

Course Syllabus

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COR: [CLICK HERE \(https://portal.santarosa.edu/SRweb/SR_CourseOutlines.aspx?CVID=49707&Semester=20233\)](https://portal.santarosa.edu/SRweb/SR_CourseOutlines.aspx?CVID=49707&Semester=20233)

Course Title: Adobe Photoshop 1

Delivery: FULLY ONLINE! No Cost Textbook!

Schedule: Full term

About this Course

This course covers the beginning skills of image production and manipulation, using the industry-standard Adobe Photoshop to work with digital images for both Web and print use.

You will have the opportunity to practice using industry-standard applications as well as learn the fundamental elements behind visual design.

Throughout your projects and exercises, you will explore industry practices and standards, design elements, and multi-media applications. All exercises will explore the use of digital design tools, and projects will focus on communicating concepts to an audience.

At the conclusion of this course, you should be able to:

1. Demonstrate competency in identifying Photoshop interface elements.
2. Construct simple documents utilizing selections, layers, and blending modes.
3. Differentiate between simple graphic file formats and choose the appropriate usage for each.

 Stephanie Clark, [sclark@santarosa.edu \(mailto:sclark@santarosa.edu\)](mailto:sclark@santarosa.edu)

- [Computer Studies @ SRJC \(https://cs.santarosa.edu\)](https://cs.santarosa.edu)

Who needs this course?

This course is required for the Graphic Design programs at Santa Rosa.

Majors - Approved

1. [Computer Studies: Web and Multimedia \(http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=2&Program=001040&Version=10\)](http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=2&Program=001040&Version=10)
2. [Digital Media: 3D Modeling & Animation \(http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=2&Program=002055&Version=09\)](http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=2&Program=002055&Version=09)
3. [Graphic Design \(http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=2&Program=001025&Version=06\)](http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=2&Program=001025&Version=06)
4. [Journalism: Digital \(http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=2&Program=002072&Version=06\)](http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=2&Program=002072&Version=06)

Certificates - Approved

1. [Business: Marketing \(http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=1&Program=003122&Version=05\)](http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=1&Program=003122&Version=05)



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3. [Computer Studies: Adobe Photoshop Entry Level \(http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=1&Program=005082&Version=01\)](http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=1&Program=005082&Version=01)
4. [Computer Studies: Intro to Digital 3D \(http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=1&Program=005081&Version=02\)](http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=1&Program=005081&Version=02)
5. [Computer Studies: Web and Multimedia \(http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=1&Program=003320&Version=09\)](http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=1&Program=003320&Version=09)
6. [Digital Media: 3D Modeling & Animation \(http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=1&Program=003329&Version=08\)](http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=1&Program=003329&Version=08)
7. [Graphic Design \(http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=1&Program=003036&Version=05\)](http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=1&Program=003036&Version=05)
8. [Graphic Design Production Fundamentals \(http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=1&Program=003246&Version=03\)](http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=1&Program=003246&Version=03)

Course Essentials

Modality

100% Online, no scheduled meetings

Modules

16 modules, due every week on Thursdays.

Modules include tutorials, quizzes, and discussion boards.

Exams

2 Exams that will include image-production.

Text & Materials

This is a Zero Textbook Cost class. No textbook required.

[Adobe Software](https://store.collegebuys.org/product/adobe-creative-cloud/)  (https://store.collegebuys.org/product/adobe-creative-cloud/) (link is for Adobe CC)

[Laptop/Computer \(https://libraries.santarosa.edu/computers\)](https://libraries.santarosa.edu/computers)

Reliable Internet Access

Contact information is below, I will assist you in accessing all materials necessary to successfully complete this course. Please let me know if you need help accessing technology tools and I will help you.

Remember that our [library and campus \(https://libraries.santarosa.edu/computers\)](https://libraries.santarosa.edu/computers) offers quiet spaces, wi-fi and technology to assist you in completing your studies.

Course Availability



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How this course works

Modality/Content Delivery

This course is 100% online, with no scheduled meeting times. I am however available during my drop-in hours (provided below under Contact Preferences). I enjoy hearing from my students so please don't hesitate to reach out.

Access the online course through [Canvas](#).

To keep us all organized the course follows modules, which will be completed in order throughout the term. The due dates of the modules can be seen on the modules page in Canvas and in the Canvas Calendar page.

Participation

Because this is an online course 'attendance' is actually quantified as participation.

There is no one item that qualifies as participation in this course's grading rubric. Rather, participation is measured through your participation in completing assignments, posting to discussions, and responding to your peers.

You are valuable, and your voice is an essential part of making this class successful. Therefore I ask that you participate in all activities to maintain a healthy and vibrant learning space.

No-Shows

At the start of the course, I do have to verify that all students are present. To be counted as present students do have to complete the following tasks at the start of the course to avoid being marked as a no-show.

1. [Quiz: Course Information Review \(Attendance Requirement\)](https://canvas.santarosa.edu/courses/71841/quizzes/359467) (https://canvas.santarosa.edu/courses/71841/quizzes/359467)
2. [Getting to Know You](https://canvas.santarosa.edu/courses/71841/quizzes/359456) (https://canvas.santarosa.edu/courses/71841/quizzes/359456)

If you fail to participate for more than one week, I will check in on you; however, it is your responsibility to communicate with me and let me know what is going on and it will be your decision whether or not you want to drop the course. I do have to drop students who fail to participate the first week of the semester as a matter of law, so please complete the [Course Information \(START HERE\)](https://canvas.santarosa.edu/courses/71841/modules/437925) (https://canvas.santarosa.edu/courses/71841/modules/437925) tasks by the due date to avoid being dropped as a 'no show'.

