

UNIVERSITY OF CALGARY  
DEPARTMENT OF ART

**UNDERGRADUATE COURSE OUTLINE**

**Art (ART) 251 – Lecture/Lab 01/02  
Media Arts: Practice & Theory I  
Fall 2016**

Lecture 01/Lab 01 T, R 9:30AM - 12:15PM, SS 018

Lecture 02/Lab 02 W, F 3:30PM - 6:15PM, SS 018

**Instructor:** *Rob Furr*  
**Office Location:** *Art 661*  
**Office Phone:** [rsfurr@ucalgary.ca](mailto:rsfurr@ucalgary.ca)  
*(Use only in emergency)*  
**Office Hours:** *WF 12:00 – 3:00, other times by appointment*

**Course Description**

Technical instruction and creative opportunities in the media arts, in addition to examination of historical, theoretical and critical context.

**Prerequisites &/or Co-requisites**

N/A

**Objectives of the Course**

This class is designed to introduce students to the essential tools and techniques of digital image manipulation and creation and provide a foundation for later artistic work. After completing this course, students should be prepared to acquire digital raster-based images, adjust and correct them as needed for specific purposes, and be able to generate raster-based images for most purposes.

**Textbooks and Readings**

*Recommended: Photoshop CC: Visual QuickStart Guide, by Weinmann and Lourekas.*

Note that presentation files (PowerPoint, Keynote, or otherwise) will *not* be provided to the students except as shown in class. Students who wish to keep that information are urged to take notes

**Assignments and Evaluation**

Quizzes (3 @ 5% each)	15%
Homework ( <i>sans</i> digital painting)	60%
Digital painting assignment	25%
Total	100%

**All assignments save the digital painting assignment are to be handed in as .jpg or .psd files.**  
Please hand in your assignments directly to the Dropbox cloud service folder created for your section.

	Topic	Assignment Given	Assignment Due
Sept. 13 / Sept. 14	Introduction to Class		
Sept. 15 / Sept. 16	Workspace and Files		
Sept. 20 / Sept. 21	Photo Corrections	Perjury	
Sept. 22 / Sept. 23			
Sept. 27 / Sept. 28	Selections and Layers	Chimera	Perjury
Sept. 29 / Sept. 30			
Oct. 4 / Oct. 5	The Brush Tool / Transparency	Fire	Chimera
Oct. 6 / Oct. 7			
Oct. 11 / Oct. 12	Channels and Masks	<b>Quiz #1</b>	
Oct. 13 / Oct. 14			
Oct. 18 / Oct. 19	Retouching	Cosmetics	Fire
Oct. 20 / Oct. 21			
Oct. 25 / Oct. 26	Advanced Layers	Trotsky	Cosmetics
Oct. 27 / Oct. 28			
Nov. 1 / Nov. 2	Compositing	Action	Trotsky
Nov. 3 / Nov. 4			
Nov. 8 / Nov. 9	Digital Painting	Final Assignment / <b>Quiz #2</b>	
Nov. 10 / Nov. 11	Break		
Nov. 15 / Nov. 16	Brush Tool and Automation		Action
Nov. 17 / Nov. 18			
Nov. 22 / Nov. 23	Copyright and Artist's Rights	Sculpture	
Nov. 24 / Nov. 25			
Nov. 29 / Nov. 30	Printing and Gamut		Sculpture
Dec. 1 / Dec. 2			
Dec. 6 / Dec. 7	Other Applications	<b>Quiz #3</b>	Final
Dec. 8/ Dec. 9	<b>Final Critique</b>		

## Writing

With the exception of quizzes, writing is not a significant component of this course. Quizzes may contain short answer or brief essay questions.

## Registrar-Scheduled Final Exam – NO

**Note: It is the student's responsibility to keep a copy of or any relevant documentation regarding each submitted assignment.**

You will turn in the digital painting assignment directly to your instructor. If this is not possible, you can use the drop box outside of AB 608. Assignments that are put into the drop box will be date-stamped and placed in the instructor's mailbox.

