

SYLLABUS FOR: GCOM 313 - Sec 02 - Fall 09 1-2:50pm Tue/Thu (GRAPHIC ILLUS)

Engineering Technology Department • College of Business & Technology • Western Illinois University
135 Knoblauch Hall, 1 University Circle - Macomb, IL 61455-1390

Instructor Information:

Dr. Carl Blue
Office phone: 309-298-1252
Western Illinois University
College of Business & Technology
Engineering Technology Department
Knoblauch Hall B39
Macomb, Illinois 61455

Office Hours: Between 10am - Noon Mon/Wed; 11am - Noon Tue/Thu, appointments may be arranged by email or calling in advance.

Course Description from undergraduate catalog for: 313 Graphic Illustration. (3 credits)
A study of illustration software with emphasis upon operational skills and techniques used in creating two-dimensional and three-dimensional illustrations. 2hrs.lect.; 2hrs.lab.

Course Prerequisite: GCom211 and basic typing skills.

Course Objectives: (Stated as Student Learning Outcomes)

After successful completion of this course, students will be able to:

1. Discuss a variety of illustration tools and technologies and how those technologies interact and impact society.
2. Experience conventional forms of technical illustration as foundation to electronic graphic illustration.
3. Analyze digital technology products and how to produce projects with an emphasis on preparation for publication and packaging.
4. List and explain the available illustration technologies and terms and their uses and meanings.
5. Compare and contrast digital and analog illustration technologies giving advantages and disadvantages of each.
6. Demonstrate skills and knowledge required use and discuss illustration and publishing technologies.
7. Identify careers available in developing illustrations.
8. Effectively work independently and in groups as required.

By graduation, Engineering Technology students should be able to:

9. Think critically and creatively;
Understand the theoretical principles of the profession;
10. Understand and apply relevant technology in the solution of technical problems;
11. Organize, manage, and maintain projects;
12. Develop an appreciation for ethical and professional practices;
13. Develop and refine oral, written, and visual communication skills; and
14. Demonstrate an overall competency in the program objectives.

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Required Text:

The Adobe Illustrator CS4 WOW Book, (Peachpitt Press) ISBN 0-321-451842X

Required Access:

Much of the notes and assignments for this course will be delivered through “[Western-Online](#)”. You will need the appropriate computer configurations as stated necessary for accessing course resources, course calendar, turning in assignments, contacting the instructor, and taking assessments. Login using your ECOM Username and Password. Having difficulty? Call the UCSS Helpdesk at 309/298-2704

Required Technologies:

At least a 1gig external flash drive to save or backup your files. Do not save digital documents on the computers. Lost work due to technology failure is not an excuse. It is important to backup your files for redundancy. If you are using software outside of class, remember that it is best if you have the same CS4 suite on your personal computer.

Require Lab Fee:

A standard course fee is required by the GC program to maintain and update equipment. The fee is collected at the beginning of the semester. Any outstanding non-paid fees will result in penalty fees, in addition an inability to register for future courses or graduate.

Class Attendance:

Students are expected to attend all classes in which they are enrolled. Instructors should exercise good judgment in considering excuses for absences, but it is the student’s responsibility to confer with the instructor and to agree to any reasonable arrangements to compensate for his/her non-attendance.

Excused absences must be supported with written documentation. It is the responsibility of the student to provide documentation if excused absences is to be granted. In this course, three unexcused absences are permitted without a reduction in grade. After three unexcused absences, each unexcused absence will result in a letter grade reduction. Students should contact classmate for missed notes.

Students with perfect attendance as documented by the instructor will be exempt from a final exam. No exceptions.



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Grading

All points will be cumulative and be totaled, ranked and graded according to the following scale:

| | | |
|-----------|---|---|
| 90-100% | - | A |
| 80-89 % | - | B |
| 70-79 % | - | C |
| 60-69 % | - | D |
| Below 59% | - | F |

Method(s) of Evaluation/Assessment

- Type of tests (essay – multiple choice – true/false – fill in blank - matching)
- Projects based assessments
- Group and single work projects, field trip reports/summaries, course logs, reflection papers.
- Peer reviews through rubrics
- Oral/Visual Presentations

Final Examination – Time and date prescribed on university final exam schedule.

Any exceptions to the final exam schedule ***must*** be approved by department chair and the Dean of the College of Business and Technology in writing including student's name, ID# and signatures.

Rules for Giving an Incomplete

WIU policy – A temporary symbol of I (Incomplete) for a course may be given only when a student, due to circumstances beyond his or her control, has been unable to complete the course requirements within the official limits of the term. The circumstances must be documented to the instructor's satisfaction.

