



South Portland, Maine 04106

Communications & New Media Studies

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**Title:** Introduction to Digital Illustration

**Catalog Number:** CNMS 180-D1

**Credit Hours:** 3 **Total Contact Hours:** 45

**Lecture (or Lab):** Lecture **Instructor:** Kate Sibole, MFA

**Office Hours:** Please email me directly for a meeting time during the summer semester

**Contact Information:** ksibole@smccme.edu

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### Course Syllabus

#### Course Description

Students will learn all about vector graphics and how to use the latest version of Adobe Illustrator. Examples and complete exercises will demonstrate Illustrator's most important features such as drawing, creating logos and graphics, creating special effects and manipulating type. Graphics can then be used for export to other Adobe Applications. Prerequisite(s): CNMS-111 Corequisite(s): None

#### COURSE OBJECTIVES

**After successfully completing the course, the student will be able to:**

- Upon successful completion of this course, students will be able to:
- Organize and present a body of introductory level work for critical evaluation by peers.
- Gain a knowledge of color theory and printing practices involving vector graphics.
- Understand and practice the software interface, tools and general operation.
- Engage in active conversation about one's own work as well as others.
- Identify effective strategies needed to solve vector design problems.

## CONTACT

**Professor :** Kate Q. Sibole, MFA

**Email :** [ksibole@smccme.edu](mailto:ksibole@smccme.edu) (best way to reach me)

**Office Location :** Hildreth Media Center #228

**Office Hours :** Please email me directly for a meeting time during the summer semester

**Phone / Text :** 207-619-2339

*I do my absolute best to respond to emails within 24 hours Monday-Friday; 6am-3pm. If you contact me on the weekend or during a holiday, please understand that I am not able to respond to you right away. The course content is available 24/7, so please plan to look over your assignments sooner rather than later and let me know if you have any questions prior to the weekend.*

*Email is the absolute best way to reach me. You can also start a Google Video Chat or IM me if you see that I am available thru our school gmail accounts. If you need to book time with me for a face to face meeting, phone meeting or other scheduled access then please use the You Can Book Me link above.*

## TEXT & MATERIALS

### Required

- External drive
- Sketchbook
- Adobe Illustrator CC Classroom in a Book (2018 release) 1st Edition by Brian Wood  
ISBN-13: 978-0134852492

## Honors Recognition

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 can not be satisfied at the last minute. You should purchase the exam from this bookstore.

## EVALUATION & GRADING

- Design Projects 45%
- Tutorial/Lesson Completion 15%
- MT Project Portfolio 15%
- Final Project Portfolio 15%
- Discussion Board & Participation 10%

Student's work will be evaluated on their knowledge and practice of the online resources, reading, quizzes and design projects; contribution to class discussion and the quality of production skills (this includes technical and aesthetic concerns.) In addition, grading and evaluation will include attention to deadlines and requirements specific to the assignments.

Spelling and grammar count throughout all the components of this course: quizzes, exams, projects, discussion board postings.

### **Grading Scale (as stated in college handbook)**

93-100 : A

90-92 : A-

87-89 : B+

83-86 : B

80-82 : B-

77-79 : C+

73-76 : C

70-72 : C-

67-69 : D+

60-66 : D

0-59 : F

### **HABITS OF WORK**

This is a 100 level college course and will require a significant amount of time, work, and effort outside of the classroom each week. Classes are designed around 180 hours of committed time. Broken down, that is 45 hours of classroom/online classroom contact-including but not limited to: lectures, demonstrations, tutorials, critiques, screenings and an additional 2-3 hours per credit each week on work and study that happens outside of class time. For this 3 credit class, that equates to 6-9 hours of additional work outside of class.

#### ***Example:***

*3 credit class*

*3 hrs per week / 16 weeks =45 hours of class time (A credit hour is 50 minutes)*

*6-9 hours homework / 16 weeks = 96-144 hours*

*140-189 total hours.*

Consider this as you are developing your class schedule alongside your other obligations. Being a full time college student IS a full time job. The quality of your work will reflect the amount of time you put into it.