## Late Assignment Policy

Except in highly unusual circumstances, assignments cannot be turned in late for credit. Deadlines are firm; late assignments will not be accepted without prior negotiation with the instructor, or with

documented illnesses or family emergencies. Documented means a fully explanatory note from an appropriate authority, e.g., physician or counsellor. **In all cases where students do not turn in work on time without such documentation, a grade of zero will be entered into the gradebook for that assignment.**

*Do not email* assignments except by prior arrangement with the instructor; these must be uploaded to the digital dropbox.

### Additional Information

*Students are required to own an external USB storage device, such as a USB flash drive or external hard drive, with at least four gigabytes of available storage, and to save their work both in their Dropbox account and on the memory key. Losing a file due to file storage errors is not a valid excuse for not turning homework in.*

In addition, students are encouraged to purchase a drawing tablet for their computer (e.g., Wacom); lower-end models are acceptable, but students who intend to pursue further work in digital media may wish to invest in a model that will carry them through future courses. No assignment specifically depends on tablet use.

The final assignment will cost, roughly, \$30 in printing costs.

### Grading Method/Grading Scale:

Percentage	Grade	G.P.V.	Grade Definition
96-100	A+	4.0	Outstanding
90-95	A	4.0	Excellent-superior performance, showing comprehensive understanding of subject matter.
85-89	A-	3.7	
80-84	B+	3.3	
75-79	B	3.0	Good – clearly above average performance with knowledge of subject matter generally complete.
70-74	B-	2.7	
65-69	C+	2.3	
60-64	C	2.0	Satisfactory – basic understanding of the subject matter.
55-59	C-	1.7	
53-54	D+	1.3	
50-52	D	1.0	Minimal pass – marginal performance; generally insufficient preparation for subsequent courses in the same subject.
0-49	F	0	Fail – unsatisfactory performance or failure to meet course requirements.

### Studio Procedures

As this is a digital arts class, the class and homework will take place in a public computer lab. Students should therefore show those people working in other parts of the lab respect, and refrain from horseplay, loud conversation, or other disruptive activities. Being a part of this class does not grant additional rights or privileges over other students using the same facilities..

### Internet and Electronic Communication Device Information

Due to the size of the class, and the need to keep the class moving forward as a whole, the use of cell phones, audio players, or other portable electronic devices for any use other than as an e-reader (in cases where students have chosen to purchase that edition of the text) or as a drawing tablet is strictly prohibited: students who use these devices can expect to have them taken away for the duration of the class. Furthermore, while network access is necessary for the class, students who use the web for

purposes other than class work will be asked to leave the class, and will not be permitted to return until the next class.

Students MAY use personal laptops with a recent Photoshop version installed: however, the student will be responsible for accommodating any differences between the version of Photoshop provided in the lab. Course time will not be used to assist students in resolving differences between user interfaces and/or features of various versions of the application.

### **Academic Accommodation**

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services (S.A.S.); S.A.S. will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit [www.ucalgary.ca/access/](http://www.ucalgary.ca/access/)

Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor.

The full policy on Student Accommodations is available at [http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy\\_0.pdf](http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy_0.pdf)

### **Academic Standing**

For more information go to <http://www.ucalgary.ca/pubs/calendar/current/f.html>

### **Deferral of Exams/Term work**

It is possible to request a deferral of term work or final examination(s) for reasons of illness, accident, family or domestic affliction, or religious obligations. Please check with Enrolment Services if any of these issues make it impossible for you to sit an exam or finish term work by stated deadlines.

For more information about deferring a final exam go to <https://www.ucalgary.ca/registrar/exams/deferred-exams>

For more information about the deferral term work go to <http://www.ucalgary.ca/pubs/calendar/current/g-7.html>  
[http://www.ucalgary.ca/registrar/files/registrar/deferred\\_termwork15.pdf](http://www.ucalgary.ca/registrar/files/registrar/deferred_termwork15.pdf)

### **F.O.I.P.**

For more information go to <http://www.ucalgary.ca/secretariat/privacy>

### **Writing/Plagiarism**

Writing skills are not exclusive to English courses and, in fact, should cross all disciplines. The University supports the belief that throughout their University careers, students should be taught how to write well so that when they graduate their writing abilities will be far above the minimal standards required at entrance. Consistent with this belief, students are expected to do a substantial amount of writing in their University courses and, where appropriate, members of faculty can and should use writing and the grading thereof as a factor in the evaluation of student work. The services provided by the Writing Support Services can be utilized by all undergraduate and graduate students who feel they require further assistance.