I will do what I can to maintain contact with you. Please maintain contact with me should you face any barriers to completion regarding attendance and task completion. I am here to help you achieve your educational goals and we have many resources in place to support you in achieving your educational goals.

Time Management

This is a 3-unit course offered over a full term.

Pace yourself and try to do an item every couple of days. Do not attempt to complete entire modules on the due date, otherwise, you will suffer both burnout and anxiety.

This course requires some time to digest the concepts and explore the elements, which include concepts such as design elements, tools, techniques for achieving planned results, and communication through visual language.



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Software Requirements & Materials

As mentioned above, this is a Zero Textbook Cost class. No textbook required.

Required Software: [Adobe Software](https://store.collegebuys.org/product/adobe-creative-cloud/) (link is for Adobe CC, which includes all design suite software but you could elect to only purchase Photoshop)

Required Hardware: [Laptop/Computer](https://libraries.santarosa.edu/computers)

Required Access: Reliable Internet Access

CS70.11A Photoshop 1. Online Access.

This course can be accessed at <https://santarasajc.instructure.com> (<https://canvas.santarosa.edu/?wrap=1>). You may access our course site from home, the library, or the student labs at SRJC. When you are officially enrolled in the class and the class has been made available to students, you will have access to this class on SRJC's Canvas site. Students are expected to monitor the Canvas site and complete all assignments in a timely manner. Expect to login at least every few days to avoid falling behind.

Meet Your Instructor,

<https://canvas.santarosa.edu/courses/71841/pages/about-your-instructor> **Professor Stephanie Clark!**

I am excited to have you in this course, which is a gateway into several programs at SRJC. Together we will be exploring contemporary practices in visual communications, the landscape of design and potentially some new tools for future needs in this field. I will encourage everyone to experiment and explore by rewarding risks and examining design from a global perspective.

Assistant Professor Stephanie Clark (<https://canvas.santarosa.edu/courses/71841/pages/about-your-instructor>)

MFA Imaging Arts from Rochester Institute of Technology, Rochester, NY

BA Visual Arts from Rice University, Houston, TX

Email: sclark@santarosa.edu (<mailto:sclark@santarosa.edu>)

I love hearing from my students and am happy to assist with anything and everything to support you in achieving your goals and completing this course!

How you will be learning

Read below to find out how you will be using Canvas, materials, and software to learn.

Each week will consist of video tutorials that will take approximately 45 minutes to 1.5 hours to complete each. These tutorials are aligned with complementing quizzes that are low-stakes, these are not very many points, and you can retake a quiz to make sure you understand the concepts and materials presented. Each module will also have a discussion board(s) that will introduce new figures, resources or concepts to supplement your growth as a designer.

I've also provided an additional ungraded page to each module that will introduce deeper concepts around the course content, this is for those students who are really curious and want to know more, you can keep learning on your own.



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Course Goals

Below is a list of specific skills this course is designed to guide you towards obtaining. Each assignment you complete in this course will contribute to your growth towards meeting these goals. After this class has ended, it is my hope that you will use these skills in your daily life.

1. Differentiate among panels, tools, menus, and commands.
2. Compare and contrast JPEG (Joint Photographic Experts Group) and PSD (Photoshop Document) image file formats.
3. Create at least two images using various painting tools and options.
4. Construct selections using at least three selection tools and techniques.
5. Differentiate between screen and print resolution, set up digital camera images for printing, and scan an image for print using a flatbed scanner.
6. Assess the copyright status of publicly accessible images such as those found on the Internet and in books and magazines.
7. Evaluate an image's exposure and tonality, decide which of Photoshop's different tools and commands to use to make necessary adjustments, and repair the image using the appropriate tools and commands.
8. Compare image adjustments made directly to an image (Destructive) with ones made using adjustment layers (non-Destructive).
9. Repair image defects and damage using the Image/Adjust Menu, Spot Healing, Healing Brush, and Red Eye tools.
10. Manipulate and organize images using Adobe Bridge.
11. Create at least two multi-layered documents that incorporate layer groups and a variety of blending modes and opacities.
12. Evaluate the proper usage of the Liquify, Clouds, Difference Clouds, Motion Blur, and Lens Flare filters.

Feedback & Grades

Live Feedback

If you would like feedback before submitting an assignment, I encourage you to contact me via Pronto! or visit me during my scheduled drop-in hours (you can find these in our Canvas Calendar). In both formats, I can offer live feedback and troubleshoot any technical issues with you so that we can ensure your work is meeting the requirements.

Discussion Board Assignments Feedback

I will be posting replies to discussion boards each week. My replies may be in response to an individual's post, but these will be intended to be read by the entire class. At the end of each module, I will send a reminder to review these discussions and search for my name so that you can learn from me (and from each other) throughout the course.

Discussions will each have a rubric attached, and grading will be based on these rubrics, which will also indicate your level of achievement. If any points are reduced, you will receive a guidebook comment explaining why you received reduced points and how you can remedy this to earn full credit.

