Dear Parent/Guardian,

Welcome to room 409; “STUDIO 409”!

Your son/daughter has signed up for COMPUTER GRAPHICS @ Bolsa Grande High School. I look forward to an exciting year of graphic design challenges! “The graphic design field is an enjoyable and rewarding area in which to work and has become an established field within the computer sciences. Film and publishing industries are no longer the only major sources of employment. Due to the ever-growing Internet, a boom in mobile device applications, gaming, and the increasingly interactive requirements of enterprises in the global marketplace, there is an exploding need for specialists in the computer graphics field.” –npc.edu

We will be using the Adobe Suite CS5 (PhotoShop, Illustrator, Flash, DreamWeaver, etc.) on Mac and the skills for future opportunities.

The student WILL NEED MATERIALS for this class. (A materials list is on this syllabus – page 2 & 3) The students must have a FLASH DRIVE (or transportable memory) that he/she can use daily. This flash drive (USB chip) can be as simple as a 4g or as nice as a 16g or more. I have found many flash drives on EBay and Staples store for as little as $5.00. The other option is to borrow a flash drive from a friend or relative. This will ensure that each student will be able to complete and save his or her graphic design assignments (in & out of class, and a backup for internet problems) in a timely manner. Online Storage is great! But technology always needs a back-up plan. What if we can’t get the Internet? (Rainy days)

Students are responsible for lost or stolen materials. Please know that Donations are very welcome! From paper towels, dry erase markers to a camera laying around your home … a HUGE …THANK YOU!

Sincerely,

Reema Zoumut “Ms. Z”

Photography, Computer Graphics, and Animation
Instructor @ BGHS

Note: Syllabus is on Bolsa Grande’s website. Bolsagrande.org/ Faculty/ Ms Reema Zoumut
The following is a list of materials that each student is responsible to bring to class on a DAILY basis except the camera:

“Flash/ Jump” Drive (USB chip) or SanDisk

Digital Camera (when needed). Especially, on some Photoshop projects.) or Cell phone-camera

Contribution / Donation of $15  
(Contributes for: ink for printing 2 projects - $450, … artwork matting, class t-shirts etc.)

Class T-shirt –  
a student designed T-shirt  
(usually, student receives in Nov or Dec)

or  
or  
or  
or

Matting  
ink / toner cartridges
### Computer Graphics

Logos, Movie Posters, Websites, Magazines Layouts, Flash Movies... BEEP... BEEP... TECH MAGIC!

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#### Pens, Pencils, & Eraser

| 1. Notebook (70 pages) – for notes, sketching, assignments, reports, etc. |
| 2. **Or** Sketchbook (to draw and write notes on) |
| 3. **Or** blank printer PAPER **stapled** together – 20 or more sheets |

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| Loose Leaf paper – for quizzes, test, or activities 15-20 sheets |

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| Folder (for notes, handouts/ worksheets, testing, reports, and miscellaneous) |

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| Headphones/ Ear buds (especially when creating Adobe Flash movies – inserting sound) |

**Note:** The student will be listening to the computer sound with one ear. The other ear is reserved for teacher-student communication, especially in case of emergencies.

| Possible future materials on a per project basis * |
| Example: family photo for restoration, photos for Photoshop collage, etc. |
| Teacher will give ample time warning to bring in those materials, from 2 - 7 days. |

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Some of you may have these supplies at home. The best thing would be to use the one you have already; to cut down on your costs. *If you do not have a Flashdrive/ Jumpdrive / San Disk/ USB chip* at home, you can try Target, Walmart, EBay, Amazon, or Overstock.com (and more) — great options if you like to buy online.

- **Note:** after the first one … **Replacing lost** worksheets and/or packet is a cost and the student will possibly be charged for the new worksheets.

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**COURSE DESCRIPTION**
Description for Beginning **Computer Graphics**:  
**Computer Graphics** 1 is a one-year introductory course. This course is designed to familiarize students with various photography techniques, research, computer software programs; concentrating on the Adobe Suite CS5. The students will create an account online (website) for sharing photos/projects, and assignments. (Webs, Weebly, Wix, Wordpress, etc. and Flickr.com, Google classroom, Edpuzzle, etc.) We will explore the role of **Computer Graphics**, its role in our society from the past to present and the use of **graphics** as an art medium and possibly a career.

**Objectives:**  
The basic philosophy of the classes is to teach each student to understand and enjoy the **Computer Graphics** process. Within each unit the following goals and objectives will be explored.

