Course Syllabus

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WEB 2200 Image Editing

Instructor: Dr. Laura MacLeod

*Zoom Office Hours: Wednesday and Thursday 1:30 - 4:00 by appointment. Other meeting times can be scheduled by email.

Office Location: EH 379   Office Phone: 801−626−6822 My classes are all online so I am not on campus regularly. However, I'm happy to meet with you face to face if you feel this is necessary.

Email: Please email me through Canvas by clicking on the Inbox icon.

Virtual Class Meeting Information:
Passcode: 587789
Zoom Meeting ID: 943 2228 1619
Meeting LInk: **https://weber.zoom.us/j/94322281619?pwd=ZFk0bVVTZytYRXZQMFJyS2szN2xxQT09** **[(https://weber.zoom.us/j/94322281619?pwd=ZFk0bVVTZytYRXZQMFJyS2szN2xxQT09)](https://weber.zoom.us/j/94322281619?pwd=ZFk0bVVTZytYRXZQMFJyS2szN2xxQT09)**

*Schedule an appointment during my office hours by accessing the Fall 2021 Appointments Schedule file. This is a Google Sheets file. Click on the following link to access the schedule: **[Google Sheets Appointment Schedule Link](https://docs.google.com/spreadsheets/d/1C_Y_2llHgx8j4YVgVSWVj2LSlr1FzTbyTtdUpPv1dJc/edit?ts=600a094a#gid=528190707)** **[(https://docs.google.com/spreadsheets/d/1C_Y_2llHgx8j4YVgVSWVj2LSlr1FzTbyTtdUpPv1dJc/edit?ts=600a094a#gid=528190707)](https://docs.google.com/spreadsheets/d/1C_Y_2llHgx8j4YVgVSWVj2LSlr1FzTbyTtdUpPv1dJc/edit?ts=600a094a#gid=528190707)**
Open the file and enter your name in a time slot. The changes to the file save automatically so just close the browser tab. You should schedule an appointment **before 9:00am** on the day of the appointment.

Zoom Office Hours Invite link: **https://weber.zoom.us/j/9467905047** **[(https://weber.zoom.us/j/9467905047)](https://weber.zoom.us/j/9467905047)**

[(%24CANVAS_COURSE_REFERENCE%24/file_ref/gcc3812225f1a99946444667fae486aef/download?wrap=1)](#)

Course Description & Outcomes

Introduction to Photoshop CC, an image creation and editing program. Students learn the basics of the program (workspace, selections and layers). The steps in editing images are completed (cropping, color and tonal adjustments, retouch, noise reduction, sharpening, and exporting). Students also work creatively with layer styles, filters, layer masks, blend modes, and paint brushes. Several of the assignments will involve editing images and creating composites for the web (i.e hero image, web banner ad, Facebook cover).

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 retouch 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, crop, and resize images for web, print, and other outputs.
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. Work creatively with Photoshop applying filters and painting with the brush tool.
8. Create composite images that require using advanced layering techniques such as layer masks, blend modes, and advanced blending methods.
9. Improve the tonal range, brightness, and contrast of images using Levels and Curves.
10. Correct color problems of images such as color casts and skin tones with Color Balance, Hue/Saturation, and Curves.
11. Manipulate color in images with Photoshop's many color tools such as Hue/Saturation, Selective Color, Color Balance, Match Color, and Photo Filter.
12. Work with the Camera Raw filter to improve white balance, exposure, and hue/saturation.
13. Perform nondestructive image adjustments with adjustment layers and smart objects/filters.
14. Reduce noise and sharpen images using Photoshop's filters (i.e., Reduce Noise, Unsharp Mask, and Smart Sharpen).
15. 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.

How to Succeed

Students who attend the virtual class tend to do better. However, if you cannot attend class, you can access the class schedule available under the Canvas Home Page. Click on the links to go to a page that gives you an agenda of activities that you can complete to learn the topics for the week. You can follow the links to instructor videos as well as Pluralsight, Photoshop User Guide, or youtube videos that demonstrate the Photoshop features and walk you through a short activity using these features. Look for file downloads so that you can follow along with the steps presented in the videos.

Required Materials

Supplies:

In order to follow my lead as we work on an image together, you are likely going to need a second monitor. I will share my computer screen in zoom so that you can see the steps I take in Photoshop. Then you will need to have Photoshop open so that you can follow my steps on your computer.

Software:

Weber State has made licenses for the Adobe Creative Cloud available for students. You can request a license at the following website: **https://www.weber.edu/software/adobe-cc-for-students.html. (https://www.weber.edu/software/adobe-cc-for-students.html)**

I am not aware of any student who has been denied a Weber State license for the Adobe Creative Cloud subscription plan. However, if that were to happen to you this semester because of high demand, you will need to look into Adobe's 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: **https://creative.adobe.com/plans   (https://creative.adobe.com/plans)** The annual plan paid monthly for Photoshop is $20.99, but you are committed to 12 payments.

