

# Digital Imaging I Syllabus 2020-21 MVROP

Mission San Jose High School

Instructor: **Paul Taglianetti**

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Instructor's personal website: <https://www.facebook.com/paultagfilm/>

**Class website:** <https://www.facebook.com/MSJhighdigital/>

**\*PLEASE READ:** The Mission San Jose Digital Imaging class ( Provided by Mission Valley ROP) will be Distance Learning for the start of the school year. Do not show up at the MSJ campus, follow the Distance Learning addendum at the end of the syllabus, also refer back to it in the event classrooms open and have to close again due to COVID-19. Once the distance learning directive has been lifted we will return to the normal syllabus below.

## **Course Description**

Students will learn the basic knowledge, skills, abilities, and processes required for graphic design and multimedia production. Their hands-on activities will include: digital painting, digital drawing and illustrating, digital imaging and graphic design. **This course UC “F” credit approved.**

Students will use computer software to create and manipulate images. Students will have access to the in-classroom photography studio to make images that can be brought into their illustrations. Flatbed scanners are available to scan and digitize historical photographs and other objects so that they may be incorporated into projects. Vector illustrations may be imported from Adobe Illustrator and/or Photoshop to be modified or combined with photographic images. Topics range from digital media terms, to simple color adjustments to larger projects of advanced composite images integrating several software packages.

## **Course Objectives**

To understand the tools and techniques of digital imaging. To communicate ideas visually through the creation of digital art. To appreciate the roles of digital imaging in industrial settings and society today. To integrate digital imaging methods with other creative or humanitarian pursuits. To produce a body of work that is suitable for presentation in a portfolio. To familiarize with digital imaging in preparation for an internship or college study.

Part Two of the course will introduce additional programs from the Adobe Creative Suite, which may include InDesign, Illustrator and others. This semester represents a move toward applications in industrial, professional and media settings and the development of a personal portfolio. Students project work will be oriented to their field of interest and the professional marketplace. These projects include the preparation of a letterhead, business logotype and advertising pieces. There will be 2 increased emphasis placed on larger personal projects and reflection on their work to describe, refine and present work in the language of the visual arts.

MVROP courses are “real-world” comprehensive professional education. Digital Imaging is designed for career technical and pre-professional students. Along with the technical exercises, we will discuss issues and trends in digital images and you will learn business/legal skills related to digital imaging. You will learn how to establish terms for the delivery and sale of digital images, including how to license rights to your work and prepare a digital invoice – all of this following the same industry standards that your instructor follows in his own professional work today. The curriculum for MVROP's Digital Imaging I follows the Design, Visual and Media Arts Knowledge and Performance Anchor Standards of the California Department of Education's Career Technical Education Model Curriculum Standards.

## **Some of the concepts covered in the course:**

Elements of design  
Typography, layout and text skills  
Principles of composition  
Controlling perspective  
History of digital technology  
Use of the pen and brush tools  
Physics of light  
Lighting and shadow effects  
Understanding digital image capture  
Converting photographs to line art

Pixels and resolution  
Creating the illusion of depth / 3D  
Preparing images for web and print use  
Digital illustration  
Workspace/Art board navigation  
Digital layout  
Making selections and transformations  
Collage  
Working with layers  
Mixed media techniques

Image adjustments / adjustment layers  
Photo enhancement  
Metadata and its importance  
Restoration and museum methods  
Color theory, color space and calibration  
Composite construction (Photo Merge)  
Color swatches, pantones, gradients  
Masking techniques  
Introduction to motion effects and compositing techniques  
Using channels to mask intricate objects Workflow in Adobe Light room  
Photo retouching and color replacement Creating a web-gallery  
Clipping layers Logo design for business

Creating scalable vector graphics  
Controlling perspective  
Importing, converting, exporting files  
Newsletter/Layout design in Adobe Photoshop  
Preparing images for print or web use  
Creating a webpage/FB mock-up  
Develop employability competencies Integration of Adobe software  
Learn to analyze and interpret images  
Writing a project proposal  
Exhibit high standards Collaborate in project-based learning  
Prepare an entry for competition  
Produce ads and PSA pieces

### **This course is UC-approved and there is a writing requirement**

In two short research papers, you will have the opportunity to explore the work of a digital imaging genre or artist that you admire and to examine the legal, ethical or business aspect of digital imaging.

