schedule_fac306

① tuesday/wednesday:
periods2/6

digital_bootcamp

UF florida

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workshops in fundamental technologies
digital bootcamp
fac306

knowledge basis:need to know

working:parts
01. HARDWARE:
Computer 101– overview of general information and peripherals: CPU, on/off, drives, digital data/file formats, CODECs, storage, file management, system software, program applications, "free ware", input (scanning, taking photographs and video, importing photographs, video, and sound), output (printing, burning to media, uploading to the internet)
02. SOFTWARE:
Introduction to image manipulation with **Photoshop:**
basic image manipulation, selecting, pasting, cropping, filters, saving
Web design: **Dreamweaver**.
Illustrator+**Flash**
on the basis of time:**iMovie**
[importing files, sound, video, editing, exporting]

text:tutorial   [course requirement]
No required textbook purchase.
Students are required to register with http://lynda.com/
an online version for training/tutorial.

Your registration will include the course section and instructor name. You should be registered by Monday august 29

Other reading materials and handouts will be provided.
The Fine Arts Library is also an excellent resource that you should become accustomed to accessing.
Occasional reserve items may be placed in the library as a reading requirement as well.

project:due   [time+date]
Students are responsible for meeting all deadlines and/or project completion dates. Project assignments [including due date] will be announced in class and included in handouts.
The schedule is subject to alteration, and students should make note of any changes. This is your responsibility [a methodology of linear time]. No excuses.

resource:spaces
lynda.com
http://netg.ufl.edu/ [runs only on windows software]
CIRCA lab. ARCH 120. [24 hour access]

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project:breakdown   [value of evaluation]

60% project completion: [re:criteria per project]

10% in-class projects

10% evaluative criteria: quizzes+reading/discussion

20% professional attitude
    [attendance.participation/motivation.meeting deadlines]

in class:on time [attendance]

Maximum 1 absences--excused or unexcused
Each additional absence lowers your grade by a full letter

3 absences or more = E

Excused absences include religious holidays, a verifiable death in the immediate family or with a doctor's note. [University policy]
Sign in when you arrive
Late arrival/early departure=tardy
three tardies=1 absence
Unprepared for class [materials, project, criteria selection]= unexcused absence
Attendance factors into final grade
No makeup work for missed sessions, due to the nature of the course. [We meet one time per week]
L**ate projects**: drop one letter grade per calendar day that they are due. All projects must be completed and turned in

evaluation:point value   [grading]

A (100% - 90%)   *commendable* achievement.
        shows understanding+thinking with originality in regard to methods for/of project application. communicates very effectively.

B+ (89% - 85%)   *commendable* achievement.
        communicates effectively the concepts and content, including most of the thinking process

B (84% - 80%)   *adequate* achievement.
        demonstrates an understanding of major content and concept. communicates on a limited basis

C (79% - 70%)   *meets criteria* expectation level.
        demonstrates little understanding of project application concept and content

D (69% - 60%)   *minimal evidence* of achievement.
        demonstrates no real understanding of project application, is unable to communicate

E (59% - 0%)   *failure to* meet criteria.
        no communication

what we do:schedule of events   [structure of the course]

❷

sign in roster: daily sign in/attendance sheet : name+station number
Turn off the cell phones or turn them in at the desk until the end of class

Arrive on time, prepared for class. With the schedule/overview provided, and each project either completed or in progress, you should be aware of what your requirements are per class session. Class will begin on time, with either a discussion, lecture/demonstration on, or overview/review of either the new or previous project or application. We will use the time during class to cover the essential skills and project expectations, experience the specific media applications and work toward gaining confidence and competency in regard to the course requirements.

There will be time for individual work during the class session, as the idea is for you to achieve a competency and comfort level with each of the tools and applications.

There are many components to the course. We will move through them as thoroughly as the schedule allows, but as this is an introductory course you should be prepared to work not only during the class session but outside it. As students enter the course with different backgrounds

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criteria:evaluation   [grading]

Mapping your progress: the purpose of grading is to clearly and accurately pinpoint the strengths and weaknesses of your progress.
You will receive grades on all assignments and a progress report at midterm. This report will evaluate progress, note strengths and areas for improvement.
Your overall grade will be based on your understanding of the information and ideas discussed, and your formal and technical progress as demonstrated in projects and exercises. This also includes the level of professionalism you exhibit during the course.
Students will be evaluated through exercises, participation, and technical proficiency with the various software applications, including applications in aesthetics and problem solving.