Textbook:

No textbook needs to be purchased for this course. Several good Photoshop books are available through **WSU ebooks   (https://library.weber.edu/search/eBooks)** .   The Canvas home page Photoshop Resources link will refer you to ebooks available on the WSU O'Reilly Learning website.

You will be granted access to the Pluralsight website which offers video courses on a variety of technology. You will view many of the videos available in the **Photoshop CC Fundamentals** course by Matthew Pizzi as a starting point for learning the Photoshop basics.

Exercise Files:

You will need a copy of the images used in the assignments. Your instructor will provide a link for you to download the exercise files from Google Docs. 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 with your metadata to get full credit on assignments.

Assignments

Grading:

Your final grade will be based on the total points you earn on practice exercises, three projects, and one production test. The weight distribution for these assignments is shown below:

Practice Exercises	30%
P1 Composite	15%
P2 Retouch Images for Web Banner	20%
P3 Facebook Cover Series	15%

One Production Test   20%

Assignment instructions and supporting materials will be posted to the Canvas assignment window. You can click on the Grades link to see your grades for assignments. Be sure to read the comments provided by the instructor giving you feedback on your textbook exercises. Also rubrics are used for the projects to provide a more detailed point distribution.

Practice Exercises:

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 from each group. The exercise instructions and supporting materials are included in the Canvas Modules . However, you will submit your exercise files to the Chapter Exercises Group 1, 2, and 3 assignment windows.

Group 1: Complete exercises relating to layers, selections, resizing and transforming images that will add to 50 points.

Group 2: Complete exercises relating to the retouch tools/commands that will add to 50 points.

Group 3: Complete exercises relating to adv. layers, filters, painting, and text effects that will add to 50 points.

For full credit on the Group 1-3 Exercises, you will need to earn 50 points. Many students do an extra exercise to assure that they get full points on each of the three group exercises. We will often do an exercise or two in class that will count towards the 50 points.

Projects:

To gain additional practice with the concepts in the textbook chapters, you will complete three projects described below. 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.

1. **Project 1:** You will create a composite image that will involve working with layers and selections.
2. **Project 2:** You will go through the retouch steps on two images and then use those images to create a series of web banners.
3. **Project 3:** You will create a series of three Facebook covers that incorporate blend modes, masks, filters, and text effects.

Production Test:

To determine your understanding of the Photoshop concepts, you will take one production test. 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 test is 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 Policies

Late Work:

Please see the class schedule under the Pages link to be aware of what will be covered each week. The schedule lists the topics covered each week and what homework is due.

Due dates are also indicated in the Canvas assignment window and calendar. If you miss a due date for the practice exercises and the first two projects, you have <u>one week</u> to submit the 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 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 801-626-7777.

Most assignments will require that you submit several Photoshop files that include layers showing your work. You will copy your files to a folder and then zip the folder to submit it to the Canvas assignment window. If the folder size is likely to exceed 200 MB, your instructor may ask that you submit this assignment by saving the project folder to your WebUX 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 Canvas course website for your routine communications with your instructor relative to course issues. 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.

Course Summary:

Date	Details	Due
Fri Sep 3, 2021	📝 **Info Form** (https://weber.instructure.com/courses/532854/assignments/4967328)	due by 11:59pm
Fri Sep 24, 2021	📝 **Submit Group 1 Exercises to Assignment Window** (https://weber.instructure.com/courses/532854/assignments/4967325)	due by 11:59pm
Sat Oct 9, 2021	📝 **P1 Composite** (https://weber.instructure.com/courses/532854/assignments/4967329)	due by 11:59pm
Fri Oct 22, 2021	📝 **Group 2 Exercises** (https://weber.instructure.com/courses/532854/assignments/4967326)	due by 11:59pm
Sat Nov 6, 2021	📝 **P2 Retouch Two Photos** (https://weber.instructure.com/courses/532854/assignments/4967330)	due by 11:59pm
Sat Nov 27, 2021	📝 **Group 3 Exercises** (https://weber.instructure.com/courses/532854/assignments/4967327)	due by 11:59pm
Sat Dec 11, 2021	📝 **P3 Facebook Covers** (https://weber.instructure.com/courses/532854/assignments/4967331)	due by 11:59pm
Thu Dec 16, 2021	📝 **Production Test** (https://weber.instructure.com/courses/532854/assignments/4967332)	due by 1:30pm

Date	Details	Due
	🖉 **[Extra Credit Assignment](https://weber.instructure.com/courses/532854/assignments/4967324)**	due by 11:59pm