Written Assignments Feedback

You will find my [feedback on written assignments](https://community.canvaslms.com/docs/DOC-10666-421254359) typically in the Comments field on your Grades page. My goal is to give you feedback on written assignments within 3 days of the beginning of the week following the assignment due date, or before those assignments are needed for a subsequent task (if in the same week).


Communicating Assignment Requirements

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- Additionally, I have provided a **rubric** that details the assignment requirements and point value. You can find the rubric associated with a given assignment by clicking on the three dots in the upper right of the assignment window and selecting "View Rubric". For a preview of these steps see [How do I view the rubric for my assignments?](https://community.canvaslms.com/docs/DOC-10662-421254352)  (<https://community.canvaslms.com/docs/DOC-10662-421254352>) at the Canvas guides site.

Quizzes and Tests

These typically are automatically graded so that you receive feedback immediately and can identify gaps in your knowledge base before moving to the next module. Some quizzes and test questions will require manual grading by your instructor, and we will do everything in our power to get these posted within one week of submission.

Instructions: Always take advantage of any opportunity to re-take quizzes; the goal is for you to learn this stuff, not to "catch" you at what you don't know! Many quizzes have multiple attempts available, be sure to read the instructions which will provide the time, attempts, and point value of a quiz.

How will you submit assignments?

Assignments will only be accepted via Canvas submission; this is for both our benefits, as emails can get buried and there is no formal method for managing incoming files via email. If you are having trouble submitting a file in Canvas, please contact me and I will assist you in getting the file uploaded and documented in Canvas. If an assignment is not submitted to Canvas by the closing of the course, the assignment will not be graded and will receive a '0'.

Grading Scale

Grades will be based on a percentage of points earned during the course:

- = 90-100% Excellent
- = 80-89% Good
- = 70-79% Average
- = 60-69% Below Average
- F = 0-59% Failed

Canvas Help

[SRJC Student Canvas Help \(https://de.santarosa.edu/student-help-for-canvas\)](https://de.santarosa.edu/student-help-for-canvas)

Canvas login credentials are the same as your single sign-on credentials.

If you need assistance with Canvas, you can access help using either of the buttons above.

Our Learning Pact

1. Provide you with a clear, organized course that is designed to ensure you meet our course outcomes in a meaningful manner.
2. Provide a variety of assignments to ensure your learning needs are met.
3. Be actively present in your learning.
4. Provide a supportive and safe environment for you to share and discuss ideas with your peers.



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I won't be perfect. I am human and will make mistakes at times. I will view mistakes as an opportunity to learn and grow.

Get in Touch!

Contact Preferences

- Pronto! This is a new tool in Canvas that you can utilize on your phone as an app. Find out more about Pronto [HERE](https://canvas.santarosa.edu/courses/71841/pages/communication-plan). (<https://canvas.santarosa.edu/courses/71841/pages/communication-plan>)
- Use Canvas Conversations via the Inbox navigation icon. This tool eliminates the possibility of your email being buried in my day-to-day work emails. I want to make sure your needs are being met so please utilize Canvas Inbox before you choose to use email.
- You can also add comments to your assignments, which I will read and reply to directly.
- All virtual contact will be replied to within 24 hours. I welcome additional contact if for some reason I do not respond immediately (a gentle nudge is sometimes needed if I for some reason overlook an email).

Office Location







I currently keep a virtual 'office' via ConferZoom.

Office Hours: Wednesdays 8am-1pm

If these times don't work, just send me a message and we can schedule outside of these hours.

I also welcome virtual chats via Zoom appointments or Pronto!

Course Summary:

Date	Details	Due
Wed Jan 17, 2024	 Office Hours (https://canvas.santarosa.edu/appointment_groups/2863)	8am to 1pm
Fri Jan 19, 2024	 Getting to Know You (Attendance Requirement) (https://canvas.santarosa.edu/courses/71841/assignments/1129544)	due by 11:59pm
	 Quiz: Course Information Review (Attendance Requirement) (https://canvas.santarosa.edu/courses/71841/assignments/1129555)	due by 11:59pm
Thu Jan 25, 2024	 1.3 Share: Creative Figure: Jerry Uelsmann (https://canvas.santarosa.edu/courses/71841/assignments/1129571)	due by 11:59pm
	 Demo 1.1 (Buddha Montage) (https://canvas.santarosa.edu/courses/71841/assignments/1129583)	due by 11:59pm
	 Quiz: Demo 1.1 (Buddha Montage) (https://canvas.santarosa.edu/courses/71841/assignments/1129553)	due by 11:59pm


