### **Portfolio**

Students will produce a portfolio of their work, complete a visual or graphic resume, and complete an internship or employment application with letter of intent. The portfolio will be presented in digital format and there may be an opportunity to present as a webpage. Students will be required to show portfolio progress at mid-year.

### **Methods of Instruction**

A variety of formats for learning will be offered to help students meet the course objectives, such as live demos, online tutorials, projects, lectures, film/video, class presentations and critiques.

Class time consists largely of hands-on demonstrations in software and techniques after which students are given time to complete assignments and projects on the classroom computers and I assist students individually. Generally, students are expected to complete all digital imaging work in class though, on occasion, students may need to bring new photographs or materials to class for scanning or inclusion in projects.

### **Final Portfolio**

There will be no year-end final exam, however students will create a portfolio of 10 of their strongest pieces, combined with a visual resume (assigned in second semester) and completed job application. This application can relate to either internship, university admission or simulate a career position application. Students will insert their course completion certificate into their portfolio as well.

### **Certification**

Students who earn a C grade or higher will receive a Digital Imaging I Certificate of Completion from the Mission Valley Regional Occupational Program(MVROP).

### **Grade Breakdown (approximate, unweighted and subject to change)**

This course in digital imaging relies heavily on both shared and private drive spaces established within the MVROP Google Drive storage. Students are highly encourage to bring a USB Flash drive or external drive to back up their work. Lessons, tutorials, sample images and other information are provided to students in shared class-wide folders. Students create electronic folders for the storage and submission of assigned work which is shared privately with the instructor. Assignments, with instructions and due dates are also posted on the classroom each day in class.

Here is the approximate breakdown:

- 40%: Projects
- 40%: Daily Assignments (skill building, completion of tutorials, Assignment or image prep activities, reflections, critiques)
- 10%: Work ethic and attendance. Student are subject losing points each day. Examples of poor work ethic include, but are not limited to, tardiness, cellphone use, food/non-water in class, being out of seat, excessive talking or disruption.
- 10%: Portfolio development (first semester) and final portfolio (end of year)

<b>A+</b>	>100	<b>B+</b>	87	<b>C+</b>	75	<b>D+</b>	67	<b>F</b>	<60
<b>A</b>	93	<b>B</b>	83	<b>C</b>	73	<b>D</b>	64		
<b>A-</b>	90	<b>B-</b>	80	<b>C-</b>	70	<b>D-</b>	60		

### Classroom Rules and MVROP Professional Behavior

Violations of these rules will result in a loss of work ethic points

- Be on time and come prepared – students must be in their seat when the bell rings and stay in seat unless dismissed for other activities, and will remain in their assigned seat until the bell rings or dismissed by Mr. Taglianetti

- NO FOOD OR DRINKS (with the exception of bottled water, capped and kept on the floor) will be allowed in classroom.

- Cell phones and personal electronics turned OFF put inside zipped backpacks

School policy prohibits the use of cell phones in class and all cellphones, iPads and personal electronic devices should be turned off and placed inside a zipped purse or backpack at all times in class. Mr. Taglianetti will let students know when cellphone cameras will be allowed for appropriate photography and imaging use during assignments.

- Safety and responsibility – Any behavior that endangers others, school facilities and equipment can result in permanent removal from the class.

- Be respectful – Show respect to yourself, your peers and your teacher.

- Hall pass / Restroom use – Restroom breaks are discouraged during the first and last 10 minutes of class. Students must carry the official laminated hall pass of MSJHS Room E7 when authorized to be outside the classroom.

Note: All students are expected to be familiar with and follow the student policies of Mission San Jose High School.

