Title: Digital Imaging
Credit Hours: 3, Contact hours: 45
Professor: Rachel Guthrie, M.Ed.

Catalog Number: CNMS 120-01
Office Hours: https://rguthrie.youcanbook.me/
Email: rguthrie@smccme.edu

Course Description: This course will provide a hands-on introduction into the field of computer graphics and digital imaging. Students will become proficient with Adobe Photoshop CC 2018, the leading desktop imaging software used in the new media industry today. Through the use of step-by-step tutorials, individual classroom instruction and selected tasks and critiques, students will be exposed to all facets of this powerful software. The open lab structure ensures that all students will have access to workstations for practice and assignments.

Course Objectives: Upon successful completion of this course, the student will:
1. Understand and utilize the software interface
2. Learn multiple ways to work with selections
3. Employ layers in advanced levels
4. Create masks and utilize channel properties
5. Enhance and alter digital photographs
6. Utilize text and typographic design for projects
7. Understand and use vector tools
8. Prepare files for the web
9. Work with 3D images
10. Produce and print consistent color

Student Evaluation and Grading: Grading Scale (as stated in college handbook)

93-100 Points: A	90-92 Points: A-	
87-89 Points: B+	83-86 Points: B	80-82 Points: B-
77-79 Points: C+	73-76 Points: C	70-72 Points: C-
67-69 Points: D+	60-66 Points: D	0-59 Points: F

Grading Criteria: Each assignment has a corresponding rubric. A sample rubric is displayed on Blackboard. 20% of each assignment accounts for in class work, 80% to the homework. Midterm and Final grades will be based on a scale of 100 points and account for 25% of the final grade. A passing grade of C or better in all CNMS core classes is required for graduation with a degree from the Communications & New Media Department.

HONORS OPTION If you choose to pursue the Honor's recognition on your transcript, you will also be responsible for taking and passing the ACA, the Adobe Certified Associate exam. Please let me know prior to the end of Drop/Add if you intend to pursue the Honors Option.

There is more work and a written component attached to this requirement and cannot be satisfied at the last minute. You should purchase the exam from this bookstore in order to receive the student discount of $77.82 for two tries.
http://www.certiport.com/_Portal/desktopdefault.aspx?_tabid=673&roleid=101

Text, Tools, and/or Supplies Adobe Photoshop CC 2018 Classroom in a Book
ISBN-13: 978-0134852485
• A USB portable drive for back-up (minimum 2 Gigs)
• Occasionally some art supplies are needed for homework, plan on $25

Attendance Policy Attendance is required. Missing class means missing lectures and demonstrations that cannot be repeated.

End-of-Course Evaluation Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 p.m. following the last day of the class. You will receive an e-mail to your student e-mail account when course evaluations are available.

ADA Syllabus Statement Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207) 741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

The Learning Commons: The library, tutoring and writing centers, and open study space are located on the second floor of South Portland's Campus Center and in the Midcoast's LL Bean Learning Commons and Health Science Center. Here you can find free academic support through individual and online tutoring, information literacy/research librarians, and professional academic strategy/planning mentoring. There are many desktop and laptop computers as well as printers, reserve textbooks, and other academic tools available for use within the Learning Commons. Services are offered by appointment or as drop-in assistance. To access services, visit My Learning in My Maine Guide. Students consistently report that the Learning Commons is an inviting and friendly place to seek academic support or study. Those who make use of the Learning Commons regularly have been shown to be more likely to succeed—take advantage of this exceptional resource for this, or any of your classes.

SMCC Pay-for-Print Policy Each semester students receive a $20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, Tutoring Services, Campus Center Lounge and technology labs). Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account. Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special

account set up. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an e-mail to helpdesk@smccme.edu.

Refunds Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

Add-Drop Policy Students who drop a course during the one-week "add/drop" period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

Withdrawal Policy A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the Fall and Spring semesters and the second through ninth week of twelve-week Summer courses. This period is pro-rated for shorter-length courses, usually 75 percent of course meeting times; please check with the Registration Office. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Registration Office. This process must be completed either in person or by using SMCC e-mail accounts.

Plagiarism Statement If an instructor suspects that a student has knowingly committed a violation defined in the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct, the instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor may assign a failing grade for the assignment or course and may require the student to complete additional work for the course. The instructor may consult with the department chair and/or the College's chief academic officer prior to making such decisions. If a student seeks to challenge an instructor's determination, the student should submit a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus. An instructor may also refer the matter to the College's disciplinary officer for review under the procedures of the MCCS Student Code of Conduct