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Date	Details	Due
	https://canvas.santarosa.edu/calendar?event_id=139839&include_contexts=course_71841	
Thu Feb 1, 2024	 2.1 Demo (Graphic Montage) https://canvas.santarosa.edu/courses/71841/assignments/1129573	due by 11:59pm
	 2.2 Quiz: Demo (Graphic Montage) https://canvas.santarosa.edu/courses/71841/assignments/1129545	due by 11:59pm
	 2.3 Share: Images: Jerry Uelsmann (continued) https://canvas.santarosa.edu/courses/71841/assignments/1129570	due by 11:59pm
Thu Feb 8, 2024	 3.2 Demo (Uke Composite) https://canvas.santarosa.edu/courses/71841/assignments/1129574	due by 11:59pm
	 3.3 Quiz: Demo 3.1 (Uke Composite) https://canvas.santarosa.edu/courses/71841/assignments/1129550	due by 11:59pm
	 3.4 Share: Creative Figure: Maggie Taylor https://canvas.santarosa.edu/courses/71841/assignments/1129567	due by 11:59pm
	 3.5 Self-Assessment Check In #1 https://canvas.santarosa.edu/courses/71841/assignments/1129575	due by 11:59pm
Thu Feb 15, 2024	 3.6 Extra Credit - Pulse Taking Survey https://canvas.santarosa.edu/courses/71841/assignments/1129542	due by 11:59pm
	 4.2 Demo (Pen Tool/Paths) https://canvas.santarosa.edu/courses/71841/assignments/1129572	due by 11:59pm
	 4.3 Quiz: Demo (Pen Tool) https://canvas.santarosa.edu/courses/71841/assignments/1129547	due by 11:59pm
	 4.4 Share: Images: Maggie Taylor https://canvas.santarosa.edu/courses/71841/assignments/1129566	due by 11:59pm
Fri Feb 16, 2024	 Lincoln's Day Holiday Observance (No classes, District closed) https://canvas.santarosa.edu/calendar?event_id=139846&include_contexts=course_71841	12am
Mon Feb 19, 2024	 Washington's Day Holiday (No classes, District closed) https://canvas.santarosa.edu/calendar?event_id=139836&include_contexts=course_71841	12am
Thu Feb 22, 2024	 5.1 Demo (Vector Masks) https://canvas.santarosa.edu/courses/71841/assignments/1129576	due by 11:59pm



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Date	Details	Due
	 5.3 Discussion - Applied Vector Masks https://canvas.santarosa.edu/courses/71841/assignments/1129561	due by 11:59pm
Fri Feb 23, 2024	 Native American Day (No classes, District closed) https://canvas.santarosa.edu/calendar?event_id=139856&include_contexts=course_71841	12am
	 6.1 Demo (Advanced Compositing) https://canvas.santarosa.edu/courses/71841/assignments/1129577	due by 11:59pm
Thu Feb 29, 2024	 6.2 Quiz: Demo 6.4 (Advanced Compositing) https://canvas.santarosa.edu/courses/71841/assignments/1129558	due by 11:59pm
	 6.3 Discussion: Creative Resources: Research Behance Portfolios https://canvas.santarosa.edu/courses/71841/assignments/1129565	due by 11:59pm
	 8.1 Demo (Poster) https://canvas.santarosa.edu/courses/71841/assignments/1129579	due by 11:59pm
Thu Mar 14, 2024	 8.2 Quiz: Demo (Poster) https://canvas.santarosa.edu/courses/71841/assignments/1129546	due by 11:59pm
	 8.3 Share a Creative Movie Poster! (Commercial Exploration & Application) https://canvas.santarosa.edu/courses/71841/assignments/1129562	due by 11:59pm
	 Mid-term Finished https://canvas.santarosa.edu/courses/71841/assignments/1129559	due by 11:59pm
Mon Mar 18, 2024	 SPRING BREAK (No classes) https://canvas.santarosa.edu/calendar?event_id=139843&include_contexts=course_71841	12am to 12:10am
Tue Mar 19, 2024	 SPRING BREAK (No classes) https://canvas.santarosa.edu/calendar?event_id=139840&include_contexts=course_71841	12am to 12:10am
Wed Mar 20, 2024	 SPRING BREAK (No classes) https://canvas.santarosa.edu/calendar?event_id=139847&include_contexts=course_71841	12am to 12:10am
Thu Mar 21, 2024	 SPRING BREAK (No classes) https://canvas.santarosa.edu/calendar?event_id=139844&include_contexts=course_71841	12am to 12:10am
Fri Mar 22, 2024	 SPRING BREAK (No classes) https://canvas.santarosa.edu/calendar?event_id=139850&include_contexts=course_71841	12am to 12:10am






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Date	Details	Due
	event_id=139851&include_contexts=course_71841)	
Sun Mar 24, 2024	 SPRING BREAK (No classes) https://canvas.santarosa.edu/calendar?event_id=139852&include_contexts=course_71841	12am to 12:10am
Thu Mar 28, 2024	 10.2 Quiz: Demo 10.1 (Text Effects) https://canvas.santarosa.edu/courses/71841/assignments/1129556	due by 11:59pm
	 Demo 10.1 (Intro. Text Effects) https://canvas.santarosa.edu/courses/71841/assignments/1129588	due by 11:59pm
Mon Apr 1, 2024	 Cesar Chavez/Dolores Huerta Day (No classes, District closed) https://canvas.santarosa.edu/calendar?event_id=139853&include_contexts=course_71841	12am
Thu Apr 4, 2024	 Demo 9.1 (Texture/Blending) https://canvas.santarosa.edu/courses/71841/assignments/1129587	due by 11:59pm
	 Quiz: Demo 9.1 (Texture/Blending) https://canvas.santarosa.edu/courses/71841/assignments/1129552	due by 11:59pm
Thu Apr 11, 2024	 10.3 Discussion: Creative Figures: Annie Atkins - Graphics for Film https://canvas.santarosa.edu/courses/71841/assignments/1129564	due by 11:59pm
	 11.2 Quiz: Demo 11.1 (Image Restoration) https://canvas.santarosa.edu/courses/71841/assignments/1129543	due by 11:59pm
	 Demo 11.1 (Image Restoration Project) https://canvas.santarosa.edu/courses/71841/assignments/1129586	due by 11:59pm
Thu Apr 18, 2024	 12. 2 Quiz: Demo 12.1 Animated GIF https://canvas.santarosa.edu/courses/71841/assignments/1129551	due by 11:59pm
	 Demo 12.1 Animated GIF Simple https://canvas.santarosa.edu/courses/71841/assignments/1129584	due by 11:59pm
	 Extra Credit - Stop Motion! https://canvas.santarosa.edu/courses/71841/assignments/1129595	due by 11:59pm
Sun Apr 21, 2024	 Last day to drop a semester length class with "W" symbol https://canvas.santarosa.edu/calendar?event_id=139835&include_contexts=course_71841	12am
Thu Apr 25, 2024	 13.2 Share: Digital Painting Practice & Share https://canvas.santarosa.edu/courses/71841/assignments/1129560	due by 11:59pm