For more information go to <http://www.ucalgary.ca/ssc/writing-support> or

<http://www.ucalgary.ca/pubs/calendar/current/e-2.html>

Using any source whatsoever without clearly documenting it is a serious academic offense. Consequences include failure on the assignment, failure in the course and possibly suspension or expulsion from the university. Visual art projects submitted for course credit must be produced by the student specifically for this class. Students must not submit projects if credit has or will be provided for it in another class. This includes re-worked assignments from previous or concurrent courses, unless permission is provided in writing by the instructor. Additionally, the student is asked to be mindful of using visual sources from the internet, ensuring that that material is not derived from any on-line or other available source, and that appropriate copyright permission is granted, when required.

For more information go to

<http://www.ucalgary.ca/pubs/calendar/current/k-2-1.html>

### **Student Misconduct**

For more information go to <http://www.ucalgary.ca/pubs/calendar/current/k.html>

### **Student Union**

For more information go to <http://www.su.ucalgary.ca/>

### **Student Ombudsman**

For more information go to <http://www.ucalgary.ca/provost/students/ombuds>

### **Lockers**

The Art Building lockers are administered through the Student's Union's used bookstore, Bound and Copied. Lockers are rented on a first come, first served basis. Due to the shortage of lockers, and the high demand, students cannot hold more than one locker at a time. All of the details on renting a locker and your responsibilities can be found on the Locker Rental Agreement at

[https://www.su.ucalgary.ca/wp-content/uploads/2014/08/locker\\_rental\\_agreement\\_2010.pdf](https://www.su.ucalgary.ca/wp-content/uploads/2014/08/locker_rental_agreement_2010.pdf)

**Lockers for all sessions** can be rented through [my.ucalgary.ca](http://my.ucalgary.ca). Once you're in the Student Centre, click on **Other Academic Services** and choose **Locker Reservation**.

**Lockers must be vacated by the end of term.**

For more information go to <http://www.su.ucalgary.ca/>

### **Models**

In this class students may be expected to draw from nude models. A student electing not to do so must notify the instructors IN WRITING of his/her concerns.

### **Portfolios and Assignments**

The Department of Art will not assume responsibility for lost or stolen portfolios or course work given to instructors for grading, or for work posted on bulletin boards in the art building.

**Note - All unclaimed work will be disposed of.**

**Note - Studio spaces, bulletin boards and display areas need to be cleared 2 weeks after the last day of classes.**

### **Ethics**

Whenever you perform research with human participants (i.e., surveys, interviews or observation) as part of your university studies, you are responsible for following university research ethics guidelines. Your instructor must review and approve of your research plans and supervise your research.

For more information go to <http://www.ucalgary.ca/pubs/calendar/current/e-5.html>  
or  
<https://www.ucalgary.ca/research/researchers/ethics-compliance/chreb>

### **Campus Security/Safewalk**

Call 220-5333 anytime. Help phones are located throughout campus, parking lots and elevators; they connect directly to Campus Security - in case of emergency, press the red button.

For more information go to <http://www.ucalgary.ca/security/safewalk>

### **Emergency Evacuation**

For more information go to <http://www.ucalgary.ca/emergencyplan/assemblypoints>

### **Faculty of Arts Program Advising and Student Information Resources**

Have a question but not sure where to start? The Arts Students' Centre is your information resource for everything in the Faculty of Arts. Stop by SS102, call us at 220-3580 or email us at [ascarts@ucalgary.ca](mailto:ascarts@ucalgary.ca) or [artsads@ucalgary.ca](mailto:artsads@ucalgary.ca). You can also visit the Faculty of Arts website at <http://arts.ucalgary.ca/undergraduate> which has detailed information on common academic concerns.

For program planning and advice, contact the Student Success Centre at 220-5881 or visit them on the 3rd floor of the Taylor Family Digital Library.

For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at 210-ROCK [7625] or visit them at the MacKimmie Library Block.