Course Syllabus

NTM 2533 Fall15 Schedule.docx (https://weber.instructure.com/courses/371155/files/61101887/download?wrap=1)

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Image Editing Solutions

Fall 2015 Syllabus

Instructor: Dr. Laura MacLeod
Office Hours: TU/TH 1:30 – 3:30, Wed 9:30 - 11:30
Office Location: EH 379   Office Phone: 801−626−6822

In this course you will learn the fundamentals of Adobe Photoshop. You will be introduced to **Photoshop CC** (Creative Cloud) primarily as an image editing program for bitmapped images. More specifically, upon completion of this course you should be able to:

1.   Navigate in Photoshop and Adobe Bridge efficiently and use various view modes.

2.   Use the basic tools (i.e., crop, selection, eraser, move, hand, zoom, paint brush, gradient, and touchup tools)

3.   Work with the various Photoshop panels (i.e., layers, info, color, swatches, adjustments, brushes, character, paragraph, history, masks, and clone source panels).

4.   Transform images (i.e., rotating, scaling, skewing, reflecting, and distorting).

5.   Type text, format text using settings from the Character and Paragraph Panes, and create special text effects.

6.   Organize your artwork on layers. You will add, delete, rearrange, and link layers. You will also create special layers such as text, fill layers, adjustment layers, and layer masks.

7.   Improve the tonal range, brightness, and contrast of images using Levels and Curves.

8.   Correct color problems of images such as color casts with Color Balance, Hue/Saturation, and Curves.

9.   Manipulate color in images with Photoshop's many color tools such as Hue/Saturation, Selective Color, Color Balance, Match Color, and Photo Filter.

10.   Perform nondestructive image adjustments with adjustment layers and smart objects/filters.

11.   Sharpen images with Smart Sharpen and Unsharp Mask and remove noise using the Reduce Noise filter.

12.   Retouch photos with the Red Eye Tool, Patch Tool, Healing Brush, Clone Stamp Tool, Content-Aware Fill, Dodge/Burn Tools, Blur/Sharpen Tools, Smudge Tool, and Sponge Tool.

13.   Construct cast shadows and point of contact shadows to make composite images look more realistic.

14.   Create composite images that require using advanced layering techniques such as layer masks, blend modes, and advanced blending methods.

Required Materials

Supplies:

You will be provided an account on the NTM Server for backing up your work. However, you will need to purchase storage media (i.e., jump drive or portable hard drive) for saving assignments so that you can work outside the classroom.

Software:

Adobe Photoshop CC is available on some of the computers in the NTM Lab, which is located in Elizabeth Hall, Room 311. The lab hours for the semester will be posted on the NTM website at **http://www.weber.edu/ntm**   **(http://www.weber.edu/ntm)** .

Adobe offers various subscription plans for purchasing either a single application such as Adobe Photoshop CC or the entire Creative Cloud Suite. See the following website for more information on the Adobe's subscription plans. **http://www.adobe.com/products/indesign/buying-guide.html**   **(http://www.adobe.com/products /indesign/buying-guide.html)**

Textbooks:

Purchase the following textbook: *Adobe Photoshop CC The Missing Manual* **2nd Edition (covering 2014 release) by Lesa Snider.** The printed version of the

book should be available at the WSU Bookstore.

Lesson Files:

You will need the textbook and a copy of the images used in the textbook examples and exercises. Your instructor will copy the exercise files to your NTM server account along with additional images for concepts not covered in the textbook. Each student's exercise files have been personalized to help ensure that students are not sharing homework. You should be sure to use the files from your NTM server account only to get full credit on lesson exercises.

Grading:

Your final grade will be based on the total points you earn on homework assignments, in-class work and textbook exercises, projects, and a production exam. The weight distribution for these assignments is shown below:

Three Required Homework Assignments ...…………………………...……………………… 20%
Textbook Exercises 20%

Projects
     Project 1 .... 20%
     Project 2 .... 15%

Two Production Tests 25%

Homework Assignments:

Three assignments will be mandatory for all students to complete:
Chapter 3 Layers Assignment,   Chapter 4 Selections Assignment, and Chapter 10 Retouch Workflow Assignment

You will have 1-2 weeks to complete each of these assignments. Videos have been recorded by your instructor to help demonstrate homework concepts. We will work through part of the homework assignments during class, but you will be responsible for finishing the assignment outside of class.

Chapter Exercises:

Most people learn by doing so we will spend much of the time during class working with a variety of images. Many of the exercises covered in class will be from the textbook, although your instructor will also present additional material beyond the textbook during some class periods.

Your grade for the chapter exercises will be based on points that you earn on exercises from the three groups listed below. You can choose which exercises that you want to submit for a grade.

Group 1: Complete 2-3 exercises relating to layers, selections, resizing and transforming images that will add to 30 points. These chapter exercises relate to chapters 1-6 of the *Photoshop CC Missing Manual* textbook.

Group 2: Complete 2-4 exercises relating to the retouch tools/commands that will add to 40 points. These chapter exercises relate to chapters 8-11 of the *Photoshop CC Missing Manual* textbook.

Group 3: Complete 2-3 exercises relating to adv. layers, filters, painting with the Photoshop Paint Brush Tool, filters, and text effects that will add to 30 points. These exercises relate to chapters 12,14-17 of the *Photoshop CC Missing Manual* textbook.

For full credit on the class and textbook exercises, you will need to earn at least 100 points.