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Date	Details	Due
	https://canvas.santarosa.edu/courses/71841/assignments/1129602	
	 Module 9 Discussion https://canvas.santarosa.edu/courses/71841/assignments/1129606	due by 11:59pm
	 Module 14 Tutorial https://canvas.santarosa.edu/courses/71841/assignments/1129605	due by 11:59pm
Thu May 2, 2024	 Module 15 Quiz https://canvas.santarosa.edu/courses/71841/assignments/1129557	due by 11:59pm
Thu May 16, 2024	 Final Photoshop Project https://canvas.santarosa.edu/courses/71841/assignments/1129568	due by 11:59pm
	 End of Course (70.11A Photoshop I) https://canvas.santarosa.edu/calendar?event_id=139834&include_contexts=course_71841	12am
Fri May 17, 2024	 End of Course (CS5) https://canvas.santarosa.edu/calendar?event_id=139845&include_contexts=course_71841	12am
	 Finals Week https://canvas.santarosa.edu/calendar?event_id=139841&include_contexts=course_71841	12am
Sat May 18, 2024	 Finals Week https://canvas.santarosa.edu/calendar?event_id=139854&include_contexts=course_71841	12am
Sun May 19, 2024	 Finals Week https://canvas.santarosa.edu/calendar?event_id=139855&include_contexts=course_71841	12am
Mon May 20, 2024	 Finals Week https://canvas.santarosa.edu/calendar?event_id=139842&include_contexts=course_71841	12am
Tue May 21, 2024	 Finals Week https://canvas.santarosa.edu/calendar?event_id=139837&include_contexts=course_71841	12am
Wed May 22, 2024	 Finals Week https://canvas.santarosa.edu/calendar?event_id=139849&include_contexts=course_71841	12am
Thu May 23, 2024	 Photoshop Skills Test https://canvas.santarosa.edu/courses/71841/assignments/1129548	due by 11:59pm
Fri May 24, 2024	 Finals Week https://canvas.santarosa.edu/calendar?event_id=139849&include_contexts=course_71841	12am

 You are currently logged into Student View

Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

[Reset Student](#)

[Leave Student View](#)

Date	Details	Due
	<p> Last day to opt for P/NP for a semester length class (https://canvas.santarosa.edu/calendar?event_id=139838&include_contexts=course_71841)</p>	12am
	<p> Disability Paperwork and Accommodation Needs (https://canvas.santarosa.edu/courses/71841/assignments/1129589)</p>	
	<p> Extra Credit! End of Course Survey (https://canvas.santarosa.edu/courses/71841/assignments/1129549)</p>	



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[Reset Student](#)

[Leave Student View](#)

About Your Instructor

Contact Information

Instructor Name: Stephanie Clark



Email: sclark@santarosa.edu (<mailto:sclark@santarosa.edu>)

Office Hours: Wednesdays 8am-1pm via Canvas Zoom.

Contact Preferences

- Pronto! This is a new tool in Canvas that you can utilize on your phone as an app. Find out more about Pronto [HERE](https://canvas.santarosa.edu/courses/71841/pages/pronto-join-now). (<https://canvas.santarosa.edu/courses/71841/pages/pronto-join-now>)
- Use Canvas Conversations via the Inbox navigation icon. This tool eliminates the possibility of your email being buried in my day-to-day work emails. I want to make sure your needs are being met so please utilize Canvas Inbox before you choose to use email.
- You can also add comments to your assignments, which I will read and reply to directly.
- All virtual contact (via email or Canvas inbox) will be replied to within 24 hours. I welcome additional contact if for some reason I do not respond immediately (a gentle nudge is sometimes needed if I for some reason overlook an email).

Teaching Philosophy

My teaching philosophy reflects a deep interest and belief in education serving as a tool of universal empowerment.

What does this look like in the classroom?

- **Global:** Students learn from/about master artisans worldwide, reflecting multiple perspectives and bringing attention to new cultures and economies.

- **Tools & Technology:** Students use the same tools and techniques as industry professionals. Period, no exceptions.
- **Language:** Students develop a rich vocabulary that elevates their understanding of technology and design, creating a more meaningful relationship with their work.
- **Evolving content:** Students learn through multiple platforms, software, and mediums and are encouraged to navigate and pivot when media and design needs change. This builds resilience and confidence in preparation for a lifetime of work in the field.
- **Preparation:** Students experience success as they enter the workforce because they have the capacity, confidence, and resilience developed in the classroom's safe space to approach complex problems (technical and conceptual) and navigate complex issues with bold and visible results.

