

Coffee County High School

Student Course Syllabus

COURSE NAME:	Digital Arts & Design I	ROOM:	4 and 6
INSTRUCTOR:	Susan Baldwin	CREDITS:	1
EMAIL:	baldwins@k12coffee.net		

COURSE DESCRIPTION

Digital Arts & Design I is a foundational course in the Arts, A/V Technology, & Communications cluster for students interested in art and design professions. The primary aim of this course is to build a strong understanding of the **principles** and **elements of design** and the **design process**. Upon completion of this course, proficient students will be able to utilize industry tools to conceptualize and create communications solutions, which effectively reach targeted audiences. Students will acquire basic skills in design, typography, and photography. Standards in this course include career exploration, an overview of the history of design, basic business management, and legal issues. In addition, students will begin compiling artifacts for inclusion in a digital portfolio, which they will carry with them throughout the full sequence of courses in this program of study.

Prerequisite: None

COURSE REQUIREMENTS & EXPECTATIONS

Be ON TIME
Be PREPARED

Be RESPECTFUL
Be HONEST

Course Standards, Objectives, and Competencies:

https://www.tn.gov/content/dam/tn/education/ccte/art/cte_std_digital_arts_and_design_1.pdf

1. Safety - Classroom safety, Internet safety, and OSHA safety (Standard 1)
2. Introduction to Design - Role of designers, visual messaging, communication tool, design history, and advances in technology (Standard 2)
3. Career Exploration - Pathways and industries in art and design professions and aptitudes and training needed (Standard 3)
4. Elements and Principle of Design - Internal relationships of design, purpose and applications, rules of composition, color wheel, psychological characteristics of color, and color theories (Standard 4)
5. Introduction to the Design Process - Design steps and design goals (Standard 5)
6. Basic Illustration - Two and three-dimensional sketches, symbols, and logos. (Standard 6)
7. Basic Photography – Camera settings and operation (Standard 7)
8. Introduction to Design Software - Managing digital files & vector and raster-based files (Standard 8)
9. Basic Typography – Types and units of measure (Standard 9)
10. Design Projects - Applying design process to complete projects (Standard 10)
11. Ethical and Legal Issues – Laws, regulations, and ethical issues (Standard 11)
12. Business Management - Calculating profit and basic contract components (Standard 12)
13. Portfolio (Standard 13)

Attendance: Attendance is extremely important. Each student is expected to be present and punctual for all regularly scheduled classes. Attendance will be taken at the beginning of each class. Each student should be at his/her workstation ready to start at the beginning class time.

Conduct: Each student is expected to be respectful to others in the class, including all students, the instructor, additional school personnel, or visitors. Any act of class disruption that goes beyond the normal rights of students to question and discuss with the instructor will not be tolerated. Each student will be expected to follow all directions from the instructor. This includes, but is not limited to, request for you to open Classroom, take notes, view visual aids, work on assignments, etc. If you go to sleep, refuse to work, or cause a disturbance, you will be reprimanded.

Phone Policy: Students are expected to uphold the school's policy concerning personal communication devices and personal electronic devices. These devices will be turned off and stored in backpacks, purses or personal carry-all's. These devices include, but are not limited to, cell phones, wearable technology such as eye glasses, rings, watches, laptops, tablets, iPods, etc.

Computer Policy: This course requires the use of a computer.

Students are NOT allowed to change settings on classroom computers

No games; students are allowed to utilize all Adobe software if all assignments are complete

No downloading unless required by the instructor

Report any equipment problems as soon as possible

Please dispose of all trash properly

AI Use: The goal of this course is to emphasize the development of your own critical thinking and design skills using specific software to create original works. For this reason, the use of artificial intelligence in this classroom is prohibited with the exception of specific teacher-directed assignments.

Cheating: Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. A student's submitted work, examinations, reports, and projects must be that of the student's own work.

The penalty for violating the honor code is an automatic zero on the work. For this class, it is permissible to assist classmates in general discussions related to in class policies and procedures. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. A student may not use or copy (by any means) another's assignment (or portions of it) and represent it as his or her own.