Students are responsible for knowing degree requirements and enrolling in courses that will enable them to complete their degree programs. It is also their responsibility to know the University regulations for the standard of work required to continue in good academic standing. Degree requirements are presented in the Under Graduate Catalog publication. Additional details about requirements, procedures, and policies are available from the academic departments and advisers.

A student on academic probation must achieve at least the following grade point average each grading period until good academic standing is reached or he/she will be academically suspended:

- Freshmen and sophomores **MUST** earn a minimum GPA of 2.10.
- Juniors and seniors **MUST** earn a minimum GPA of 2.25.

Disability Support Services

For students with special needs, please review this website

[<http://www.student.services.wiu.edu/dss/>] for more information. Western Illinois

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University is committed to justice, equity, and diversity. Providing equal opportunities for students with disabilities is a campus-wide responsibility and commitment in which Disability Support Services (DSS) plays a primary role.

Access & Disabilities Statement

In accordance with University policy and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. For the instructor to provide the proper accommodation(s), you must obtain documentation of the need for an accommodation through Disability Support Services and provide it to the instructor. It is imperative that you take the initiative to bring such needs to the instructor's attention, as he/she is not legally permitted to inquire about such particular needs of students. Students who may require special assistance in emergency evacuations (i.e. fire, tornado, etc.) should contact the instructor as to the most appropriate procedures to follow in such an emergency. Contact Disability Support Services at 298-2512 for additional services.

Message from DSS: If you have emergency medical information to share with me, if you need special arrangements in case the building must be evacuated, or if you need accommodations in this course because of a disability, please make an appointment with me as soon as possible. My office location and hours are at the top of this syllabus. If you plan to request disability accommodations, you are expected to register with the Disability Support Services (DSS) at 298-2512.

Counseling Services

The University Counseling Center (UCC) provides free personal, academic, and career counseling services to all WIU undergraduates and graduates. Individual, couple, and group counseling is available and all counseling sessions are confidential [<http://www.student.services.wiu.edu/ucc/>].

Academic Integrity:

Review this website [<http://www.wiu.edu/policies/acintegrity.php>] for definitions and examples are not meant to be exhaustive. The University reserves the right to determine, in a given instance, what action constitutes a violation of academic integrity.

Preamble: Western Illinois University, like all communities, functions best when its members treat one another with honesty, fairness, respect, and trust. Students have rights and responsibilities (<http://www.wiu.edu/provost/students/>) and students should realize that deception for individual gain is an offense against the members of the entire community, and it is the student's responsibility to be informed and to abide by all University regulations and policies on Academic Integrity.

Plagiarism, cheating, and other forms of academic dishonesty constitute a serious violation of University conduct regulations. Students who engage in dishonesty in any form shall be charged with academic dishonesty. It is a duty of faculty members to take measures to preserve and transmit the values of the academic community in the learning

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environment that they create for their students and in their own academic pursuits. To this end, they are expected to instill in their students a respect for integrity and a desire to behave honestly. They are also expected to take measures to discourage student academic dishonesty, to adjust grades appropriately if academic dishonesty is encountered, and, when warranted, to recommend that additional administrative sanctions be considered. Grading policies are the exclusive prerogative of the faculty; administrative sanctions are under the authority of the Director of Student Judicial Programs. This document provides policies and procedures to be followed when academic dishonesty is encountered.

Definitions of Academic Dishonesty

The following definitions and examples are not meant to be exhaustive. The University reserves the right to determine, in a given instance, what action constitutes a violation of academic integrity. (See www.wiu.edu/policies/acintegrity.php for complete descriptions of the following topics: **Plagiarism, Fabrication and Falsification, Cheating, Complicity in Academic Dishonesty, Abuse of Academic Materials, Multiple Submissions**)

Reporting Academic Dishonesty

All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student, faculty member, or staff person who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, has an ethical responsibility for reporting said act(s). Confronting and reporting academic dishonesty can be done in a variety of ways, and people should choose the manner most appropriate for the circumstances. Acts of apparent academic dishonesty that occur in the classroom should be reported directly to the course instructor, and/or the course instructor's Department Chair, and/or the instructor's College Dean. The Council on Admission, Graduation, and Academic Standards (CAGAS) or the Graduate Council will not accept or act upon anonymous reports, but will hold in strict confidence the identity of any person reporting a suspected instance of academic dishonesty, unless that person consents to having his/her identity revealed.

Additional Suggested Readings

A listing of suggested readings related to the course content will be provided within “[Western-Online](#)” or provided within the library reference of resources for this course.

Resolution of Problems

Should a problem occur, students should speak to their instructor first. If the problem is not resolved, meet with the chair of the department. If the problem continues to be unresolved, go to the College of Business and Technology’s Dean.

Students should observe the following sequence for the resolution of problems:

Student --- Instructor --- Chairperson --- Dean