[meeting deadlines]
Knowing and achieving deadlines for projects is your responsibility.
The most important concern here is to meet the project deadline – no matter what happens in the studio.

participation:information
Your contribution to the class is a critical part of the community of learners. How you interact, contribute to the ongoing process of learning through critique, discussion, thinking, problem-solving, and suggesting alternative methods to approaching projects and solutions are all as much a part of the learning process for the group as the assignments and tutorials. The development of critical thinking skills and a strong work ethic are integral parts to the success of both the individual and the group. The responsibility of the learner is to develop and maintain that level of performance.

and skill or ability levels, there will be the potential opportunity for students to work beyond their level of experience if they are already familiar with a particular program.   In other words, attendance is required, your level of motivation for achievement is a component of evaluation, and everyone benefits from the generation of work completed at a more advanced skill level.

If you are absent, you must make up the work [collect the information, not the in-class project]. Class notes should be acquired from another student in your session. As we are meeting for only one session per week, one class becomes the equivalent of that week. It may be possible to arrange attendance at another session, but should not be expected as there will be limited to no access to a station at another time. In other words, don't count on that, just be in class. We'll be moving quickly.

Students will work at individual stations and will be responsible for any required materials/research/images assigned or necessary for project completion. It is expected that students have time to work on projects during class, either following the introduction/discussion/lecture or as an ongoing project from a previous class time. Projects are due at the beginning of class on the due date. Some class time may also include critique, either on individual or large group basis.

Beyond the classroom, students are expected to spend a potential 6-9 hours per week working on each assignment. This work reflects a portion of your grade in both access of the knowledge base [lynda.com tutorials] and the application to the project.

Students will not have access to FAC306 as a lab, only as a teaching facility.

cell phones. Turn them off or turn them in
Just to be sure you know the policy

FAC306 lab policy: no food. No drinks. No water.
Nothing inside the lab but you and your project materials
[which should not include food or beverages]
and then a good attitude, willingness to work. . .

A note about the course syllabus

As a disclaimer, the terms and schedule subject to change at the discretion of the instructor/course leader.

Expectation of competency level achievement remains the same

Policies:UF

12 DAY RULE

Students who participate in official athletic or scholastic extracurricular activities are permitted twelve (12) scholastic day absences per semester without penalty. In any case, it is the student's responsibility to maintain satisfactory academic performance and attendance.

RELIGIOUS HOLIDAYS

Students, upon prior notification of their instructions, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities
covered in their absence. A student who believes that he/she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

HONESTY

An academic honesty offense is defined as the act of lying, cheating, or stealing academic information so that one gains academic advantage. As a University of Florida student, one is expected to neither commit nor assist another in committing an academic honesty
violation. Additionally, it is the student's duty to report observed academic honesty violations. These can include: cheating, plagiarism, bribery, misrepresentation, conspiracy, or fabrication. http://www.dso.ufl.edu/judicial/academichonestystudent.html

GENERAL UNIVERSITY POLICIES + SERVICES

This resource covers most policies and procedures important to students - http://www.dso.ufl.edu/stg/

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this
documentation to the Instructor when requesting accommodation. Disability Office: http://www.dso.ufl.edu/OSD/

UNIVERSITY COUNSELING SERVICES

Includes personal, academic, crisis and career services. 392-1575. http://www.counsel.ufl.edu/

STUDENT HEALTH CARE

911 for medical emergencies.
392-1161 for urgent after-hours medical questions.
392-1171 for after-hours mental health assistance.
http://www.health.ufl.edu/shcc/

SAFETY + SECURITY

University Police Department - http://police.ufl.edu/
911 for emergencies, 392-1111 otherwise.

READING DAYS

The two days prior to the start of examinations in the fall and spring semesters, generally a Thursday and Friday, are designated reading days. No classes or exams are held on these days. Instead, students are encouraged to use these days for study and review.

