

Digital Publishing I | ARTC 1313.6A1

CREDIT

3 Semester Credit Hours (2 hours lecture, 4 hours lab)

MODE OF INSTRUCTION

Face to Face

PREREQUISITE/CO-REQUISITE:

None

COURSE DESCRIPTION

The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to:

- Apply fundamentals of page layout
- Define typographic terminology and specifications
- Import text and graphics into page layout programs
- Discuss file formats and file management techniques

INSTRUCTOR CONTACT INFORMATION

Instructor: Susannah N. Dingmon, B.F.A.

Email: sndingmon@eagle.lit.edu

Office Phone: (409) 247-5328

Office Location: TA4 100B

Office Hours: MWF: 2:00pm – 3:00pm, TR: 8:00am – 9:00am

REQUIRED TEXTBOOK AND MATERIALS

Adobe InDesign 2021 Release Classroom in a Book, By Kelly Kordes Anton, Tina DeJarld

ISBN-10: 0-13-687028-7

ISBN-13: 978-0-13-687028-9

Materials: External Drive with Minimal Storage Capacity of 1TB (Solid State Preferred), Camera (modern cellphone may be used), other materials may be added depending on project requirements.

ATTENDANCE POLICY

Approved: **Initials/date**



**LAMAR INSTITUTE
OF TECHNOLOGY**

Regular and punctual, class and laboratory attendance are expected of all students. If you're unable to come to class, you will be counted absent. You are allowed 4 absences total without penalty.

You will be counted absent if you:

- Are not present in class
- Leave class early without instructor permission
- Disappear in the middle of class for a significant length of time

Each absence after three will result in your final grade being dropped by half a letter.

If you arrive 15 minutes past class start time, you will be counted tardy. Being tardy 3 times will equal to 1 absence.

Excused absences, such as, illness, bereavement, school activities or weather conditions that cause the school to be closed are accepted. Supporting documentation will need to be provided to prove your absence is excused.

If you are absent on the due date of an assignment you are still responsible for turning it in via Blackboard. No exceptions.

***Bonus: If you have perfect attendance by the end of the semester, your lowest graded project will receive 10pts.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

COURSE CALENDAR – Dates are subject to change with proper notice given.

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
8/21/2023	Syllabus Review, Getting Started		
8/23/2023	Chapter 1: Introducing the Workspace		
8/25/2023	Chapter 2: Getting to know InDesign		
8/28/2023	Chapter 3: Setting Up a Document and Working with Pages		
8/30/2023	Chapter 4: Working with Objects		

9/1/2023	Chapter 5: Working with Color		
9/4/2023	NO CLASS (LABOR DAY)		
9/6/2023	Quiz 1		Quiz 1
9/8/2023	Chapter 6: Flowing Text		
9/11/2023	Chapter 7: Editing Text		
9/13/2023	Chapter 8: Working with Typography; Invitations Project		
9/15/2023	Quiz 2: Invitations: Work in Class		Quiz 2
9/18/2023	Invitations Project: Work in Class		
9/20/2023	Invitations Project: Work in Class		
9/22/2023	Invitations Project: Work in Class		
9/25/2023	Invitations Project: Work in Class		
9/27/2023	Invitations Project: Work in Class		
9/29/2023	Critique, Brochure Preview		Invitations Due
10/2/2023	Chapter 9: Working with Styles		
10/4/2023	Chapter 10: Creating Tables		
10/6/2023	Chapter 11: Importing and Modifying Graphics		
10/9/2023	Chapter 12: Printing and Exporting		
10/11/2023	Quiz 3; Brochure Project: Work in Class		Quiz 3
10/13/2023	Brochure Project: Work in Class		
10/16/2023	Brochure Project: Work in Class		
10/18/2023	Brochure Project: Work in Class		
10/20/2023	Brochure Project: Work in Class		
10/23/2023	Brochure Project: Work in Class		

10/25/2023	Brochure Project: Work in Class		
10/27/2023	Brochure Project: Work in Class		
10/30/2023	Critique, Storybook Spreads Preview		Brochure Due
11/1/2023	Chapter 14: Creating Adobe PDF Files with Form Fields; Storybook Spreads: Work in Class		
11/3/2023	Chapter 15: Creating a Fixed-Layout EPUB; Storybook Spreads: Work in Class		
11/6/2023	Quiz 4; Storybook Spreads: Work in Class		Quiz 4
11/8/2023	Storybook Spreads: Work in Class		
11/10/2023	Storybook Spreads: Work in Class		
11/13/2023	Storybook Spreads: Work in Class		
11/15/2023	Storybook Spreads: Work in Class		
11/17/2023	Storybook Spreads: Work in Class		
11/20/2023	Storybook Spreads: Work in Class		
11/22/2023	NO CLASS (ENERGY CONSERVATION DAY)		
11/24/2023	NO CLASS (DAY AFTER THANKSGIVING)		
11/27/2023	Storybook Spreads: Work in Class		
11/29/2023	Storybook Spreads: Work in Class		
12/1/2023	Storybook Spreads: Work in Class		
12/4/2023	Critique		Storybook Spreads Due
12/6/2023	Final Grades		

