not changed to a legitimate letter grade by the end of the following semester, the “I” automatically converts to an “F.”

Withdrawal Policy: The last day for Student-Initiated withdrawal is **Monday, April 22, 2019**.

Withdrawing from a course can affect students' academic progress as well as their financial aid. If a student is considering withdrawing, they should first talk to their instructors about their current progress and explore alternatives. If students are on financial aid, talk to that office to understand any consequences. If students decide to withdraw, they must submit a written withdrawal request to the Office of the Registrar by the appropriate deadline. NOTE: Students are responsible for completing appropriate withdrawal paperwork; instructors do not withdraw students from their classes. For more information, see this link on the website: <https://www.nv.edu/Admissions-and-Aid/Paying-for-College/Financial-Aid/Withdrawing-from-a-class>

Blackboard Learn: This course makes extensive/moderate/limited use of Blackboard Learn, the digital teaching and learning platform for Connecticut Community Colleges. A copy of this syllabus, class handouts, and assignments will be posted in Blackboard. Students will need access to the Internet; please feel free to use our open computer labs, our library, and the ACE.

While mobile devices provide convenient access to check in and read information about your courses, they should not be used to perform work such as taking tests, quizzes, completing assignments or submitting substantive discussion posts. If you have any problem using Blackboard Learn Mobile, you should contact Distance Learning at **203-575-8182**dl@nv.edu.

During off-hours please visit our *Connecticut Community Colleges Online Help Desk* <https://cscu.edusupportcenter.com> and search "Blackboard Mobile Learn" or call **860-723-0221** available 24/7/365. If these resources are not available, please resort to using your desktop/laptop computer for all course viewing and activity. Students and Faculty can access Blackboard Learn through our myCommNet portal <http://my.commnet.edu> or through our Blackboard Learn App by referring to the help article entitled "Can I use Blackboard on my Smartphone or Tablet?" https://cscu.edusupportcenter.com/sims/helpcenter/common/layout/SelfhelpArticleView.seam?inst_name=cscu&article_id=1912-1463992, or directly at <https://ctccs.blackboard.com>.

Tutoring Resources: The Academic Center for Excellence (ACE), provides tutoring in math, sciences, English and writing, and numerous other subjects. Students can learn about the full range of tutoring and other student success services by going by the ACE in E500 Ekstrom Hall, visiting its webpage at <http://www.nv.edu/Student-Life/ACE-Tutoring>, or by calling (203) 596-8717. The ACE is located on both campuses, Danbury and Waterbury.

Waterbury Hours:

Monday & Tuesday	8 am – 8 pm
Wednesday & Thursday	8 am – 7 pm
Friday	8 am – 4 pm
Saturday	10 am – 3 pm
Sunday	12 pm – 4 pm

Danbury Campus Hours:

The Danbury campus ACE/multipurpose Room is located in D201. The Multipurpose room is open during normal operating hours. Tutoring schedules are arranged as the schedule is finalized each semester.

Library Resources: On the Waterbury Campus, The Max R. Traurig Library is located on the 4th and 5th floors of the L building. The library has books, journals, databases, research guides, DVDs and CDs to support the college curriculum, as well as copies of all the textbooks used at NVCC. Textbooks and ESL readers are available in the Multipurpose Room at the Danbury Campus. The online journal databases,

ebooks, and streaming videos can be accessed via the library website at www.nv.edu/library or through the Library tab in MyCommNet.

Waterbury Campus Hours:

Monday - Thursday	8 am – 8:00 pm
Friday	8 am – 4:30 pm
Saturday & Sunday	10 am – 2:00 pm

Library Circulation Desk: (203) 575-8024

Reference Desk: (203) 575-8224

Text Us! (203) 951-8189

Email: library@nv.edu

Danbury Campus Hours:

For the Danbury Campus, librarians work with faculty to schedule in-class instruction. Textbooks are available at the Multipurpose Room, D-201.

Dean of Academic Affairs: Dr. Lisa Dresdner
Kinney Hall – 719
ldresdner@nv.edu
203-575-8004

NVCC Absences and Attendance Guidelines:

- The Faculty expects that each student will exercise personal responsibility regarding class attendance.
- All students are expected to attend every class session of each course for which they are registered.
- Students are responsible for all that transpires in class whether or not they are in attendance, even if absences are the result of late registration or add/drop activity at the beginning of a term as permitted by college policy.
- The Faculty defines excessive absence or lateness as more than the equivalent of one week of class meetings during the semester. Distance Learning courses will use criteria established by the Instructor.
- When presence counts towards class participation, excessive absence or lateness may, at the discretion of the instructor, lower a student's course grade.
- Instructors will maintain attendance records.

Class Cancellations: With the potential for faculty emergencies or inclement weather, class cancellations or delays are a possibility. If a class is cancelled or delayed, instructors may plan for a qualified substitute instructor or plan make-up assignments for any class time missed. Faculty can plan for make-up assignments through a variety of ways including, but not limited to, the use of reading days, extended class time, or online/additional class assignments. **Cancellation or delay of classes due to inclement weather is made only by the President of the College. To promptly learn of these cancellations or delays, please sign-up for MyCommNetAlert for immediate notifications.**

Students with Special Needs-ADA: Students who may require academic adjustments on the basis of a disability are encouraged to contact the Counselor for Students with Disabilities. Contact Terry Latella in K519C or call 203-575-8608 in Waterbury and 203-437-9699 in Danbury) at the beginning of each semester.

After providing documentation and completing the disability disclosure process, students are then encouraged to meet with their instructor(s) within the first two weeks of the semester to discuss any adjustments approved by the appropriate disabilities contact and to complete the Adjustments Agreement form. Adjustments are not retroactive. Instructors, in conjunction with appropriate college personnel, will provide assistance and/or adjustments only to those students who have completed the disability disclosure and academic adjustments process.

Academic Misconduct Statement: At NVCC we expect the highest standards of academic honesty. Academic misconduct is prohibited in accordance with the Board of Trustees' student discipline policy 5.2.1 Policy on Student Conduct, Section 3, Paragraph 2. This policy prohibits cheating on examinations, unauthorized collaboration on assignments, unauthorized access to examinations or course materials, plagiarism, and other proscribed activities. Academic misconduct extends to any student who aids in another's student's cheating. Plagiarism is defined as the use of another's idea(s) or phrase(s) and representing that/those idea(s) as your own, either intentionally or unintentionally.

The first offense of academic misconduct may result in a grade of "F" or "0" for the assignment and/or failure in the course at the discretion of the instructor. (Please see the Student Handbook on the College website link for more information:

<https://nv.edu/portals/0/documents/student-services/student-handbook.pdf>.) Any subsequent instances of academic misconduct will require the student to meet with the Dean of Academic Affairs. The Dean, in collaboration with the instructor, will determine the consequence for the subsequent instances of academic misconduct.

A student may not obtain a transcript notation of "W" in a course if there exists substantial reason to believe the student has engaged in academic misconduct in the course. A transcript notation of "W" will only be permitted for such students when the final resolution results in finding the student did not commit academic misconduct in the course.

Official Student Email: NVCC students are given an official student email address, which is the primary way to receive any communications from the college. It is students' responsibility to check this e-mail for all communications from their instructors and the college. Emails will no longer be sent to personal email accounts; however, students can easily forward their college e-mail to their personal e-mail. Visit nv.edu/email for details on setting up an account or for help, call or visit IT: 203-575-8092 or nv.edu/IT. NVCC gives free access to web applications of Microsoft Word, Excel, PowerPoint and OneNote.

Student & Faculty Communication and Processes: Good communication between students and their instructors can make a big difference in academic experiences. If a student has a question or problem with the course or an assignment, they should always try to talk to their instructor first.

It is the College's policy to provide a mechanism and process whereby a student may formally appeal faculty decisions. When a student uses the appeals procedure, all parties should endeavor to resolve the dispute amicably at the earliest possible stage.

A student has the right to appeal any decision of a full-time or adjunct faculty member, staff member, program director, clinical coordinator or employee of the college. An academic appeal is defined as an allegation by a student that an employee of the college has violated federal or state laws and regulations, college or department policies, accreditation standards or the faculty member's own stated policy relating to the student's assignment of grades or other academic evaluation. Academic Appeal Forms are available on page 36 in the Student Handbook at:

<https://nv.edu/portals/0/documents/student-services/student-handbook.pdf>

Student Handbook: Please see the Student Handbook on the College website (found under Student Resources) for more information on these and other policies and procedures such as Code of Conduct Violations, cell phone use in class, Children on Campus, Smoking Policy, and more.

<https://nv.edu/portals/0/documents/studentservices/studenthandbook.pdf>

NVCC Smoke-Free Campus Policy: Section 19a-342 of the General Statutes of Connecticut prohibits smoking in any building or portion of a building owned or leased by the state. Smoking is also prohibited in any vehicles owned or leased by the state or any political subdivision thereof (this policy does not apply to personal vehicles). ***Smoking shall also be prohibited in all outdoor areas of Naugatuck Valley Community College campus property, including but not limited to parking lots, paths, fields, and sports/recreational areas.*** See page 43 of the Student Handbook.

Continuing Notice of Nondiscrimination: Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record.

The following individual has been designated to handle nondiscrimination policies regarding disability policies: Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8235. The following individual has been designated to handle nondiscrimination policies regarding sex discrimination as well as other forms of prohibited discrimination: Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043.