NOTES: COMPUTER USE AND ACCEPTABLE USE POLICY

All faculty, staff, and students of the University of Florida are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate.
http://www.circa.ufl.edu/computers/
http://www.cio.ufl.edu/aupolicy.htm

DISRUPTIVE BEHAVIOR

Faculty, students, Administrative and Professional staff members, and other employees [hereinafter referred to as "member(s)" of the University], who intentionally act to impair, interfere with, or obstruct the mission, purposes, order, operations, processes, and functions of the University shall be subject to appropriate disciplinary action by University authorities for misconduct, as set forth in the applicable rules of the Board of Regents and the University and state law governing such actions. A detailed list of disruptive conduct may be found at http://www.aa.ufl.edu/aa/Rules/1008.htm
Be advised that you can and will be dismissed from class if you engage in disruptive behavior.
Critical dates on the university calendar:
http://www.reg.ufl.edu/dates-critical.html

Please turn off cell phones before entering the class,

schedule of events
digital_bootcamp > summer B 2006 :jj higgins [higj@ufl.edu]

July5
computer 101
intro:hardware, software, i/o devices, codec, storage, peripherals, accessiblity
file types/sharing/saving, importing+exporting. ftp

intro:photoshop
toolbox and applications

July11
photoshop
project 1

intro:illustrator
toolbox and applications
pen tool
creating text outlines

Project due July 12

July12
project 2
photoshop/illustrator

image resolution
bitmap/vector
exporting to imageready
file type

project due July 18

July18
intro: iMovie
timeline. sequential imaging. sound+video
edit. source files, export.

in class project [quiz] due July 19

July19
project 3
iMovie project

storyboard.narrative sequence, sound.
collected camera images [both still and video]
export to full quality and for web/email

July25
intro: flash
in class project/exercise
stage construction,
motion, change elements
lynda.com exercise files
export as swf for use on website.

intro: dreamweaver

July26
dreamweaver
website design and construction. index page, layout, rollovers, layers, managing images, text, size, color, links
plaza.ufl.edu websites

iMovie project due

August1
project 4
dreamweaver: student website
component parts
photoshop/illustrator projects
flash
iMovie project
weblinks

August2
project 4
dreamweaver: student website
component parts
photoshop/illustrator projects
flash
iMovie project
weblinks

August8
project 4
review and practice of programs
illustrator self-portrait
photoshop gif
iMovie short sequence
flash project

August9
project 4
dreamweaver project due with all components and working links

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class meeting time
8am–12:30 T/W

FAC306

additional work lab:
CIRCA ARC120

required text:
subscription to
tutorial website
http://lynda.com

through class signup [to receive student discount]

and occasional quizzes

there will be a final examination in addition to the project

all projects must be turned in on time students are responsible for making certain that projects are turned in using proper form, size and format according to media, and included on project specifications.

projects are subject to change, depending upon circumstances of time and accessibility. each project assigned has specific criteria.

the dreamweaver website, is a comprehensive display of all coursework. individual components will be evaluated separately, and the website as a whole will be evaluated in terms of expected criteria.

Digital Bootcamp. summer 2006

3 Credits
This course is designed as an introduction to the basic technologies of contemporary art and design. Course content consists of:

First Level

HARDWARE:
How a computer works – Computer 101–
overview of general information and peripherals: CPU, on/off, drives, digital data/file formats, CODECs, storage; File management; system software, program applications, "freeware"; Input (Scanning, *TAKING* photographs and video, and importing photographs, video, and sound); Output (Printing, burning to media, uploading to www).

SOFTWARE:
- ❖ Introduction to image manipulation with Photoshop (basic image manipulation, selecting, pasting, cropping, filters, saving)

- ❖ I-Movie for basic video & sound importing, exporting, and editing with titles & credits.

Second Level

This portion of the course emphasizes learning and application of advanced art and design-related software.

SOFTWARE:
- ❖ Introduction to Vector-based images and type with Illustrator

- ❖ Introduction to vector-based images in time-based media with Flash.

- ❖ Introduction to basic web and web art production tools with Dreamweaver.

EVALUATION:
A quiz will be given at mid-term to review students' understanding of basic "Computer 101" skills. Students will be evaluated via benchmark exercises that measure technical proficiency with the given software applications.

UFlorida

digital_bootcamp   FAC306 lab sign in sheet

student name.email address	lab/computer_#

date: