

ARTS 260: Photoshop

Spring 2021

Office hours: T 11-12, M/F 10-12
Other times by arrangement.

Email: rwest@springfieldcollege.edu

Expectations:

There are certain expectations that the Department of Visual & Performing Arts have regarding student responsibilities and behavior in class that need to be stated up front in order to minimize potential misunderstandings throughout the semester.

1. The Department of Visual & Performing Arts expects that you will read the syllabus and that you make yourself aware of all the requirements and deadlines associated with the class. Saying I didn't read the syllabus will not be accepted as an excuse for failing to meet requirements and deadlines.
2. The Department of Visual & Performing Arts expects all electronic devices (cell phones, iPods, etc) to be turned off and not utilized during class. No texting. I will take your phone and hold it to the end of the day.
3. The Department of Visual & Performing Arts expects that you will put forth an effort to learn the material covered in this course. You are **expected** to attend class on normal class days. However, you are **required** to learn the material in order to get a passing grade for this course.
4. The Department of Visual & Performing Arts expects that if you are having difficulties with the class that you will come and talk to your professor about them. The sooner you come, the better off you will be. There is little or nothing the professor can do to help at the end of the course, so do not wait until then to see him/her. See ****Academic Assistance**.
5. The Department of Visual & Performing Arts expects that you will behave with honesty and integrity. Suffice it to say, cheating is not acceptable under any circumstances. The department will not tolerate cheating in any way and anyone caught cheating will receive an automatic F for the course. See ***POLICY CONCERNING PLAGIARISM**

BrightSpace

Springfield College uses Brightspace as its Learning Management System. It supports teaching and learning. You can find basic course information there such as syllabi and faculty office hours. It also is a critical tool to provide communication and course instruction during campus emergencies and emergency recovery. All our class info will be posted there and on the class website at: www.ruthwest.com

Zoom Expectations

You will be expected to be on a computer during our synchronistic meetings. You will be expected to have your zoom video on when the class starts with your name on it. You will be expected to have your work done and ready to critique.

1. Attendance

Synchronistic class

I will be taking attendance at the beginning of classes. You will be allowed 1 undocumented absence, after that I need an email. After 3 absences, your grade will go down, after 5 you will be asked to drop the class. If you are working with a remote machine, please have it opened by the beginning of class for the classes that we will be working on tutorials.

Asynchronistic studio

You will have dedicated time on your remote machine during your class hours, and I will be available online for assistance. No attendance will be taken. Please note, if you do this work outside the class times, I will try and get back to you within 12 hours.

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BUT I will not be consistently be checking for problems on the weekends, so it is best to do your work during the week and I will not be checking for problems any day after 6pm and before 9 am.

If you cannot attend class you are still expected to do the reading and assignments.

If I am unable to attend due to weather or illness, I will notify the Department, a notice will be placed on the door, You are still responsible to do the readings and assignment.

If the school is closed (Extension 5999) I will not be here, but will assume that you are doing your reading and assignments.

After reading through this syllabus, your answering the syllabus questions in google indicates your acceptance of the terms, conditions and expectations outlined in the syllabus.

Software needed:

Adobe photoshop, please buy it!

Time Needed

a 6-8 hour time commitment a week in work

Photoshop is on the MAC computers In The learning Commons, Red and Blue Labs.

Assignments can be done on your home computer, or Remote

138 Hour time Commitment

I will be looking for a 6-8 hour time commitment a week in work: If you are not willing to work primarily outside of class, please withdraw.

Class/Critique/Tutorials	60 hrs	4 hours a week
Art based on tutorials	24 hrs	2 hours a week
“Thing A Day” (Feb)	14 hrs	30 minutes a day for the month of Feb
Research on artists	4 hrs	20 minutes a week
Artist-tutorial	2 hrs	2 hours of research
10 art pieces	34 hrs	last part of semester

	138	

Course Description

This tutorial is designed to teach you to create an advanced level of artwork using Photoshop. To incorporate the knowledge of this program in designing a consistent body of personal artwork. To learn to critique and evaluate your own and others artwork. To gain an understanding of artwork in the context of the history of art.

Course Objectives

1. To understand and use the advanced functions of Photoshop.
2. To understand and discuss the functions of Photoshop
3. To create advanced level artwork that shows a high level of abstract thought.
4. To understand how looking at other historically recognized artists can inform art making

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5. To create a unified body of conceptually abstracted work

Course Assessment

1. Tutorials based on Photoshop
2. A student lead tutorial on Photoshop
3. Artwork based on tutorials, a style, an artist, and an abstract thought
4. An sketchbook of artwork (thing-a-day)
5. A personal body of artwork

Equipment

Removable media and access to Photoshop (your own copy or the lab). We will be focusing on Photoshop CSS though most tutorials are based on Photoshop 4 or higher.

Programs Used

Adobe Photoshop .

Course Evaluation

1. Attendance

Attendance will expected at your class meetings. Attendance will be counted from class roster. If you come in late, you will be docked ½ a class.. Late is defined as after the class roster is read. You are allowed 2 absences after which you grade will be lowered, 6 or more You will be asked to withdraw. You are expected to be at the final.

2. Participation

This class is all about discussion. Come on time, with information on the artist and with your work ready to go each class. If you have any Photoshop tricks be prepared to share during the tutorial.

3. Projects

Projects are due on class date at the being of class. If the class is missed that the project is given in, the student is still expected to get the project to class. A project is counted as "in" when and email is sent to me and it is on Google drive. The assignment one grade point (A to A- to B to B- to C to C-) each class that it is late. Along with your artwork you are expected to bring to each class an artwork of each artist, some history of the artist, and an opinion on the artist. that is assigned.

Course requirements

1. Attendance
2. Projects complete on due date
3. Artistic discussion
4. Group critique
5. Final critique held at the finals.

Grades

Grades are given based on **look**, time spent on the project, technical ability, work being on time and attitude. Extra points are given if the work is redone. Grades will begin out at midterm. Artwork are expected to be nonviolent.

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Look is defined as the amount of beauty, creativity and intelligence that you bring to a project.

A: Incredible use of tools and then some, exceptional artwork

B: showed up to all classes, did the work used the tools participated in class.

C: Showed up, homework was late or not there, did not participate in class.

D: did not show artwork, tutorials missing, poor student lecture

How Am I Grading You?

Grades:

30% Tutorial Pieces

30% Thing a day (29)

30% final theme pieces (10)

5% tutorial lectures

5% Critiquing/ attitude/ participation(the difference between an A and an A-)

GRADES ARE GIVEN OUT AT MIDTERM

Tutorials

There will be approx 14 tutorial pieces. Each Tutorial piece is in two parts-

1. Student doing the tutorials 20%

2 Student doing your work based on the tutorials 80%

Thing a Day: (28)

Thing a day is 28 days long The month of October. You are expected to post something everyday. This work should take approx 3/4 a hour- or longer-. You are graded on posting.

A 27 days posting.

A- 26 Days Posting

B+ 25 Days Posting

B 24 Days Posting

B- 23 Days Posting

C+ 22 Days Posting

C 21 Days Posting

C- 20 Days Posting

D+ 19 Days Posting

D 16 Days Posting

F > 15 days or less of Posting

Your Portfolio of Work (10)

These are based on your artist statement. These work show me what you as an artist want to do in Photoshop. They are theme based. This work should take approx 40 hours- so you can negotiate the number of work that you plan to do. Remember I am an excellent judge of how long art takes.

Academic Honestly Policy

What is Creative Work?

A piece of work presented as the individual creation of the student is assumed to involve no assistance other than incidental criticism from any other person. A student may not knowingly employ artwork, story material, wording or dialogue taken from published work, motion pictures, lectures, World Wide Web or similar media.

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During work done from tutorials you may use work from Creative Commons and work that is copyright free- Though work should feel like your own and not be based on someone else creative ideas. (example background mountains in Mona Lisa acceptable – Mona Lisa's face not). A list of sources should be a word doc In your tutorial folder.

Your final series is your own work only. No creative commons, no internet. Start taking pictures now, and building your own library.

Accommodation Planning: If you have documented physical, learning, or psychological disability on record with the Director of Learning Support Services, or the corresponding individual in the School of Human Services, you may be eligible for reasonable academic accommodations to help you succeed in this course. It is your responsibility to request such accommodations in advance and to provide appropriate documentation to the Director of Learning Support services, who is located on the first floor of Hickory Hall, room 105, and can be contacted at 413-748-3768.

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What the Physical disability police means to this class. If you are having a problem, you need to let me know. If you need to be in the front of the class to see, if you need to be look at you so you can hear me, it is your responsibility to inform me.

If you have a documented physical, learning, or psychological disability on record with the Director of Student Support Services (748-3768) or the corresponding individual in the School of Human Services, you may be eligible for reasonable academic accommodations to help you succeed in this course. It is your responsibility to request such accommodations in advance and to provide appropriate documentation to the Director of Student Support Services. Please let me know of you request as soon as possible, so that I can work with you and the Director to arrange for reasonable accommodations

Springfield College Attendance Policy

Springfield College students are expected to attend all class sessions for which they are registered; they are also responsible for the material covered in each class session and the completion of assigned work by the announced due dates. Certain situations are recognized as college-excused absences from class, including participation in an athletic activity, participation in a curricular or co-curricular activity, and observance of religious holidays. A student who anticipates an absence of this nature must provide adequate notice and documentation to his/her instructor regarding the nature of the absence. Given this notice, the instructor may allow the student to make up the class work or complete an alternative assignment. Should the instructor feel that the proposed absences will interfere with the student's ability to successfully complete the objectives of the course, the student must seek to reduce the absences or withdraw from the course.

Calendar may be changed due to canceled classes, snowstorms, acts of God, and student needs.

Academic Honesty and Integrity Policy

Springfield College uses Brightspace as its Learning Management System. It supports teaching and learning. You can find basic course information there such as syllabi and faculty office hours. It also is a critical tool to provide communication and course instruction during campus emergencies and emergency recovery.

Basic Policy

Full Academic Policy

Springfield College students are expected to be honest in all elements of the academic process, including coursework, use of College documents, and when serving as representatives of the College. Cheating, plagiarism, misrepresentation of facts, omissions, or falsifications in any connection with the academic process are violations of the Academic Honesty Policy (hereafter referred to as the Policy). Students found to be in violation of this Policy are subject to a range of sanctions, including, but not limited to, a reprimand, failing a course, and suspension or expulsion from the College.

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The Practice of Academic Honesty

The information below is intended to help students understand the practice of academic honesty and potential offenses against the Academic Honesty Policy. Misunderstanding these practices or the Policy will not be accepted as an excuse for a violation of it. If a student is in doubt about how to practice academic honesty in a course or in conduct, he or she should consult with the course instructor, the chairperson of the department, or the dean of his or her school.

Academic Honesty in Course Exercises

A student's name on any course exercise (which term shall include, but not be limited to, an essay, oral presentation, notebook, report, computer program, paper, quiz, examination, or any other assignment related to a course or internship) is regarded as assurance that the exercise is the result of the student's own thoughts and study, stated in his or her own words, and produced without assistance, except as quotation marks, references, and footnotes acknowledge the use of printed sources or other outside help. In some instances, an instructor or department may authorize students to work jointly in solving problems or completing projects. Such efforts must be clearly marked as the results of collaboration. Where collaboration is authorized, students should make sure that they understand which parts of any assignment must be performed independently. Also, students are not allowed to present the same exercise previously or concurrently completed for another course, without the permission of the instructor(s) of the current course(s) in question. Students who perceive the possibility of an overlapping assignment should consult with their instructors before presuming that a single effort will meet the requirements of both courses. Withholding, removing, or destroying materials needed by other students for class exercises is also an offense against the Policy.

Use of Sources

In preparing assignments, a student often is required to consult outside sources of information or opinion. All such sources should be listed in the bibliography/reference section. Commercial research or writing companies are not considered legitimate sources and their use, in whole or part, is cheating and constitutes a punishable offense. For citations, references in text are required for all specific facts that are not common knowledge. New discoveries or debatable opinions must be credited to the source with specific references to edition, page, or Web page even when the student restates the matter in his or her own words. Word-for-word inclusions, even if only a phrase or sentence, from the written or oral statement of someone else (including the Internet) requires citation in quotation marks and using the appropriate conventions for attribution. Paraphrasing or summarizing the contents of another's work is not dishonest if the source or sources are clearly identified (author, title, edition, page), but such paraphrasing does not constitute independent work and may be rejected by the instructor. Graduate students and others presenting their own previously published documents must avoid issues of self-plagiarism. Students should be clear to appropriately reference their previous document and to create a new document that appropriately contributes and adds to their original work.

Laboratory Work and Assignments

Notebooks, homework, and reports of investigations or experiments must meet the same standards as all other written work. If any of the work is done jointly or if any part of the experiment or analysis is made by anyone other than the writer, acknowledgment of this fact must be made in the report submitted. It is dishonest for a student to falsify or invent data.

Creative Work

A piece of work presented as the individual creation of the student is assumed to involve no assistance other than incidental criticism from any other person. A student may not knowingly employ artwork, story material, wording or dialogue taken from published work, the Internet, motion pictures, lectures, or similar media, without full acknowledgment.

Examinations, Quizzes, and Tests

When completing examinations and quizzes, the student is required to respond entirely on the basis of his or her own memory and capacity, without any assistance whatsoever except such as is specifically authorized by the instructor. Cheating on examinations and quizzes can take many forms including, but not limited to, using another individual to take an examination in one's place, bringing into the exam room unauthorized materials from which one gains assistance, appropriating an exam or exam materials without authorization, unauthorized or inappropriate use of technology, purposely missing an exam in order to gain an advantage, copying during an examination, improper collaboration or unauthorized assistance on take-home examinations, or other actions that undermine fairness reduce the objectivity of evaluation of student work.

Internships or Fieldwork

Students involved in community projects, practica, independent studies, or fieldwork experiences related to their academic program should be aware that their behavior is a reflection of themselves and the College; their behavior related to such experiences should be appropriate and professional and is subject to this Policy. Violations of this Policy in such

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circumstances include, but are not limited to, misrepresenting oneself, misrepresenting the College, misusing a position of authority, or failure to honestly report the results of their experience or research.

Learning Portfolios

In writing and compiling a learning portfolio, including a prior learning portfolio for the School of Professional and Continuing Studies, the student must submit only his or her own written work, identify any sources used (see "Use of Sources" above), and ensure that all information included is accurate. Violations of this Policy include, but are not limited to, failure to submit original work (e.g., uncited passages from published materials, including any part of another student's portfolio or claim), falsification of any information or source, or forgery of any letter of documentation. Sharing or exchanging claims for credit with another student for any purpose, including their use as examples or models, is also not permitted; both students involved in such an incident will be considered in violation of this Policy.

College Documents and Records

Any misuse of official College documents connected with the academic process constitutes a violation of this Policy. Such documents include, but are not limited to registration forms, change of schedule forms, applications to change majors, grade report forms, applications for internships or fieldwork, transcripts, and diplomas. Misuse of such documents includes, but is not limited to, unauthorized alteration of a form, forging of signatures, misrepresentation of personal or academic information requested, or gaining access to a recommendation (without permission) once rights have been waived. Any falsification of records or routines for grading is also dishonest, whether before or after graduation.

Academic Assistance

A wide variety of academic assistance is offered through the **Academic Success Center** in the Learning Commons, Suite 300 (3rd floor). To contact the ASC, please call 413-748-3389 or email asc@springfield.edu. During the fall and spring semesters, the ASC is open Monday-Thursday, 9am-9pm; Friday, 9am-3pm; and Sunday, 4-9pm:

Tutorial Services

- [Writing & Reading Support Services](#) offers students help with all aspects of the writing and reading processes.
- [Math-Science Support Services](#) provides assistance to students taking courses in Mathematics, Physics, Computer Science, Biology and Chemistry
- The [Content Tutorial Program](#) delivers support for course work that is outside what is covered by Writing & Reading Support Services and Math-Science Support Services.
- The [Conversation Partners Program](#) provides support for non-native speaking students wishing to improve conversation and comprehension skills.

Disability & Accessibility Services

- [Disability & Accessibility Services](#) works with students with disabilities to provide appropriate accommodations, auxiliary aids, and services that facilitate equal access and meaningful participation in their educational experiences at Springfield College. To schedule an appointment or request accommodations, please contact the ASC by calling 413-748-3389, emailing ASC@springfield.edu, or stopping by the ASC located in the Learning Commons, Suite 300 (on the 3rd floor).

Academic Coaching Program

- The [Academic Coaching Program](#) is available to help students improve time management and learning strategies.
- The [Academic Progress Program](#) provides assistance and support for the students in academic jeopardy to help improve their academic skills, performance and standing.

MTEL Assistance Program

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- The [MTEL Assistance Program](#) provides support for students preparing to take the Massachusetts Tests for Educator Licensure®.

Disability-Related Accommodations

Springfield College is committed to an inclusive and accessible educational environment for students with disabilities. If you need academic accommodations due to a disability or disabling condition (including temporary disabilities), please contact the Academic Success Center's [Disability & Accessibility Services](#). They will work with you on an individualized, case-by-case basis to determine eligibility and develop an appropriate accommodation plan. To schedule an appointment, please call 413-748-3389, email ASC@springfield.edu, or stop by the ASC located in the Learning Commons, Suite 300 (on the 3rd floor).

Please note: it is your responsibility to follow the procedures outlined by Disability & Accessibility Services for determining eligibility and requesting accommodations **in advance** each semester and/or as needed. Accommodations cannot be provided retroactively.

Link to Springfield College Handbook: <https://springfield.edu/studenthandbook>