

**San José State University**  
**Department of Design**  
**DSGD 083, Digital Applications: Basics**  
**Section 4**  
**Fall, 2018**

**Course and Contact Information**

Instructor:	Joe Miller
Office Location:	Art 327
Email:	joe.miller@sjsu.edu
Office Hours:	Tuesday 11:00am–12:00pm in Art Building 212
Class Days/Time:	MoWe 8:00AM - 10:50AM
Classroom:	Art Building 203

**Course Format**

**Technology Intensive**

This course requires in-class laptop use, wireless printing to class printers, Adobe Creative Cloud (Illustrator, Photoshop, and InDesign at minimum), and font software. Complete and reliable data backup is essential. Wireless mouse strongly recommended. Out-of-class printing purchases may also be required.

**Faculty Web Page and MYSJSU Messaging**

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on [Canvas Learning Management System course login website](http://sjsu.instructure.com) at <http://sjsu.instructure.com>. You are responsible for regularly checking with the Canvas messaging system and through your [MySJSU](http://my.sjsu.edu) (<http://my.sjsu.edu>) email to learn of any updates.

**Course Description**

The fundamental use of features and functions inherent within graphic software applications for graphic design.

**Course Learning Outcomes (CLO)**

Through experimentation, careful analysis, and evaluation, begin to establish a basis for visual problem solving utilizing the following interrelated aspects in the field of design.

Upon successful completion of this course, students will be able to:

1. CLO 1 — Identify the design elements and techniques of visual compositions
2. CLO 2 — Use interrelated design principles to work with design elements
3. CLO 3 — Understand the use of color and other basics in digital applications
4. CLO 4 — Have a working knowledge of Adobe Illustrator
5. CLO 5 — Have a working knowledge of Adobe Photoshop
6. CLO 6 — Have a working knowledge of Adobe InDesign

## Recommended Texts/Readings

*Visual Grammar*, Christian Leborg, 2006–2013, Princeton Architectural Press  
ISBN: 1568985819

*Graphic Design Manual*, Armin Hofmann, 1965–2001  
ISBN: 3721200063, 0442234694

## Course Requirements and Assignments

There will be approximately one project each week addressing CLO 1–6. Projects will be turned in in paper and/or PDF form. Assignments turned in late will be graded lower by one full grade per class meeting. Progress must be shown on ‘work in class’ days during projects. See below for participation effect on grading.

The [University Policy S16-9](#), Course Syllabi requires the following language to be included in the syllabus:

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally three hours per unit per week) for instruction, preparation/studying, or course related activities, including but not limited to internships, labs, and clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.

## Grading Information

**The project and course performance will be evaluated according to the following components** Each project that is “complete” and “on time” according to criteria given by the instructor will receive an “A” grade. Projects that are “incomplete” and/or “late” will be given lesser grades corresponding to the proportion of work presented and penalty for lateness. Semester grades will be assigned according to the University policy—A through F. An incomplete will be granted to students with documented extenuating circumstances e.g. debilitating illness, family emergency. Bases for the grading are clarity and relevance to CLO 1–6, with the attention to detail in assignment parameters, presentation, etc., expected in all university courses.

## Participation Effect on Grading

Active engagement in the course material is required throughout the semester: a project, exercise, or evidence of progress on one of these will be recorded at each class session. Students missing only one of these participation requirements will be rewarded by the addition of one-quarter point to their semester score. Missing three will cause the deduction of one quarter point; missing four, a deduction of one half point; missing six, of one point; and missing eight or more will result in a failure grade. Project scores are averaged and this participation score figured in. Due to the addition or subtraction of participation scores, project scores are not the only basis for semester grades. Written official documentation (such as a doctor’s appointment or court summons) must be provided for ‘excused’ absence consideration.

## Grading Scale

**A-, A, A+ = Excellence (3.7–4.0)**

Student consistently delivers creative and high quality work and demonstrates the ability to explore alternative options as well as the ability to make intelligent and informed decisions. Student is able to refine final solutions to peer and instructor feedback. Student shows the ability to communicate ideas clearly and completely, both visually and in writing. Well-crafted and informed arguments support all decisions. All projects are complete and on time. Student demonstrates a strong, engaged effort. Student maintains at all times a positive attitude and commitment towards the profession, classmates, the instructor and their own development. Student participates in all regularly scheduled classes. Overall, student meets and exceeds the requirements of the course.

**B-, B, B+ = Very good work (2.7–3.6)**

Student demonstrates an above average effort in all areas. Work is complete and demonstrates no technical problem areas. Student shows the ability to communicate strong rationale for decisions and demonstrates improvement in all areas of professional development as a designer. Student maintains a positive attitude and involvement in all coursework and class activities.

**C-, C, C+ = Adequate, average work (1.7–2.6)**

Student produces the minimum work required at an average quality level and provides basic explanations for decisions. Student demonstrates a basic understanding of the principles presented in class and may have some technical problem areas. Student demonstrates average participation in all regularly scheduled classes.

**D-, D, D+ = Poor work and lack of effort (0.7–1.6)**

Student produces the minimum work required at below average quality and demonstrates little understanding of the principles presented in the course.

**F = Failure to meet the course requirements (0.0–0.6)**

Student demonstrates a lack of understanding of the basic principles discussed in class and is unable to convey coherent ideas and technical ability as required. Student has little or no involvement in class discussions, repeatedly misses deadlines or activities, and demonstrates little commitment to learning and their own development. Student shows little participation and/or is consistently late for class.

**Important Notes about Grading**

It is very important to complete all projects because:

- 1) Each develops an understanding necessary for successful completion of projects.
- 2) Missing one or more of these projects will lower your course grade substantially.

**Deadlines**

No extensions will be given except in cases of documented emergencies, such as serious illness. If such a circumstance should arise, please contact the instructor as early as possible and be ready to provide documentation.

**Late Assignments**

It is essential that you keep up with the course work and submit all assignments in a timely manner. Assignments will lose a full letter grade for each class day late. Graded assignments more than 3 class days late will not be accepted. In such cases, a grade of zero credit will be entered.

**Extra Credit**

Out of general fairness to all students, there will be no individual opportunities for extra credit projects given in this class.

**Project grades will be weighted according to the following percentages:**

Each project will be equal in percentage to meet a total of 100%
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## Classroom Protocol

We are involved in a mutually beneficial communal learning experience, one that requires full attention and respectful behavior toward all members of the class. In order to maximize the learning experience, students are required to observe the following:

- Students must take every step necessary to minimize distractions during class.
- Students are expected to arrive on time and to remain in class until the class is over, or excused. If you have a prior engagement that requires you leave before the end of class, please inform the instructor before class and take care not to disturb other students when you leave.
- Critiques begin 15 minutes after official class start time; **no work is to be added to the wall or other critique area after a critique begins.**
- It is your responsibility to inform yourself of any content, announcements, or requirements that you miss due to late arrivals. Do not interrupt class to ask about these. Remain after class if you have questions.
- Electronic devices not directly pertaining to your participation in this class must be turned off and put away before class starts. This means you may not place or receive calls, messages, play games, check e-mail, surf the web, visit social media, etc.
- Laptops are to be used for course related purposes only when in class.
- Please do not eat during class.
- Socializing and making unnecessary noise, including clicking on devices, during lectures, critiques, or when other students are presenting material, is counterproductive and inconsiderate.
- Do not use tabletops as a cutting surface—use approved portable cutting surfaces only.

## University Policies

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs' [Syllabus Information web page](http://www.sjsu.edu/gup/syllabusinfo/) at <http://www.sjsu.edu/gup/syllabusinfo/>

## Academic Integrity

Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The [University Academic Integrity Policy F15-7](#) requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. Visit the [Student Conduct and Ethical Development](#) website for more information.

## Final Exam Venue and Time:

A “final project” will be presented at our assigned final exam time  
Art Building 203, Monday, December 17, 8:00am–9:30am (adjusted from 7:15am)