Behavioral Consequences: Students who engage in behavioral issues such as foul language, games, downloading inappropriate material, disruption to others, excessive tardiness, etc. will be subject to the following consequences:

- | | |
|------------------------|---------------------|
| 1. Warning | 3. Parental Contact |
| 2. Teacher Consequence | 4. Office Referral |

Significant disruption to class will result in immediate removal to the office and an office referral.

Instructional Time: Class time will involve the presentation of new material, review of previous instruction, preparation of assigned problems and assignments, question and answer sessions, and computer lab time.

Electronic Portfolio: Students will be required to maintain an electronic course portfolio. Grades on the portfolio may be taken periodically. Portfolios may contain daily assignments such as vocabulary or journal writings, question/answer items, and individual and group projects. Students are responsible for all makeup assignments.

Extra Credit: Students may do several things for extra credit including projects, reports, and various other assignments. **All regular class assignments must be completed prior to requesting any extra credit.** Requests for extra credit assignments should be made at least **two weeks** prior to the end of the nine weeks and will be due one week prior to the end of the nine weeks.

Equipment Usage: Students will have the opportunity to utilize various pieces of equipment throughout the year including digital cameras, Wacom tablets, headsets, scanners, printers, laptops, and projectors. Careful consideration and respect should be utilized when using such equipment so as to maintain proper working order for all current and future students. Per policy, **students may NOT utilize their own equipment at school. All students must have a signed Equipment Usage Form** on file prior to using any school equipment.

Student Organization: Students will have the opportunity to join Future Business Leaders of America (FBLA) as a member of this class.

Assessments: Assessments may include question and answering, exit tickets, and tests or quizzes. Each assessment may be given periodically to assess knowledge and skill mastery. Nine weeks and semester exams will be given according to school policy.

Renaissance Incentives: Add +5 points to lowest grade for *each card* earned

Disability or Other Considerations: If you have a disability or special condition that requires adjustment to seating, course requirements, or any other classroom activity, please see me privately so that I may be of assistance.

Synergy: The online grade book *Synergy* will be used in this classroom. Synergy grades will sync with Google Classroom grades. Students and parents can easily check grades, missing assignments, tardies, and absences online. Access for parents to the Synergy application can be found on the CHS school web site.

Google Login/Classroom: Your school Google account will be necessary in this classroom. All students will be required to utilize their Google account to check daily for announcements and assignments in Google Classroom. Your class code to join is ***jxkjp6xa(4th)***, ***rcdbkv2a(5th)***. Parents may request access to their student's classes.

Required Materials & Classroom Fees: None

EVALUATION RUBRIC

<i>Overall Grading Scale</i>	
A = 90 – 100	B = 80 – 89
C = 70 – 79	D = 60 – 69
F = 59 and below	
<i>Quarter Grade Calculation</i>	
Classwork & Daily Assignments	75%
Tests & Projects	25%
TOTAL	100%
<i>Semester Grade Calculation</i>	
Q1/Q2	42.5%
Q3/Q4	42.5%
S1/S2 Exam	15%
TOTAL	100%

Exemption Rule – Students ***may*** be exempt from their FINAL semester exam if the student meets the school Semester Exam Exemptions guidelines or pass the Adobe Certification. Quarter grades will then be calculated on 50%.

Course Calendar Outline

(Schedule is subject to change)

1st Nine Weeks

Class syllabus/competencies overview
Office & Internet Safety Exam
Introduction to Design
Introduction to the Design Process
Basic Illustration
Introduction to Design Software
Elements & Principles of Design
Leadership, citizenship, teamwork skills, and portfolio

2nd Nine Weeks

Introduction to Design Software
Elements and Principles of Design
Basic Photography
Basic Typography
Leadership, citizenship, teamwork skills, and portfolio

3rd Nine Weeks

Introduction to Design Software
Design Projects
Basic Photography
Ethical and Legal issues
Design Projects
Leadership, citizenship, teamwork skills, and portfolio

4th Nine Weeks

Introduction to Design Software
Design Projects
Business Management
Final Design Project(s)
Leadership, citizenship, teamwork skills, and portfolio
Adobe Certification