

**BOWIE STATE UNIVERSITY
SCHOOL OF ARTS & SCIENCES
DEPARTMENT OF FINE & PERFORMING ARTS**

ART 499 INDEPENDENT STUDY

Tewodross Melchishua, Assistant Professor, Computer Graphics Department of Fine & Performing Arts Office: MLK CAC RM 0238 Tel: (301) 860-3731 tmelchishua@bowiestate.edu	ART 499 3 credits; (2678) Section 001 MLK RM 238 TIME/DATE: TBD FALL 2008
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Office Hours: MON - 11:00-12:00 AM & 1:30-5:00 PM; WED - 11:30-1 PM
& 2-5:00 PM & by appointment

Sites:

<http://www.soulsuite.com/compgraphbsu.html>
<http://www.bowiestate.edu/community/CGraphics.asp>

Course Description: This course is designed for advanced students in Computer Graphics who wish to focus on a particular project, software program or tool, and or conduct more research. Subject areas can include but are not limited to digital design, desktop publishing, installations, multimedia, web design, animation, and digital video production, editing and compositing. Students are requested to submit a two page typed proposal that clearly defines the project, a timeline, the software, mediums, tools, equipment that will be used, and the specific goals or outcomes of the independent study.

Prerequisites: Advanced Standing & Permission only.

Course Goals:

The faculty member will work with the student in a more one on one basis to assist the student with technical, as well as research concerns, and provide lessons, and assistance to achieve these goals. Professor will also provide the student with additional readings, art exhibitions, websites, or related events such as gallery openings that would benefit student's research. It is required that students attend the first meeting of class, to be announced, and then meet with the professor at least (4) four times throughout the semester. The student will be responsible for obtaining any materials such as recommended texts, and will complete any and all assigned lessons, tutorials, and readings.

Course Objectives:

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

1) Build upon previous skills, courses and techniques to produce advanced projects or research in a specific design/visual communications.

2) Build a professional portfolio and presentation of art/computer graphics projects.

3) Complete and present a professional design, multimedia, video and/or animation based project. Demonstrate successful application of design/multimedia or new media techniques.

Required Texts:

Work w/the Instructor to have a text/manual that reflects your area of interest, software, design technique and/or skills desired.

Recommended Texts:

Designing a Digital Portfolio (Voices That Matter) by Cynthia L. Baron, New Riders Press (December 18, 2003), ISBN: 0735713944 **OR** *The Graphic Designer's Guide to Portfolio Design*, by Debbie Rose Myers, Wiley Publishers (January 28, 2005), ISBN: 0471569259

The Complete Index, by Jim Krause, F & W Publications, ISBN: 1581805519

Design Basics Index (Index Series), by Jim Krause, How Design Books (December 3, 2004), ISBN: 1581805012

Course Requirements:

The student should expect each meeting to last at least 15-45 minutes, and possibly up to an hour, or as needed. Students must attend or points will be deducted from final grade. The student also must submit all final projects in a professional form both printed, and burned to a CD-ROM to the professor at the end of the semester. Any work produced during the independent study should be considered for the student's portfolio and may be exhibited in the Gallery of Fine Art, and on the online web gallery on the Department of Fine & Performing Art's website.

Students will also need to provide the professor with a resume, artist statement, or artist manifesto, and activities, awards, grants (if any) to use as supplemental

information. Rough versions of these, and the project at a “rough” phase, are due by midterm, and the proposal is due no later than the second meeting. The proposal, if and when accepted, must be completed in its entirety and the final submission of the project must be professional and thorough. Late or incomplete proposals or projects will not be accepted.

The proposal and specific projects must include:

1. Sketches, and or a visual outline of the project
 2. Storyboards (if applicable; for example animation or multimedia)
 3. Creative Brief; Site Index, site map, navigational system, and design concept, visual approach for websites (if applicable).
 4. Examples of previous work that demonstrates student’s skills and ability to work independently. (2-3 pieces, and in digital form will do).
 - 5) Detailed description of final project.
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Grading Factors: The grading system for the course is as follows.

Approved Proposal, Creative Brief, sketches, storyboard, (typed, double-spaced)
= 25 %

Completion of lessons, tutorials = 5%;

Portfolio = 5%

Midterm Review = 5%

Attendance (at scheduled meetings) = 10%

Submission to the Juried Student Artshow or other approved activity = 10%.