Here is a great resource that can help you with your time management:

**<http://www.studygs.net/timman.htm>**

## **SUMMER 2018 OUTLINE / UNIT DEADLINES**

Prep Unit (May 29-June 4)

- Class introductions
- Blackboard overview
- Contact professor with any questions
- Purchase text & Access software

Unit 1: June 5-9, 2018

- File management & Organization
- Lesson 1: Getting to Know the Work Area
- Unit 1 Discussion
- Design Project 1 Assigned

Unit 2: June 10-14, 2018

- Lesson 2: Techniques for Selecting Artwork
- Unit 2 Discussion: Elements & Principles of Design

Unit 3: June 15-19, 2018

- Lesson 3: Using Shapes to Create Artwork for a Postcard
- Design Focus: Composition and Emphasis of Focal Point
- Unit 3 Discussion
- Project 1 Due
- Design Project 2 Assigned

Unit 4: June 20-24, 2018

- Lesson 4: Transforming Artwork
- Design Focus: Line quality
- Discussion: Project 1 Peer feedback due

Unit 5: June 25-29, 2018

- Lesson 5: Creating an Illustration with the Drawing Tools
- Design Focus: Size and Scale
- Project 2 Due
- Design Project 3 Assigned
- Unit 5 Discussion

Unit 6: June 30-July 4, 2018

- Lesson 6: Using Color & Pattern to Enhance Signage
- Design Focus: Color (spot vs process)
- Discussion: Project 2 Peer feedback due

Unit 7: July 5-9, 2018

- Lesson 7: Adding Type to a Poster
- Design Focus: Typography Aesthetics
- Project 3 Due
- Unit 7 Discussion

Exam Unit: July 1-14, 2018

- MT PORTFOLIO PRESENTATION: July 14, 2018
- Discussion: Project 3 Peer feedback due
- Design Project 4 Assigned

Unit 8: July 15-19, 2018

- Lesson 8: Organizing Your Artwork with Layers
- Design Focus: Contemporary Design Trends
- Unit 8 Discussion

Unit 9: July 20-24, 2018

- Lesson 9: Blending Colors & Shapes
- Design Focus: Depth & Space
- Design Project 4 Due
- Design Project 5 Assigned
- Unit 9 Discussion

Unit 10: July 25-29, 2018

- Lesson 10: Gradients, Blends, & Patterns
- Design Focus: Concept Design & Illustration
- Discussion: Project 4 Peer feedback due

Unit 11: July 30-Aug 4, 2018

- Lesson 11: Using Brushes to Create a Poster
- Design Focus: Form and Message/History of Poster Design during War time
- Project 5 Due
- Project 6 Assigned

Unit 12: August 5-9, 2018

- Lesson 12: Special Effects & Graphic Styles
- Design Focus: Cartoon College Screening
- Discussion: Project 5 Peer feedback due
- Project 6 Assigned

Unit 13: August 10-14, 2018

- Lesson 13: Product & Package Design
- Design Focus: Working with Templates
- Unit 13 Discussion
- Exam Unit: Aug 1-15

FINAL PORTFOLIO PRESENTATION: Aug 1- 15, 2018

- Final Portfolio & Written Summaries
- Discussion: Project 6 Peer feedback due

### **ATTENDANCE & MISSED/LATE WORK POLICY**

You are required, as stated in the college handbook, to attend all classes. In the case of online classes you are required to log in to the course prior to the end of the drop/add week.

**\*Online Attendance:** If you do not log in for at least 3 consecutive weeks, an AF grade will be assigned. If you do not submit work for 3 consecutive weeks and do not otherwise communicate with or respond to communication with your professor an AF grade will be assigned. Your "Last Date of Attendance" will be recorded as your last successful submission date. It is important that you actively attend the course by logging in to SMCC BlackBoard site at least once a week. (Although to complete this course successfully you will need to access the site more often.)

A portion of your grade is determined by your online attendance and active participation. Work submitted late will be graded on a reduced point value scale; after 2 weeks work will not be accepted. Merely logging into the course on a weekly basis but not completing or submitting required work does not count as having successfully attended an online class. All reasonable efforts to communicate with the student will be made by the professor to insure all students are aware of deadlines.

**\*Classroom attendance:** If you do not attend class for 3 consecutive weeks and/or are repetitively and significantly late to class and/or not submitting work as required and/or repetitively and significantly late with your work submission, an AF grade will be assigned. Your "Last Date of Attendance" will be recorded as your last successful submission date (project, discussion, quiz) or attendance date.

A portion of your grade is determined by your attendance and active participation. Work submitted late will be graded on a reduced point value scale; after 2 weeks work will not be accepted. Merely showing up to course on a weekly basis but not completing or submitting required work or participating in the course discussion and critiques does not count as having successfully attended class. All reasonable efforts to communicate with the student will be made by the professor to insure all students are aware of deadlines in addition to the twice weekly reminders posted as a BB announcement.

## **MIDTERM GRADE REPORT**

At weeks 10, student progress will be assessed on the basis of attendance, submitted work and participation. If you are assessed at an "unsatisfactory" level, you and your department chair will receive a letter regarding your progress. You will be required to meet with your professor and also, possibly, your department chair.

## **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](mailto: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