Projects:

To gain additional practice with the concepts in the textbook chapters, you will complete two projects. A few class periods have been scheduled to work on projects, but they will need to be finished outside of class. This will require access to the Photoshop software or time in your schedule to work in the lab.

Production Tests:

To determine your understanding of the Photoshop concepts you will take two production tests. As you work on chapter exercises and projects, you can get help from other students and the instructor. They can answer questions and show you how to do something, but in the end you need to perform the steps on your exercise or project file. The production tests are included to be sure that you can perform the retouch steps, set up masks, apply blend modes and filters, etc. on your own without anybody's assistance.

Class Procedures and Policies

Late Work:

Please see the attached schedule to be aware of what will be covered each week. The schedule lists the *Missing Manual* chapters to be covered each week. The chapters are not covered in the order they are given in the textbook so be sure to refer to the schedule frequently. The schedule also indicates what homework you should complete.

Due dates and times are indicated in the Canvas assignment window and calendar. If you miss a due date for the required homework assignments and the first project, you have one week to submit an assignment late with a late penalty of 10%. The last project and production test must be submitted by the due date and will not be accepted late. If you are ill or a family emergency comes up, please contact your instructor prior to the class period in which an assignment is due to avoid a late penalty.

Submitting Assignments:

Assignments can be accessed from the Canvas class website. Go to **canvas.weber.edu (https://weber.instructure.com/courses/371155/assignments/online.weber.edu)** to log in to the class website. You will find the syllabus, assignments, a calendar indicating assignment deadlines, movies, and additional material. You can also access the website to see your grades and feedback for each assignment.

Weekly assignments will be submitted in the Canvas assignment window. Most of the time you will submit assignments from a classroom or lab computer. However, on occasion you may need to submit an assignment from home. If you have problems submitting assignments from your home computer, you need to contact Computing Support at 626-7777.

With Project 1 you will submit a folder which includes original images along with the Photoshop files. The folder size is likely to exceed 200 MB. As a result, you will submit this assignment by saving the project folder to your NTM Server Account.

Ethical Conduct:

During this class you will be expected to maintain academic ethics and honesty. Please refer to the WSU's Student Code for a review of your academic rights and responsibilities. The Student Code is provided at the following URL:

http://www.weber.edu/ppm/Policies/6-22_StudentCode.html   **(http://www.weber.edu/ppm/Policies/6-22_StudentCode.html)**

Cheating on assignments or tests will not be tolerated. All work must be your own. If you submit another student's work, you will be assigned a failing grade for that assignment. If it happens a second time, the student will fail the class. You can ask another student, a friend, or spouse questions about an assignment. You can even ask them to demonstrate certain features of the software using one of the exercise files. But in the end you need to be the one that completes the steps in the assignment file.

Email Policy:

Please use the internal e-mail system available on the course website for your routine communications with your instructor relative to course issues. To send an email through the course website click on the Inbox icon at the top right of the Canvas window. You will see a Message Box in the next screen. Click on the icon at the right of the To box. The instructor's name is listed in alphabetical order with the students in the class.

You should allow 24 hours response time from your instructor during weekdays. Emails sent Friday afternoon, Saturday, and Sunday may not get answered until Monday afternoon. I know you are eager to get your emails answered but please be patient. I'll do my best to answer your emails promptly and in a professional manner.

Students with Disabilities:

Any students requiring accommodations or services due to a disability should contact Services for Students with Disabilities (SSD) in Room 181 of the Student Service Center. SSD can also arrange to provide course materials (including this syllabus) in alternative formats if necessary. Please provide your instructor with a signed letter from the SSD if you require additional time or other accommodations during tests.

Emergency Closure:

If for any reason the university is forced to close for an extended period of time, the class will be conducted via Canvas. Look for announcements posted to the Canvas class or a class email sent through Canvas.

Date	Details	
Fri Sep 18, 2015	**Ch3 Layers Assignment (https://weber.instructure.com/courses/371155/assignments/2159634)**	11:59pm
Fri Oct 2, 2015	**Ch4 Selections Assignment (https://weber.instructure.com/courses/371155/assignments/2159635)**	11:59pm
Sat Oct 10, 2015	**Chapter Exercises Group 1 (https://weber.instructure.com/courses/371155/assignments/2168057)**	11:59pm
Sat Oct 24, 2015	**Retouch Workflow Assignment (https://weber.instructure.com/courses/371155/assignments/2159670)**	11:59pm
Sat Oct 31, 2015	**Chapter Exercises Group 2 (https://weber.instructure.com/courses/371155/assignments/2168058)**	11:59pm
Thu Nov 5, 2015	**Production Test 1 (https://weber.instructure.com/courses/371155/assignments/2159660)**	11:59am
Fri Nov 13, 2015	**P1 Web Gallery (https://weber.instructure.com/courses/371155/assignments/2159637)**	5pm
Sat Dec 5, 2015	**Chapter Exercises Group 3 (https://weber.instructure.com/courses/371155/assignments/2168059)**	11:59pm
Fri Dec 11, 2015	**P2 Book Cover (https://weber.instructure.com/courses/371155/assignments/2159638)**	11:59pm
Tue Dec 15, 2015	**Production Test 2 (https://weber.instructure.com/courses/371155/assignments/2159672)**	11:59am
	Practice Production Test (https://weber.instructure.com/courses/371155/assignments/2159673)	