### Attendance Policy

Mission Valley ROP’s mission is to prepare students for employment and career preparation via post-secondary educational opportunities. Just as in business and industry, where employees are expected to show up on time every day, MVROP students are expected to show up on time every day.

### Absences & Make-up Work

Make-up assignments will be given for excused absences only, which include medical, legal or bereavement circumstances. It is the student’s responsibility to make-up work and it is the student’s responsibility to let the instructor know of any planned excused absence IN ADVANCE and to visit him immediately upon return to class to request the missed assignment or a make-up assignment. For those assignments that were assigned during the absence, the student will have as many days to complete the assigned work as the student was absent. Failure to complete make-up assignments will adversely affect your grade. If you are tardy or miss Digital Imaging class multiple times, your grade will be adversely affected.

### Deficiency Notices:

These are issued when it is evident that a student is in danger of failing or has earned a C-. In addition, parents will receive a telephone call and/or letter from the instructor.

“I” grades (Incomplete Grade)

“I” grades are issued on rare occasions and only for emergencies and special circumstances. It is the student’s responsibility to complete the work by the deadline stipulated in the Student Contract Form.

#### To receive an “I” grade, the student:

- Must have demonstrated great effort in the class
- Should have completed 80% of the class work;
- be in good academic standing
- Must have good attendance, and positive work habits

- Failure to submit incomplete work by the deadline will result in an automatic “F” letter grade. The instructor will not be responsible for reminding the student of his/her responsibilities.

### Academic Honesty Policy

Mission Valley ROP is committed to preparing students for the workforce by imparting both technical skills and business acumen. Mission Valley ROP does not condone cheating. Several measures are in place to confirm that student work is submitted by the same person who originally completed it and only once, including the use of digital signatures, file creation dates, pixel comparison and other techniques. Any student caught cheating on an exam or copying the work of

another student will be given one warning and a failing grade on that assignment. Any subsequent incident will result in termination from his/her Mission Valley ROP program, a failing grade, and loss of credits.

**Use of Facilities**

Students are expected to use class time and classroom equipment responsibly. We have state-of-the-art computers with the latest versions of the software we will use in this course. You must use the classroom computers even if you have the software on a personal laptop or home computing device (if you are a Mac user normally, you will become comfortable on the PC).

Students who want to check out cameras MUST sign a responsibility waiver signifying they are responsible for the safe return of the school's equipment. Only students who sign a waiver sheet will be able to take equipment off campus.

**Camera & Studio Use**

While this is not a photography class, Mr. T recognizes that photographic images are frequently the basis of assignments manipulated in software. So that assignments and illustrations can be fully the students' own work, students are encouraged to use their own images or make new photographs. To that end, Instructor will provide basic training in photography and use of the classroom studio sets as needed. Instructor will loan a classroom camera to the Digital Imaging student for photography use during class time if the student and their parent(s)/guardian(s) have signed the damage/loss agreement. The Instructor cannot provide permanent storage for the digital cameras or personal property of students, however he will announce to students owning their own cameras when they are expected to bring them to school for photography during class. The student is always encouraged to make images at the highest resolution or quality setting available on his or her cellphone camera, DSLR or digital camera and must see the Instructor with any questions regarding the proper use of their device before images are captured.

**Selected Textbook References:**

Adobe Creative. (2015) Adobe Photoshop CC Classroom in a Book. San Jose,CA: Adobe Press.

Mitchell, W., and Hansen, M. (2010) Critical Terms for Media Studies. Chicago,IL: University of Chicago Press.

Shanken, E. (2014). Art and Electronic Media. London: Phaidon Press.

Wands, B. (2007). Art of the Digital Age. New York, NY: Thames &Hudson.