COURSE EVALUATION

Personal growth and development in software usage and familiarity of computer related terminology as well as design will be used to gauge the student's effort into the subject materials. Their level of growth will be a significant variable to the evaluation of the student and their grade. It is expected that each student participates effectively and often during critiques and discussions. A well thought out idea shall be researched and understood by the student so that they will defend their choices in their works during critique while accepting constructive criticism from their peers.

Final grades will be calculated according to the following criteria:

Project 1: Invitations	20%
Project 2: Brochure	20%
Project 3: Storybook	20%
Quizzes (4 quizzes)	20%
Critique/Discussion Participation	20%

GRADE SCALE

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 0-59 F

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION

Naming Convention

Assignments are to be turned in via Blackboard following a prescribed naming convention. Use your last name, then an underscore, then the name of the exercise or project. Everything submitted to Blackboard must use this naming conventions. For instance, the first project of the semester submitted by Jane Doe would be Doe_Logo.pdf

Missed or Late Work

Projects that are to be critiqued are due at the beginning of class periods. If turned in after that, the project is late. I will lower a project one letter grade for each class day that it is late.

In class assignments/exercises, tests, and quizzes that are missed due to absence will receive a 0%.

Scholastic Dishonesty

A student attending LIT assumes responsibility for conduct compatible with the Academic Honesty statement in the LIT handbook. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representatives when taking examination, placement assessments, tests, quizzes, and evaluations. Plagiarism, copyright infringement, trademark infringement, or cheating, in any form, IS NOT acceptable. You instructor reserves the right to check any and all submitted work for plagiarism.

Cell Phone Policy

Cellphones and other electronic devices must be turned off while in class or used only with permission of the instructor.

Computer Requirements

Computer lab hours will be allotted to the students for the completion of classroom assignments and projects so please use your time wisely while on campus. Please bring a personal set of headphones to use when reviewing lesson tutorials/working ahead. Adobe Creative Cloud can be accessed on your personal home computer as well, but you will need to meet minimum application specifications for the programs to run properly. Problems with your personal devices are not the instructor's responsibility. All in-class assignments, tests, and quizzes must be performed on the computers provided in class.

Computer Literacy

It is expected that you have working knowledge of basic computer skills. These skills include but are not limited to powering up your computer, uploading and downloading files, opening and closing web browsers and programs, saving your work, knowing the difference between hardware and software. These simple concepts will not be taught in this course.

Classroom Policies

1. No food, drinks, or use of tobacco (including vape) products in class.
2. You must be registered in the course to be in the class. No additional lab hours are allotted without instructor's permission.
3. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.

Netiquette (Online Etiquette)

Please adhere to the same standards of behavior and professional respect online that you would follow in face-to-face communication with others, but most particularly when writing emails or when taking part in collaborative and discussion board activities.

General Guidelines to Respect All Participants

- Respect the right of each person to disagree with others.
- Treat people the same as you would face-to-face.
- Respect the time of others.

Guidelines When Communicating with Others (Email, Discussions, Blogging, and etc)

- Always sign your name to any contribution you choose to make.
- Be constructive in your responses to others in the class.
- Do not use all caps (Doing so may be interpreted as shouting)
- Re-read your postings before sending them.
- Always think before you write.
- Respond carefully.
- Use appropriate grammar and structure.
- Spell-check your postings.
- Use appropriate business language at all time. (No text lingo)

Instructor Communication

For all forms of communication with me (Email and Phone calls):

Please allow 24-hours for me to get back to your inquiry. Note: If you email or leave me a message on Friday, I will get back to you Monday morning.

Optional Material Resources

The following resources are not required for this course, but will give you a more in-depth understanding in regard to subject matter will be covering.

AIGA membership - *\$50/year for students*

AIGA is the professional association for design. This membership will give you opportunities to have your portfolio reviewed, invites to design conferences, and access to other creative professionals.

Thinking with Type, 2nd revised and expanded edition: A Critical Guide for Designers, Writers, Editors, & Students by Ellen Lupton

ISBN-10: 1-56-898969-5

ISBN-13: 978-1-56-898969-3

I reserve the right to make adjustments to the syllabus with proper notice to students.