In the classroom, we not only focus on the needs and the trends of today, but we (teacher/student/community) cultivate a culture of curiosity and a desire for life-long learning. We look to the future. We get comfortable in our discomfort: there will be time spent on tools and concepts that we have no chance of mastering in a single course. This is OK! We must acknowledge the need to continuously learn, continually reflect, and evolve to become bold creative thinkers/makers/doers.

Keeping in mind that the future is unknown, classroom activities focus on preparing students to leave with the capacity to embrace, critique, and respond to media and design changes.

Customize Your Canvas Settings & Access

Complete the following three actions to optimize your online learning experience:

- Configure your notification settings
- Add a profile picture to your account
- Download the Canvas mobile app

Notification Settings

Notification settings determine how course information is communicated to you and how your instructor and classmates electronically contact you. The resources below provide both text-based and video tutorials for customizing your notification settings.

Required Notification Settings

As my student, you will need to have Announcements, Conversation Messages, and Administrative Notifications set to "Notify Me Right Away," represented by a green check mark. Review and adjust the notification settings. If you don't know what a notification is for, hover over the name and an explanation will be displayed.

Note that you cannot change your email address in Canvas; you can try, but it will automatically default back to the email address that is recorded in Web Advisor. You can, however, add an email address for notifications.

For more information, read the following "How To" documents:

[How Do I Set My Canvas Notification Preferences?](https://community.canvaslms.com/docs/DOC-10624-4212710344)  <https://community.canvaslms.com/docs/DOC-10624-4212710344>

[How Do I Add an Additional Email Address as a Contact Method?](https://community.canvaslms.com/docs/DOC-10594-4212710336)  <https://community.canvaslms.com/docs/DOC-10594-4212710336>

[How Do I Add a Text \(SMS\) Contact Method in Canvas?](https://community.canvaslms.com/docs/DOC-10591-4212710337)  <https://community.canvaslms.com/docs/DOC-10591-4212710337>

Profile Picture

A profile picture helps your classmates and your instructor get to know you a little better by putting a "face to a name." The resources below provide both text-based and video tutorials for adding a profile picture. Note that you only have to do this one time (for your first online course); your picture will follow you through subsequent SRJC online Canvas courses.

User Settings & Profile Picture from Canvas LMS on Vimeo.

For more information, read the following "How To" documents:

[How Do I Add a Profile Picture In My User Account?](https://community.canvaslms.com/docs/DOC-10599-4212710334)  <https://community.canvaslms.com/docs/DOC-10599-4212710334>

Canvas Mobile App

You can access your online course on mobile devices through the Canvas app with these steps:

- Download the Canvas app
- Select Santa Rosa Junior College
- Enter your Username / Password for the SRJC Canvas page

Note that while the Canvas Student App is a great way to access course material, it is not recommended for submitting Assignments or completing Quizzes, Tests, or Exams. Assessments should be submitted using a desktop or laptop computer with a strong and stable internet connection.

Click the *Next* button below to access more details about this course.

Communication Plan

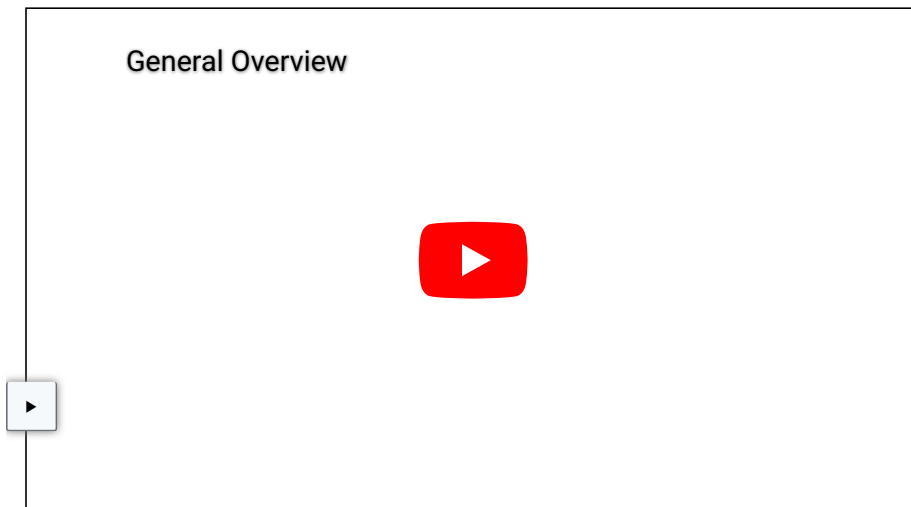
I will communicate with you (and you with me!) in various ways throughout this course:

Announcements

I will use [Canvas Announcements \(https://canvas.santarosa.edu/courses/71841/announcements\)](https://canvas.santarosa.edu/courses/71841/announcements) to send information out to you about things such as updates on the course, summaries of my observations on your discussion posts, reminders about assignment deadlines, etc. on at least a weekly basis. **I expect you to check these announcements throughout the week as well. I use Announcements liberally and regularly!**

Preferred Contact Method: Pronto!

Here's an overview of Pronto!



SRJC has purchased the messaging tool, Pronto! Pronto allows students and teachers to experience the ease of text message communication without having to exchange private phone numbers.

In Canvas, you will find the Pronto button in the far-left navigation bar below the Help button.



Pronto can also be used via mobile and desktop applications.