* * Participation and attendance at (4) art/design related events, portfolio reviews, research; visits to exhibitions or related activities (5) total; & typed crits = 10% **

Submission of completed FINAL Project (Printed, Mounted, and/or on CD-ROM) = 30%

Total Possible: 100 points.

NOTE: **PROJECTS/LESSONS:** All must be submitted in various file formats, professionally printed & mounted, and/or ready for presentation in a physical and digital (CD-ROM, website, etc.) portfolio. **Attendance to all Art/VCDMA related events is mandatory.**

Grading of tutorials, creative projects:

A= Excellent, scores of 90 to 100 reserved for aesthetically sound, well designed artwork that could be included in a portfolio. This is also given for adherence to the instructions for the project as well as meeting deadlines.

B= scores 80 to 89, satisfactory completion of most of the projects' instructions, a moderately successful project turned in on time.

C= 70 to 79, work was turned in on time but may be lacking some elements as dictated by the instructions.

D= 60-69, Poor work; directions not followed, or poor usage of elements and principles of art/design, software or other design methods; criteria for assignment not met.

F= 50-59, Extremely poor work and directions not followed.

The instructor will make an effort to assist students with general principles of design and composition. Points may be taken off for late projects. Total Possible Points for Projects: 100%, unless otherwise stated.

Requirement Materials

** A journal, or "book of notice" and a small sketchbook is required for working out ideas and for keeping notes, readings, critiques, handouts, etc. that will be given. A 3 ring binder w/dividers is recommended to keep this information.

- ** USB Flash (or Jump) Drive. This should be a 1 GB or larger USB Jump Drive. This will replace the usage of zip disks, and will allow you to go from MAC to PC and from computer to computer.

- A pack of about 5-10 (or more) blank CD ROMs (CD-R) for submitting files.

- Access to a computer, printer and the internet (for some class assignments, email and critiques) and A DVD-R recordable disk for saving files for submission of final completed projects/portfolio at the end of the course.

- Art supplies for storyboards (such as black illustration boards, pencils, pens, colored pencils, etc.)

- (Recommended) An external Firewire drive such as the Lacie 20 or 40 GB Firewire & USB-2 Pocket-Drive - 4.2K or another portable Firewire and USB Drive, or another external high-speed hard drive.

**** These MUST be brought to class each day.**

Classroom/Studio Policies

No food, candy, gum, drink, etc., hats or cel phones are allowed in the computer graphics lab or during class/studio time. Also, during class and studio time, there is no "surfing the net", checking email or using unauthorized software. Class assignments and/or projects and lesson(s) will be due the following based on the required deadlines, unless otherwise stated.

Attendance

Attendance will be factored into your overall grade. For independent study this means at least two (2) or more meetings per month, or more as necessary. Please see university's policy) as poor attendance, leaving early/unexcused tardiness to class can lower your overall grade and/or be grounds for failure; the lack of attendance and failure to submit all projects and lessons will result in a lowered grade and student will be in jeopardy of failing this course.

Snow/Inclement weather: Class does not automatically close when the public schools close. School closings are announced on TV channels 4, 5, 8, and 9 and radio stations, WAL, WPGC, WPFW, WOL, WRC, WTOP, WMAL, WHUR, & WKYS. Also check the web for internet news organizations that list local school closings.

Class Participation

I assign frequent and unannounced classwork to guide group activities, monitor students' learning, obtain feedback on my teaching, and reward thoughtful and consistent class participation. Therefore, since students cannot make up exams or classwork (see below), students who are absent or tardy will miss not only valuable instruction but also credit.

Events

All students are required to attend a minimum of five (5) outside of class creative activities. Students will choose activities from VCDMA/ART, music and theater experiences, and approval from Instructor. Some will be required and off campus at a movie theatre (film), gallery. Museum and/or artist talk. Some events will be on campus as well. A minimum of 3off-campus events is required. Typed Critiques/Reviews are to be submitted after each event. Failure to meet this requirement will deduct from your final grade.

Extra Credit

I will offer extra credit only on permission. Therefore, you cannot improve your grades at the last minute by requesting additional work. Also, if you earn a borderline course average (i.e., 59, 69, 79, 89), you will not receive an additional point to capture the higher grade—unless you earn that grade (or higher) on your final portfolio.

Example: If a student with a 79 course average earns a “B” or better on the final project/portfolio, that student will qualify for a “B” on the final grade report. Please note, though, that this policy applies only to course averages ending with “9.”

Incomplete Grades and Withdrawals

A grade of Incomplete (I) is given only if an emergency prevents you from submitting the final portfolio. Such an emergency must be documented (a written note from a doctor) by your dean or advisor. However, if you wish to withdraw from the course, please see me before the Registrar’s deadline.

Lateness

I cannot accept late projects or homework. However, if you cannot submit the work on time because of an emergency, you should submit a memo in which you document the emergency and ask to be excused from the assignment. (For instance, submit a doctor’s note with your memo.) If you experience computer-related problems, you should request a note from a technical assistant and/or you must IMMEDIATELY e-mail tmelchishua@bowiestate.edu to document your problem and bring in a hard-copy of this information within one (1) day of the absence, or return to class.

Missed Exams, Crits or Classwork

There will be no make-up quizzes, projects or make-up classwork. However, if you miss a quiz, crit or other classwork because of an documented and acceptable emergency, you should submit a documented excuse as explained above.

Academic Integrity

Please read the “Academic Code of Conduct,” which is published in the Student Handbook or Directory of Classes. If you are suspected of cheating, you must submit your sources and/or make up the assignment in my office. If you are caught cheating, you will receive a “0” for the assignment.

To support a community committed to academic achievement and scholarship, the University advances the principle of honest representation in the work that is produced by students seeking to engage fully in the learning process.

Be original and honest and use/create (100%) YOUR OWN digital-based classwork. This includes avoiding copyright/trademark infringement, illegally using, scanning or downloading images, music, software or using images, words, videos, prerecorded music etc. that do not belong to you, or were not created by you. Obey the laws in terms of intellectual property and respect copyright and even if you are not sure if author/work has a copyright. **IF YOU'RE NOT SURE... YOU CAN'T USE IT!**

American Disabilities Act (ADA)

Bowie State University is committed to providing an educational environment that is accessible to all students. Students who have a disability and who would like accommodations should report immediately to Disability Support Services (DSS), located in Room 1328 in the Business and Graduate Studies Building or call Mr. Michael S. Hughes, DSS Coordinator at 301-860-4067.

In accordance with the ADA policy, students who need accommodations because of a disability should contact the Disability Support Services Office immediately, and as soon as possible after admission to the University or at the beginning of each semester.

If you need a special accommodation required by the American Disabilities Act, please document and discuss your disability with me during the FIRST TWO WEEKS of classes. Any student with a documented disability (including learning disabilities) that the student feels may affect classroom performance should discuss the matter privately with the instructor at the beginning of the semester so that reasonable accommodations can be made.

It is also recommended that the student make contact with the appropriate office for Academic/Student Services for additional assistance with classes and campus activities.

Production Time & Lessons

Production time is considered to be done both outside of our normal class schedule, and when possible during class times. Students will be encouraged to brainstorm and generate the creative spark that problem-solving possible for artistic endeavors using digital media. Active learning strategies include extensive use of lessons, tutorials, and on-line help, exercises and other companion materials.

Please complete the tutorials and lessons and practice as much as you possibly can outside of the class time. This is critical to your success on

the projects.

Please be advised that visual communication and computer graphics can be a time consuming process and it is expected that you spend a minimum of 1-3 hours per week/project. You will need to manage your time and find additional time to work in the lab on projects. Plan ahead in terms of your projects, lessons and especially your final project.

Labs and Equipment

A student must be a registered member of a computer graphics or advertising class in order to use the Computer Graphics lab at non-class times. A valid Bowie State University ID (with Comp. Graphics sticker) must be shown at all times to enter and use labs. For the use of video and/or computer equipment you must leave a valid BSU ID, drivers' license and complete a checkout and request form. All digital cameras, cables, and other equipment can only be checked out by your Instructor for a 3 hour maximum period per day, unless otherwise stated. All equipment must be returned and checked by an Instructor. You will need to supply a student ID, and a Driver's License to borrow equipment. Late fees will be assessed for \$5.00 per day, and you will be charged the full price of the replacement of any equipment that is either unreturned, damaged, missing equipment (this includes cables, charges, cords, manuals, cords, etc.)

PLEASE NOTE

Special equipment, project needs, printing/mounting, exporting various file formats is the student's responsibility. Lost, unsaved or damaged files are no excuse to complete and submit assignments on time. Backing up of coursework is the students' responsibility. Students must back up all files including lessons to additional storage medium (i.e. the computer, CD-R, or DVD-R). Test your files before submitting for grade! Print two copies, one for you portfolio and one for submission for a grade. Keep all work files (example: YourName_Projectname.psd) until you have turned in projects/received grade.

***Note:** Instructor withholds the right to substitute projects, alter/delete projects, or introduce alternative/special projects for the overall improvement of the learning experience. Students shall be given this information in advance and in writing.*

Important Dates

September 2: First day of class. Late Registration begins until Sept.2, 2008

September 8: Late registration & Add/Drop ends

September 8: Last day to add

September 8: Last day to drop/without a "W" grade

September 9: Comprehensive Exam - (All Programs)

September 17: Career Services – Fall 2008 Career Fair

September 18 & 20: English Proficiency Exam, 1st 8 Week Classes, 9 AM.
Requirement for graduation

September 30 Last day to withdraw (1st 8 week classes)

October 1: Deadline to Apply and pay for Dec 2008 Graduation

October 5: Last day to remove Spring 2008 Incomplete Grade

October 5-11: Homecoming Week 2008

October 6-13 Graduate Comprehensive Examination

October 18-20: English Proficiency Exam, 1st 8 Week Classes, 9 AM.
Requirement for graduation

October 20-24: Mid-term evaluation for Undergraduate students

October 27: 1st 8 week classes end

October 28: Mid Semester grades due no later than 5 PM

October 28: 1st 8 Week Classes End. 2nd 8 Week Classes Begin; 2nd Late
Registration Begin

November 1: Deadline to Apply and pay for May 2009 Graduation

November 6-8: English Proficiency Exam, 2nd 8 Week Classes, 9 AM.
Requirement for graduation

November 10: Last day to drop/with "W" grade. Last Day to change from Credit
to Audit (UG only).

November 17-21: Advising Week for Undergraduate Students

November 21: Last Day to withdraw from 2nd 8-week class

November 24: Spring & Winter 2009 Registration opens

November 25: Last day of classes for students before Thanksgiving Break

November 26-30: Thanksgiving Break. BSU offices close at 5 PM.

December 1: Classes Resume

December 5-11: Final Exams for December graduating seniors

December 14: Final grades due for Graduating seniors by 3 PM

December 15: Last Day of classes

December 16-22: Final Exams for all students.

December 17: Graduation Clearance 11am-6: 30pm

December 18: Graduation Clearance 9am-4pm

December 19: Commencement Rehearsal

December 20: Commencement Ceremony

December 22: Last Day to change Fall 2008 Incomplete Grad grades

December 23: Last Day of 2nd Eight-Week Classes

December 23: End of semester

December 26: Last Day to submit Fall 2008 Grades

Semester. Last Day to submit grades

ART 499 SCHEDULE FALL 2008

1. September 9, 2008: First meeting

2. Schedule your (4) four class meetings with Professor. YOU MUST SHOW UP AND SUBMIT PROPOSALS.

3. September 23, 2008: Rough version of proposal due, these must be typed, double-spaced.

4 October 20, 2008: MIDTERM & Class Studio Time. We will meet and discuss the proposals and projects. Final version of proposals, artist statements, resumes, etc. are due w/additional Materials.

5. * EVENTS (4 TOTAL) REMINDER**

Attend for credit, or choose an art/design related or approved activities (7 total) for your event credits.

**6. December 8, 2008 (Graduates) and December 15, 2008 (Other students):
** FINAL PROJECT CRITIQUES. Time TBA.**

7. ** FINAL PROJECT CRITIQUES ALL MUST SUBMITTED BY THIS DATE!
FINAL PROJECT: late or incomplete work **will not** be accepted and will result in a lower grade. No exceptions. Final critiques all must attend & participate.

All projects must be presented in one or more of the following ways, (which ever applies) Images or files of all projects must also be burned to a DVD-R or CD-ROM (not CD-RW):

- Professionally printed, mounted, with labels, name, title, including medium, dimension on back.
- Websites hosted to a web server, you may use our gallery site on BSU's server.
- On videotape (mini DV and VHS), with credits, titles, etc.
- On display in both the Student Art Gallery (Spring Art Show) and in the online gallery of the Department's website, or the class website.

The following websites will be for your projects and information:

<http://www.soulsuite.com/vocab1.htm>
<http://desktoppub.about.com/cs/presentationdesign>
<http://www.webopedia.com/TERM/g/graphics.html>
<http://www.adobe.com>
<http://www.macromedia.com>
<http://www.webstyleguide.com/index.html>
<http://www.obd-dc.org>
<http://www.motive.co.nz/glossary>
<http://www.graphicdesignbasics.com>
<http://www.computerarts.co.uk>
<http://www.focusondesign.org>

<http://www.creativehotlist.com>
<http://www.creativegroup.com>
<http://www.icommag.com>
<http://www.electricskin.com>

**ART 499 INDEPENDENT STUDY
NAME:**

**SEMESTER:
STUDENT ID:**

STUDENT PROJECT AND PARTICIPATION SHEET: Use the following to record your grades, points, and comments as necessary. Also keep track of the project descriptions, and take notes for any special grading factors/criteria, dates and possible deadlines. Use points/percentages and add up as you receive grades. Refer to your course syllabus for the grading factors, attendance policy & percentages. All projects must be submitted with proper name such as Project1YOURNAME, and saved to your storage medium first. Please ask first and be sure your files/work is received. You must keep a copy of all assignments until the end of the semester. Instructor will withhold the right to refuse to accept any late work unless you receive instructions or directions. **You are expected to maintain a professional portfolio/presentation of all work.**

GRADING RUBRIC:

Time: Project was submitted on time and by the deadline: **20 pts.**

Technique: successful execution of concept; elements/principles of art: **20 pts.**

Creativity: original idea (s), problem solving, development of sketches; ideas: **20 pts.**

Complete: Project is completed, finished as assigned; all criteria met: **20 pts.**

Presentation: Project submitted in correct file formats; mounted/printed/CD/DVD neatness as well overall presentation for critique & grading: **20 pts.**

PROJECTS	%	Pts. Earned/GRADE	Comments/Feedback	Due Date
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
FINAL	_____	_____	_____	_____

LESSONS/TUTORIALS = % MIDTERM = _____ FINAL = _____

EVENTS/CRITS = % EVENT 1: _____ EVENT 2: _____ EVENT 3: _____
EVENT 4: _____ EVENT: _____

PARTICIPATION = % Studio time, readings, journal, class critiques & discussions:
MIDTERM = _____ FINAL = _____

ATTENDANCE/MEETINGS= % MIDTERM = _____ FINAL = _____
- # OF LATE: - # OF LATE: - # OF ABSENCES: - # OF ABSENCES:

MIDTERM EXAM/REVIEW = %: MIDTERM EXAM = _____

FINAL EXAM CRIT = % Y/N
FINAL CD-R OR DVD & PORTFOLIO = % **FINAL PROJECT = % = _____**

SUBMISSION TO SHOW/EXHIBITION OR OTHER = 5%: Y/N **EVENT= % Y/N**

TOTAL MIDTERM = _____ **TOTAL FINAL = _____**

DFPA/VCDMA Student Survey
PLEASE PRINT LEGIBLY!! Return to Instructor

Date: This Course Title:.....

Course Number: Section:

Student ID:

Your Name: Semester:

Address (local, campus):.....

Address 2:

City: State: Zip:

Email: Emergency Contact & #:

Emergency Contact/Cel Phone #:

Phone #: Additional Phone/Cel.....

Your status (senior, junior, etc.): Expected graduation date/year:

Your Major: Minor:.....

Your Advisor: Department:.....

Ph: School:

I have taken these prerequisite(s) and/or related courses:

.....

Describe your learning style (the way you learn, ex. Lecture, hand-on, etc.)

.....

Describe any experience using computers & software:

.....

.....

Reasons for taking this class and your overall expectations, goals or objectives:

.....

.....

Other Activities, interests, hobbies, campus or community activities:

.....

.....

Please write a brief biographical statement:

.....

.....

I have read the syllabus for this course, course requirements; as well as grading factors, computer lab and attendance policy and agree to the terms set therein:

NAME (SIGNATURE)

DATE