**Beginning/ First Year:**
- To understand and distinguish basic compositional rules & elements of art
- To comprehend and use appropriate content verbal and written terminology
- To develop proper **Computer Graphics** and design techniques
- To nurture individual aesthetic judgments through critiques
- To develop an understanding of several software and its functions
- To build self esteem through the success achieved in project completion
- To develop and effectively manage the stress of meeting project deadlines
- To develop **teamwork and communication** by working in group situations
- To effectively manage personal and classroom materials

**Description for Advanced Computer Graphics:**  
Expanding the student’s knowledge of Adobe Suite CS5’s powerful software and create a personal portfolio that will concentrate on the student’s focus/interest by the end of the year. The students will continue an account online for sharing projects, and artwork critiques. We will explore the roll of graphic design in our society and careers within the subject; from web designing/managing, publishing/layout, event promotion, project illustration, etc.

**Class Work/ Homework/ Teaching Methods:**  
The majority of the information in this class will be given through lectures, class discussions, flipped classroom (periodically), critiques, visuals, and handouts. Students are expected to complete between 10-14 exercises & projects each semester. Additional grades are: class notes (pop quizzes – based on open hardcopy notes), thumbnail sketches (planning of a project), critiques, quizzes, tests, reports, worksheets, tutorials, etc.

**HOMEWORK is required! BE PREPARED!**

**Attendance and Classroom Procedures:**  
The classroom rules and attendance procedures are consistent with the rules of the school and can be referred to the student/parent handbook. In this studio classroom/computer lab, safety rules and their adherence are mandatory. **Students’ personal safety and care for equipment and materials** will be stressed at all times.
Grading Criteria:

Grades are based on periodic formative and summative (project) assessments for growth towards mastery. This class is highly project-based curriculum and creates semester & annual portfolio that is evaluated by scorecards and/or rubrics.

- The final grade will be based primarily the bi-annual project portfolio will represent 20% of the grade. (Each semester)
- Labs, -- exercises / projects
- Written work, -- Artist Reports, Article Reports, Quizzes and Tests
- And class participation. -- Critiques, test/quiz reviews, etc.
- The grading emphasis will focus on a student’s efforts in fulfilling:
  o Graphic Design assignments (hands on and computer),
  o a student’s progress and mastery in learning the technique(s),
  o and a student’s participation in lab/ critique discussions.

The student rubric will be graded on:

1. Following Directions on the assignment
   - No Name, No Date, No Period = NO CREDIT
   - (when handing in to e-file or e-folder please label file as: “assignment’s name_your name_per.psd”)
   - showing the “3 C’s pf Design”: Composition, Components, & Concept
   - Research, such as, thumbnails and/ OR written plan/ project explanation
   - etc.

2. Execution of Composition
   - Symmetrical / Asymmetrical Balance
   - No / Simplified/ Included -- Background
   - Rule of Thirds _ Horizontal/ Vertical/ Magic Intersections
   - Leading Lines / Framing / Center
   - S curve (C curve, triangle, Z curve, etc.)

3. Originality / Creativity — Personal Creative Risk while following directions
   - Imagination/ Exploration
   - Subject Content
   - View Points (Ex. - low/ high level angles)
   - Unity and Composition of Overall image

4. Craftsmanship of Project(s)
   - Is there a Subject/ Emphasis
   - Technical (software/ computer) knowledge shown -- at the appropriate level.
   - Image _ Spot cleaning
   - Image’s Neatness and cleanliness (scratches/ dust/ blemishes)
   - Appropriate use of Lights, Mid-tones, and Darks/ shadows controlled by your software skills

5. Craftsmanship of Project Presentation
   - Neatness and cleanliness (scratches/ dust/ blemishes) – Ex. “ai” are the shapes closed to fill with color
   - Matting/ Mount Boards

6. Effort on the Assignment/ Project
   - Critical thinking: how the solved the challenge of the project
   - Using time wisely in class
   - Attendance
   - Participation with group or class discuss
   - Handed-in ON time
   - Etc.

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
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<tr>
<td>B</td>
<td>80 - 90</td>
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<tr>
<td>C</td>
<td>70 – 80</td>
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<tr>
<td>D</td>
<td>60 – 70</td>
</tr>
<tr>
<td>F</td>
<td>50 – Below</td>
</tr>
</tbody>
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Example of grading Scorecard:

<table>
<thead>
<tr>
<th></th>
<th>Score</th>
</tr>
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<tbody>
<tr>
<td>Following Directions</td>
<td>20</td>
</tr>
<tr>
<td>Composition</td>
<td>20</td>
</tr>
<tr>
<td>Creativity</td>
<td>20</td>
</tr>
<tr>
<td><strong>Craftsmanship _of Graphics</strong></td>
<td><strong>30</strong></td>
</tr>
<tr>
<td><strong>Craftsmanship _of Project Presentation</strong></td>
<td><strong>10</strong></td>
</tr>
<tr>
<td><strong>Effort</strong></td>
<td><strong>10</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>110</strong></td>
</tr>
</tbody>
</table>

Example of Rubric

<table>
<thead>
<tr>
<th></th>
<th>Advanced learning on the concept/ goal (A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>In addition to exhibiting level-3 performance, in depth inferences and applications that go BEYOND what was taught in class.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Target learning on the concept/ goal (B)</th>
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<tbody>
<tr>
<td>3</td>
<td>No major errors or omissions regarding any information and / or processes (SIMPLE OR COMPLEX) that were explicitly taught</td>
</tr>
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<table>
<thead>
<tr>
<th></th>
<th>Simpler learning on the concept/ goal (C)</th>
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<tbody>
<tr>
<td>2</td>
<td>Some major errors or omissions regarding the simpler details and processes BUT major errors or omissions regarding the more complex ideas and processes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Partial learning on the concept/ goal (D)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>With HELP, a partial knowledge of some of the simpler details and processes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>No Success (F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>No understanding or skill demonstrated</td>
</tr>
</tbody>
</table>

ADVICE: _
Please ask for clarification or guidance on ideas or concepts you don’t understand!!!! So, don’t be afraid to ask questions! That my job, to get you the answers! … If I can’t, we’ll find a source that can help us – we are in this together.

**BEHAVIOR GOALS**

1. **Respectful at all times** to people, your language, attitude, materials, and equipment. That includes the instructor. Safety in the lab depends on the consideration, respect and trust of others.

2. **Be on time** for class and assignments.

3. **Attendance is very important.** If you know you’ll be missing class, please make arrangements to get notes or hand-in assignments the day before you will be gone. If a student misses class, students are expected to come in on their free time and makeup missing work. (Please check if I’ll be in the classroom. I may have meetings, workshops, etc.) *It is the student’s responsibility to makeup work!*

4. **Deadlines are critical!** All late assignments will be graded with a 10% deduction. If you have to choose, Quality work is better late (with communication/ permission- why?) … than a poor quality project done on time.

5. **Redoing projects.** If you wish to improve your grade, a project maybe re-done. With the following:
   - The initial project was completed on time. Late projects cannot be redone.
   - Communication/ Consultation prior to resubmission is required.
   - Do Not put off your next project for a redo, otherwise your next project will most likely be late.

6. **Following Directions and using you time wisely** while creating your own personal graphic design style. ONLY work on graphics, not your personal agenda.

7. **Computers are for Computer Graphics assignments only!** Remember, this is a Graphics class NOT study hall. No other assignments will be permitted in this
class, unless you have special permission from “Ms. Z”oumut.

8. No electronic toys (MP3s, IPODs, iPhones, Tablets, etc.) for entertainment that takes away from exercise and project production.

9. No food, No gum, etc. near the computers! Leave in Backpack or locker. Special permission from “Ms. Z”oumut, if permitted.

10. Printing is ONLY for room/ Studio 409 class assignments! Printing for other class materials/ assignments is to be done in the public or school computer labs (Library) if you are caught printing anything other than room 409 projects you will be charged $.50 per page.

11. You may not use Internet photos/ projects and claim them as yours.

4. Second-time offense, you will be removed from all Computer Graphics’ class privileges (computers, class camera rental, printing assignments, etc.) and possibly from the class. –This also goes for disrespect with room 409 equipment and materials, which will be reimburse if needed or will fined for the amount.

12. Attendance / Tardy Policy:
Tardiness will affect your grade. If you were absent or tardy, it need’s to be for medical reasons or excused by the office. —Especially for O period.
(Your lifetime habits start now. Let’s practice habits that will help keep clients for your future business or a job…)

13. Students are expected to follow school policies on absences and unacceptable behavior; everything in the school handbook.

* Important Notes:

- Printing _ will be described in class. Possibly be take notes or a photo of teacher instructions.
- (Graphics) Animation Club _ will be described in class. Advisor: “Ms. Z”oumut in room 409… with meetings on Thursday @ lunchtime.

As a student, have read and reviewed the course description/ syllabus and classroom procedures (bolsagrande.org – under the “Faculty” section – click at look for Ms. Zoumut) and will abide by these expectations. Please PRINT out LAST page of syllabus and hand-in as soon as possible.

I, also, understand that they will need their supplies by Fri. Sept. ____ , 2015.
Or 4 days after you have arrived in this class.

Student Name: (print) Date: PERiod:

Student Signature

PEN, please

As a parent/ guardian, I will support this syllabus on materials, rules, and regulations of this class and understand the consequences for my (student) son/ daughter’s actions (misbehavior).

Parent / Guardian Name (print)

Parent / Guardian Signature Date

PEN, please

Best phone # to contact person above: ___________________________