Pronto has the following features:

- Whole-class, small-group, or direct messaging
- File-sharing
- Sending GIFs, images, and emojis
- Live message translation into another language

Watch Three Videos to Learn How to Use Pronto

- [Quickstart: How to Access Pronto in Canvas \(https://youtu.be/Bz8zNMIS-sk\)](https://youtu.be/Bz8zNMIS-sk)



<https://youtu.be/Bz8zNMIS-sk>

- [How to use Pronto in Canvas and via the Mobile App \(Students\) \(https://www.youtube.com/watch?v=-XC-K6Jc8ps&t=524s\)](https://www.youtube.com/watch?v=-XC-K6Jc8ps&t=524s)



(<https://www.youtube.com/watch?v=-XC-K6Jc8ps&t=524s>)

- [Detailed Overview of Pronto in Canvas \(https://support.pronto.io/en/articles/3330328-pronto-s-integration-with-canvas-features-overview\)](https://support.pronto.io/en/articles/3330328-pronto-s-integration-with-canvas-features-overview)

Email sclark@santarosa.edu (<mailto:sclark@santarosa.edu>)

Email, Phone, Office, Canvas Inbox

Office Hours: Wednesdays 8am-1pm [📅 \(https://calendly.com/meet_prof_clark/15min\)](https://calendly.com/meet_prof_clark/15min)

Contact Preferences

- Use Canvas Conversations via the Inbox navigation icon, as this is a very organized and well-documented form of communication with students and removes the possibility of an email being buried in my work emails.
- Students may also add comments to their assignments, which I will read and reply to directly.
- All virtual contact (via Canvas inbox) will be replied to within **48 hours**.

Canvas Inbox: Contact me this way for specific technical issues in software, or issues such as grades, as well as having to miss a deadline due to a medical issue, etc. I check Canvas inbox daily and will try to get back to you as soon as possible, if for some reason you don't hear from me in a timely (24 hour) manner, please feel free to contact me again, I do not mind and am happy to help all of my students. I'm a busy bee, and sometimes while I'm buzzing from project to project I overlook a message.

All virtual contact via Canvas inbox will be replied to within **48 hours**.

Communication about Assignment Feedback & Grades

Live Feedback

If you would like feedback before submitting an assignment, I encourage you to contact me via Pronto! or visit me during my scheduled drop-in hours (you can find these in our Canvas Calendar). In both formats, I can offer live feedback and troubleshoot any technical issues with you so that we can ensure your work is meeting the requirements.

Discussion Board Assignments Feedback

I will be posting replies to discussion boards each week. My replies may be in response to an individual's post, but these will be intended to be read by the entire class. At the end of each module, I will send a reminder to review these discussions and search for my name so that you can learn from me (and from each other) throughout the course.

Discussions will each have a rubric attached, and grading will be based on these rubrics, which will also indicate your level of achievement. If any points are reduced, you will receive a guidebook comment explaining why you received reduced points and how you can remedy this to earn full credit.

Written Assignments Feedback

You will find my [feedback on written assignments \(https://community.canvaslms.com/docs/DOC-10666-421254359\)](https://community.canvaslms.com/docs/DOC-10666-421254359) typically in the Comments field on your Grades page. My goal is to give you feedback on written assignments within 3 days of the beginning of the week following the assignment due date, or before those assignments are needed for a subsequent task (if in the same week).

Communicating Assignment Requirements

For assignments such as Discussions, projects, essays, etc.

- **Written instructions** are provided with steps, which you will find in each Canvas page for an assignment.
- Additionally, I have provided a **rubric** that details the assignment requirements and point value. You can find the rubric associated with a given assignment by clicking on the three dots in the upper right of the assignment window and selecting "View Rubric". For a preview of these steps see [How do I view the rubric for my assignments? \(https://community.canvaslms.com/docs/DOC-10662-421254352\)](https://community.canvaslms.com/docs/DOC-10662-421254352) at the Canvas guides site.

Quizzes and Tests

These typically are automatically graded so that you receive feedback immediately and can identify gaps in your knowledge base before moving to the next module. Always take advantage of any opportunity to retake quizzes; the goal is for you to actually learn this stuff, not to "catch" you at what you don't know!

Click the *Next* button below to access more details about this course.

Pronto! (Join Now!)

Preferred Contact Method: Pronto!

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<https://youtu.be/Bz8zNMIS-sk>

- ▶ [How to use Pronto in Canvas and via the Mobile App \(Students\) \(https://www.youtube.com/watch?v=-XC-K6Jc8ps&t=524s\)](https://www.youtube.com/watch?v=-XC-K6Jc8ps&t=524s)



<https://www.youtube.com/watch?v=-XC-K6Jc8ps&t=524s>

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Academic Integrity Policy

[Academic Integrity Policy at SRJC \(https://rightsresponsibilities.santarosa.edu/academic-integrity\)](https://rightsresponsibilities.santarosa.edu/academic-integrity)

Santa Rosa Junior College holds that its primary function is the development of intellectual curiosity, integrity, and accomplishment in an atmosphere that upholds the principles of academic freedom. All members of the academic community - student, faculty, staff, and administrator - must assume responsibility for providing an environment of the highest standards, characterized by a spirit of academic honesty and mutual respect. Because personal accountability is inherent in an academic community of integrity, this institution will not tolerate or ignore any form of academic dishonesty.

