

DMT 102 INSTRUCTOR REQUIREMENTS

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File Organization

- You will be assigned a folder in the class folder on the server. Make folders inside your folder for all of your class projects. Keep your files labeled and organized.
- I will not grade your project if I can not find it or it is not named, and I will take off 1 pt. Organization is just as important as having the project/exercise complete.
- You will receive a CD to record your projects on. **SAVE OFTEN, BURN TO THE CD OFTEN DURING CLASS.** All data is lost if machine locks up and you need to restart. Do not use Direct CD is not reliable, and may corrupt your files if you over fill the disk or save directly to it from Photoshop.

Lab & Computer use policy & images

- Instant Messaging in class during discussion, lectures and presentations in class irritates the students around you and prevents you from participating. Please be polite and keep your IMing to open lab time after your work is done.
- Pornographic images and images that are offensive should not be used in this class. Your projects will go into your portfolio so make them professional. I don't recommend using religious themes for the same reason.
- The server is not your personal place for downloading music or videos. Large files will fill up the server and be deleted.
- **NO EATING & NO OPEN CONTAINERS IN THE LAB.** Please eat in the hall or the snack room on the ground floor.
- Cell phones conversations and cell phones that ring interrupt class. Turn them off, on vibrate or don't bring them.
- Smoking is permitted at breaks, but you must go downstairs and outside. Please use the gazebo or stand far away from the entry doors. Be courteous to non-smokers and use the ash cans.

Resolution/Pixelating Images

I will not be checking the resolution of images, but I do not want to see pixels (the cubed parts of an image) in finished project. If your images are too soft, too low in resolution or pixelated, find or shoot another one.

Spelling

- Correct spelling is very important. Your grade will be adjusted one letter grade down for misspelling words. Photoshop does not have spell check, have your neighbor read it for you.
- I give 1/2 pt extra credit for spelling mistakes that you find in my handouts.

Critiques

Be prepared to explain your piece in front of the class and in writing when you turn it in. Certain projects will be mounted on black board. Craftsmanship in mounting is important. Mounted pieces are then ready for your portfolio. Mounting spray must be used outside and away from smoking.

Notebooks/Journals

A design journal is required for this class. I also recommend keeping a notebook for notes is recommended, a folder or binder is suggested to hold hand outs.

Copyright on images

- All images on the internet are copyrighted, except those that say that they are for your use such as free and royalty free clip art. Using copyrighted images will affect your grade.
- We have royalty free clip art and photographs available on CD, available for every class period.
- You can use your own images or our digital camera.

Late Projects & Attendance

- **Being at the critique with your project complete is a part of your grade, no excuses and no late critiques.**
- After the critique date you have one more class meeting to turn in your project before it is late. This gives you an opportunity to make changes that are recommended in the critique.
- Attendance is important and directly related to performance.
- If you let me know before class that you will miss then I consider it an excused absence and let you make up the work and provide the notes. It is your responsibility to get the information for unexcused absences.

Rubrics for Project Grading

- I use rubrics for grading. They are handed out when we start on a projects.
- Follow the list to make sure your project and exercises fulfill all of the requirements. If you have questions ask me.

Open Lab/Office Hours & Web site

- Office hours 10am-12am Mon. and Wed., 5:00-6:00pm on Tues. & Thurs. other hours as scheduled and necessary, call or email for an appointment.
- I check my email usually twice a day, at least once a day on weekends.
- Feel free to call me in my office or at home.
- There will be open lab hours posted by the door to the room. Some instructors allow you to use the lab while they are conducting class, if there is space, always ask them first.
- Check my web site often. All hand outs are posted there, review notes for tests and other links and information are also there. The "Information for students" page has items pertaining to each class and "Links" page has links to interesting information that pertains to topics such as design, imaging, web design etc.