



# CAPILANO UNIVERSITY

| COURSE OUTLINE     |                |                        |
|--------------------|----------------|------------------------|
| TERM: Fall 2022    | COURSE NO:     | IDES 111               |
| INSTRUCTOR:        | COURSE TITLE:  | Technology Intensive I |
| OFFICE:<br>E-MAIL: | SECTION NO(S): | CREDITS: 1.0           |
| COURSE WEBSITE:    |                |                        |

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

## COURSE FORMAT

25 hours of mixed mode instruction over 5 sessions or one week.

## COURSE PREREQUISITES/CO-REQUISITES

None.

## CALENDAR DESCRIPTION

In this course students are introduced to the digital technologies and media used in the design and advertising industries. Students gain technical knowledge related to the set-up and maintenance of digital platforms and tools, and begin to work with industry standard image-making and file conversion software.

## RECOMMENDED ONLINE RESOURCES

The main go-to resources can be found via: <https://www.linkedin.com/> More resources are available on the course's Teams site.

## COURSE STUDENT LEARNING OUTCOMES

**On successful completion of this course, students will be able to do the following:**

- Undertake system set up, file management, back-up and maintenance on a Mac OS;
- Describe the differences between raster and vector file types;
- Determine and apply appropriate file types for different end uses;
- Access and/ manage fonts via an online type library;
- Apply essential keyboard and navigation shortcuts using industry-standard software;
- Create file sharing documents; and
- Continue learning via self-directed methods.

**COURSE CONTENT**

| Week  | Content/Lecture   | Assignments            | Due      |
|-------|---|------------------------|----------|
| Day 1 | Overview of the Mac OS digital environment  |                        |          |
| Day 2 | Overview of raster software, scanning, and conversions. Keyboard shortcuts.       | 1. Raster Image-Making | Day 3    |
| Day 3 | Overview of vector software, pen tool and pathfinder. Keyboard shortcuts.         | 2. Vector Image-Making | Day 4    |
| Day 4 | Overview of PDF-generating software. Raster image software skill development.     | 3. Composite Image     | Day 5    |
| Day 5 | Vector image software skill development and using online tutorials for self-study | 4. Software Exam       | In class |

**EVALUATION PROFILE**

|                     |      |
|---------------------|------|
| Raster Image-Making | 20%  |
| Vector Image-Making | 20%  |
| Composite Image     | 27%  |
| Software Exam       | 28%  |
| Participation       | 5%   |
| Total               | 100% |

**Participation**

Students will be evaluated on the frequency and relevance of their comments, questions, observations and discussions of the course content; on their active engagement in in-class assignments; on their completion of required lab hours (if any) and on their work-in-progress, at 1% per class or to a maximum of 5% of the course grade.

**GRADING PROFILE**

|             |            |            |           |
|-------------|------------|------------|-----------|
| A+ = 90-100 | B+ = 77-79 | C+ = 67-69 | D = 50-59 |
| A = 85-89   | B = 73-76  | C = 63-66  | F = 0-49  |
| A- = 80-84  | B- = 70-72 | C- = 60-62 |           |

**Incomplete Grades**

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

**Late Assignments**

If a course contains assignments, 20% will be deducted from the assignment grade for each period of 1 to 7 days that an assignment is late, unless prior arrangements have been made with the instructor.

**Missed Exams/Quizzes/Tests etc.**

Missed exams, quizzes and tests (if any) will be assigned a grade of zero. Make-up exams, quizzes and tests are generally given only in medical emergencies or severe personal crises, at the discretion of the instructor.

**Attendance**

Students are expected to attend all classes and associated activities. Students who are absent for more than three classes without the permission of the course instructor will fail the course. Students must inform the instructor and program assistant by email if a class will be missed.

**English Usage**

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

**COMMUNICATION, ONLINE BEHAVIOUR AND EXPECTATIONS****Communication**

Check your official Capilano University email regularly as all official communication will be sent via this email address only. Additionally, login to MS Teams daily for course and IDEA Campus updates.

**Expectations**

What you can expect from me:

- To respond to emails within 24 hours
- To start and end class on time
- To be available during office hours to support your learning
- To be responsive to your feedback about the course

What I can expect from you:

- To attend in-class and online sessions on time and come prepared for class discussions
- To be attentive and engaged during in-class and online sessions
- When online remember the human – this is the Golden Rule of internet communications. Always be aware that you are talking to a person, not a device. Interact respectfully with peers.
- When online, to mute your microphone when not speaking
- To ask questions and seek help when appropriate
- To use good spelling and grammar in email, online posts and Teams Chat, and to speak using respectful language
- To respect other people's privacy (recordings, photographs or screen shots without permission are not appropriate)

### **Class Recordings**

Portions of in-person or online classes may be recorded by the instructor for educational purposes. These recordings will be shared only with students enrolled in the course. Recordings may not be reproduced, shared with those not registered in the class, or uploaded to any online environment. If an instructor plans any uses for the recordings beyond their class, students identifiable in the recordings must/shall be notified to request their consent prior to such use.

### **Privacy**

Consult the University's Privacy Office for information regarding privacy concerns.

## **VIRTUAL STUDENT SUPPORT RESOURCES**

### **Student Support Services**

Please refer to the Capilano Website for [Learning Support Services](#) to help you succeed this semester.

### **Student Digital Ambassadors**

Digital Student Ambassadors are students at Capilano who offer peer support navigating the online learning environment or support with the educational technology tools (such as eLearn, MS Teams, and Zoom). Contact Digital Student Ambassadors through MS Teams Monday through Saturday or email them at [dsa@capilanou.ca](mailto:dsa@capilanou.ca). More information can be found at [Online Learning Support](#).

### **Electronic Devices**

Students may use electronic devices during class time for course-related purposes only.

### **On-line Communication**

Instructors and students should communicate using their official Capilano University addresses.

## UNIVERSITY OPERATIONAL DETAILS

### Tools for Success

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-life/>

**Capilano University Security: download the [CapU Mobile Safety App](#)**

### Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

### Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: <https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

### Integrity in a Remote Learning Context

The policies regarding Academic Integrity remain the same in a remote learning context. If you have questions about what may or may not be permitted, please ask your instructor. It is important to review the current *Bachelor of Design in Visual Communication Terms and Conditions for Students* and to follow it carefully and completely.

**Academic dishonesty** is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

**Cheating:** Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

**Fraud:** Creation or use of falsified documents.

**Misuse or misrepresentation of sources:** Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism:** Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

**Self-Plagiarism:** Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

**Prohibited Conduct:** The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

### **Sexual Violence and Misconduct**

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

**Emergencies:** Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.

**PROGRAM OPERATIONAL DETAILS**

Students should demonstrate a professional attitude and respectful behavior towards their work, fellow students, and instructors, and agree to uphold Capilano University's culture of equity, diversity and inclusion. Students should demonstrate a willingness to work steadily under sometimes challenging conditions, aim to produce first-class work in a timely manner, and respond constructively to criticism of their work by instructors and peers.

Other operational details are included in the *Bachelor of Design in Visual Communication Terms and Conditions for Students* document, which all students are required to sign.