Academic dishonesty is regarded as any act of deception, benign or malicious in nature, in the completion of any academic exercise. Examples of academic dishonesty include cheating, plagiarism, impersonation, misrepresentation of idea or fact for the purpose of defrauding, use of unauthorized aids or devices, falsifying attendance records, violation of testing protocol, inappropriate course assignment collaboration, and any other acts that are prohibited by the instructor of record.

Faculty and students are partners in maintaining the college's academic integrity, in accordance with the guidelines delineated below:

FACULTY RESPONSIBILITIES

1. Conduct your classroom in a manner that encourages mutual respect, honorable behavior, and learning, thereby promoting student success and discouraging academic dishonesty.
2. Inform students of the course requirements, grading procedures, and rules and expectations for acceptable conduct and behavior in your class, including definitions of plagiarism and the ethical use of technology.
3. Inform students of the SRJC policy (3.11) on Academic Integrity and the Student Conduct Code, which is in the SRJC Catalog and part of Policy 8.2.8, Student Discipline. Explain how these policies will be applied in your classes.
4. Inform students of their rights to due process should they wish to contest an allegation or penalty that you have determined.

STUDENT RESPONSIBILITIES

1. Conduct yourself in a manner that encourages mutual respect, honorable behavior, and learning, thereby promoting student success and discouraging academic dishonesty.
2. Learn and understand the course requirements, grading procedures, and rules and expectations for acceptable conduct and behavior in each of your classes, including definitions of plagiarism and the ethical use of technology.
3. Learn and understand SRJC policy (3.11) on Academic Integrity and the Student Conduct Code, which is in the SRJC catalog and part of Policy 8.2.8, Student Discipline and how these policies will be applied in your classes.
4. Learn and understand your rights to due process should you wish to contest an allegation or penalty made by an instructor or other representative of the college.

These procedures focus on academic integrity in the context of the instructor-student relationship in the setting of an instructional program. Instructor obligations are further delineated in Policy 3.9 Instructor's Obligation to the Student. Appropriate student conduct is further delineated in The Student Conduct Code, which is part of SRJC Policy 8.2.8 and is published in the SRJC Catalog.

Accommodations for Disabilities and Accessibility Support

Your success in this course is important to me. SRJC and I are committed to providing reasonable accommodations for all individuals with disabilities. If you have a disability that may have some impact on your ability to do well in this course, I encourage you to speak with me as soon as possible.

Also, please contact [Disability Resources Department \(https://drd.santarosa.edu\)](https://drd.santarosa.edu) so that we can all collaborate on your classroom accommodations in a timely manner.

SANTA ROSA CAMPUS:

Bertolini Hall, 3rd Floor
Tel: (707) 527-4278
Fax: (707) 524-1768

PETALUMA CAMPUS:

Richard Call Building, Room 600
Tel: (707) 778-2491

OFFICE HOURS:

All services will be provided remotely between the hours of:



8am - 5pm Mondays - Thursdays
8am - 12pm Fridays

The DRD requires documentation of your disability in order to receive reasonable accommodations. If you do not have documentation they will work with you to acquire it. I look forward to supporting you to meet your learning goals.

Accessibility Support

Students at Santa Ana College are provided with equal access to educational opportunities and are encouraged to contact the DRD to explore available resources.

Some of the services available are:

- Accommodation Letters
- Case Management
- Counseling
- Educational Plan (monitor/follow-up)
- Liaison with Community Partners
- Liaison with On-Campus Departments
- Liaison with Professors
- Orientation (new students/mobility)
- Priority Registration
- Registration Assistance

Disability-Specific Services:

- Adaptive Physical Education
- Alternate Print Formats: Braille, Tactile Graphics, E-Text and Large Print
- Assessment for a Learning Disability
- Assisted Technology
- Audio Recordings i.e. Learning Ally
- CART/Real-time captioning
- Note Taker
- Sign Language Interpreting
- Purple Video Relay Services (VRS)
- Specialized Equipment Loan
- Test Area Accommodations

Click the *Next* button below to access more details about this course.


Course Netiquette Rules



Netiquette or Net Etiquette refers to the acceptable standards of behavior when interacting in an online environment.

Netiquette Rules and Guidelines for a Productive and Effective Online

Experience

- It is expected that every class member will participate in a mature and respectful fashion.
 - Participate actively in the discussions and other course activities, having completed the readings and thought about the issues.
 - Pay close attention to what your classmates write in their online comments. Ask clarifying questions, when appropriate. These questions are meant to probe and shed new light, not to minimize or devalue comments.
 - Think through and reread your comments before you post them. Use appropriate language. Check your writing for errors before posting, and refrain from using social media abbreviations. Remember don't type in all capital letters, it is the online equivalent to yelling and is considered rude. Be careful with the use of humor and sarcasm, as both can be easily misunderstood without the benefit of seeing facial expressions and hearing inflection or tone of voice.
 - Assume the best of others in the class and expect the best from them.
 - Value the diversity of the class. Recognize and value the experiences, abilities, and knowledge each person brings to class.
 - Disagree with ideas, but do not make personal attacks. Do not demean or embarrass others. Do not make sexist, racist, homophobic, or victim-blaming comments at all.
-  Be open to being challenged or confronted on your ideas or prejudices.

The goal of these guidelines is to create the most supportive and inclusive learning environment possible for everyone per

[SRJC Student Conduct Guidelines \(https://student-conduct.santarosa.edu\)](https://student-conduct.santarosa.edu).

Click the *Next* button below to access more details about this course.