-----Cut and Return----- Signature:

Printed name and signature of both the student and the parent are required. Print Student Name:

\_\_\_\_\_ Class \_\_\_\_\_ Period \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 2020-2021 MVROP Distance Learning Addendum SYLLABUS

At the beginning of the 2020-21 school year we will be engaging in distance learning. This means all class lectures and activities will be held on line. Daily check in will be MANDATORY. All assignments and instructions will be posted on Google Classroom. The actual classes will be held on Google meet or Zoom. Instructions and a URL for the daily video meeting will be posted on Google Classroom

Students are expected to participate in all online activities as posted on Google Classroom including all video meetings. You should have your camera on, and your microphone muted unless asking a question or called upon. If you find that you have any trouble keeping up with assignments or other aspects of this class, please let me know via email at [ptaglianetti@mvrop.org](mailto:ptaglianetti@mvrop.org) as early as possible. Please be sure to be proactive in informing me about any difficulties as soon as you can so that we can try to find you a solution.

Distance learning will present many challenges but we will work through them.

**In terms of equipment, this is what you will need to complete the course during the distance learning portion. Students will be using their own equipment:**

- Computer with built in microphone or camera
- Computer Mouse
- Digital camera or Cel Phone with phone capabilities

**Not required but recommended:**

- Lamp/Light (Inexpensive equipment can be found at local stores-more on this later)
- Tripod/mount
- SD Card or memory stick (If you own your own digital Camera that stores on memory card)

**Distance learning behavior and expectations:**

All classroom protocols in terms of behavior will apply to distance learning. Students are expected to behave in a respectful, civil manner and follow instructs from the instructor. Students are expected to access instructions on Google classroom on a daily basis and attend all daily Zoom/google meets as instructed. Attendance and good behavior is MANDATORY as is the completion of all assigned work. Students causing disruptions or not following the instructor's directions will be subject to disciplinary action or loss of grade points. When students are photographing project independently, COVID safety guidelines must be followed including safe distance from other individuals and wearing of mask coverings. Remember to carefully clean all your equipment after using it for a photographic shoot.

**Software:**

Due to restrictions of distance learning, we will not have access to the school's computers or the Adobe Software programs. However, there on line solutions that serve in the same capacity as the Adobe software. Should we return to on site learning during the school year, we will return to the normal syllabus listed above. The software links will be provided by the instructor during the course instruction period.

## Notifications/Alerts and Class work:

All notices, communications, class assignments and links to zoom meetings will be posted in your Google classroom module. At the beginning of the semester you will be sent via email a class code for the class module for the period you are in. You will enter that code and then have access to all the information in that module. Simply go into Google classroom (Many of you have done this before) and enter the code in class module that pertains to you. It is here where you will also download your assignments. Assignments will be given firm due dates (See above syllabus for policy regarding work turned in late). Instructional videos on how to use equipment and software will also be posted here as well as class exercises and instructional videos. Every assignment will list in detail what is expected along with a rubric of the grading system. I will also encourage all students to back up their work on the cloud or a memory stick in case of data loss.

## Attendance:

Attendance will be taken **everyday** via the Zoom/Google meet site (I will determine during the first few weeks which system works best with the students). Daily protocol will be students will log into Google classroom, go to their module and click on the link to connect them to the Zoom classroom where attendance will be taken. Anyone not logged in will be marked absent. Attendance is **MANDATORY** for the successful completion of the class. The links to the Zoom meet will be posted the first week of school.

## Release forms/Media release approval

Student classwork will be posted on google Classroom for review and discussion. In addition, there is an MSJ digital media site where select work will be shared with the school community. A media release form must be signed by students before any work can be shared. If any student does not want share visual material, please inform me at once. I will not post any material without the student's permission and a media form has been signed. I encourage all students to showcase their own work and there will be several class assignments where students will showcase their work in a public forum.

**For parents and legal guardians please read thoroughly the Guardian View below.**

## **Google Classroom - Guardian View**

Google Classroom is a web-based learning environment. When logged into Google Classroom, students can collaborate with their peers and teachers. Google Classroom offers a digital safe space for students to view class announcements, access posted course content, view posted assignments, and turn in completed work. Only authorized F1S users (students, teachers, and other designated staff members) can have access to an F1S Google Classroom. Google users outside the F1S network are not granted permission to any F1S Classroom.

Parents can access their child's teachers' Google Classroom in one of the following ways:

1. From the school issued Chromebook or your home computer, ask the student to login and launch the Google Classroom App. **Please note that any activity in Google Classroom is documented under the student's login and it would be inappropriate for a parent to communicate with the teacher or other students in Google Classroom.** Parents should use their personal email to digitally communicate with the teacher.
2. From any computer with internet access, click this link <https://classroom.google.com> and have the student login with their F1S Google Apps for education username and password. **Please note that any**

activity in Google Classroom is documented under the student's login and it would be inappropriate for a parent to communicate with the teacher or other students in Google Classroom. Parents should use their personal email to digitally communicate with the teacher.

3. **As a guardian, you must receive and accept an email invitation before you can receive email summaries. Only teachers and administrators from your student's school can send these invitations. You have 120 days to accept an invitation before it expires.**
  1. **The teacher or administrator emails you an invitation for a student.**
  2. **The teacher or administrator can send the invitation to any email address.**
  3. **In your email program, open your email invitation.**
  4. **Click Accept.**
    - **If you're not the guardian, click I'm Not The Guardian.**
    - **You can choose the frequency of the emails, such as daily or weekly.**
    - **You can unsubscribe or remove yourself from Classroom at any time.**

**Guardian email summaries include:**

- Missing work—Work that is late at the time the email was sent
- Upcoming work—Work that is due today and tomorrow (for daily emails) or work that is due in the upcoming week (for weekly emails)
- Class activity—Announcements, assignments, and questions recently posted by teachers

See more details here <https://support.google.com/edu/classroom/answer/6388136>

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- Cut here and return to instructor

I have read the Digital Imaging syllabus and understand and agree to the terms, class rules and course guidelines.

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Print students name \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Student signature

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Print parent or legal guardian name \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Parent or legal guardian signature

Parent or legal guardians contact information:

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please read and sign the **Video Meet: Student Expectations Below**

## **Daily Video Meet: Protocols and Student Expectations**

### **Before you start**

1. The time & link to the Google Meet will be posted in Google Classroom
2. Gather your materials: device, papers, pencil/pen.
3. Find a spot without distractions.
4. If it would not be appropriate in the classroom, it is not appropriate in the meeting.
5. Be on time.

### **Important privacy issues**

1. When you participate in a video meeting, you are providing a “window” into your home.
2. Please think about what is behind you and what may come into view during the meeting.
3. Do not screenshot or record anything during the meeting.
4. Do not share the link with anyone that is not in the class.

### **Joining the meeting**

1. Click on the link or call the phone number posted in Google Classroom.
- 2.
3. Check in through the chat (top right) when you arrive. “Tom is here.”
4. Mute yourself by clicking on the bottom of the screen.

### **Using your mic**

1. Unmute yourself when you want to talk, then mute again.
2. Select the mic button on the bottom of your screen
3. Pause for a moment to allow for the audio delay.
4. Talk normally.
5. Do not have side conversations. The mic will pick up other noises in the room.

### **Using your camera**

1. Select the camera button on the bottom of your screen to turn it on and off.
2. Try to look at the camera, not your screen when you are talking.
3. If your camera is off, you will need to say who you are when you talk.

### **Stay engaged**

1. Nod or do “thumbs up” when others are talking.
2. Try not to do anything else when you are participating in the meeting.
3. Use the chat, but think before you type, just like you would think before you talk.
4. Raise your hand to share ideas, and the teacher will ask you to unmute yourself.

### **Keeping track**

1. Take notes on paper or in a doc during the meeting.

### **Some final thoughts**

2. Always behave as if your camera and mic are on.
3. Be respectful and patient.
4. We will get through this together!

Please sign below signifying you understand the video meeting protocols and expectations

**Student Initials** \_\_\_\_\_ **Guardian Initials** \_\_\_\_\_