

CONTACT

Email mkozal@ufl.edu

Phone texting via [Remind.com](https://www.remind.com) (see handout for more info)

Office Hours 1 hour per week or by appointment via Zoom or in FAC 302 (TIME TBA)

Emails will be responded to within 24 hours, so it is advised for appointments to schedule 24 hours in advance.

DESCRIPTION & OBJECTIVES

This 3-credit course explores the aesthetic, technical, and conceptual practices of image making with digital media within the context of contemporary art. Students will examine how to perceive, communicate and create compelling digital images with an emphasis on the experimental and conceptual.

Course topics are addressed through lectures, demos, exercises, projects, readings, and student presentations. Students are evaluated based on contributions to class discussion, process work, presentations, critiques, and aesthetic, technical, and conceptual development in their digital image making practices. Key software covered includes Adobe Photoshop, Illustrator, InDesign, and XD.

Through in-class and formal assignments and projects students will:

- Explore two-dimensional imaging concepts of composition and aesthetics
- Learn digital image capture and creation fundamentals
- Create work utilizing software fundamentals in Photoshop, Illustrator, InDesign, and XD
- Research methods to inform visual art-making practice
- Document work development and process electronically
- Develop visual literacy and critical thinking skills through participating in critiques
- Learn about contemporary artists who work with digital imaging as part of their practice

TEXTBOOKS AND MATERIALS

All required texts will be available on Canvas. Additional resources will be listed on individual project sheets to check out from the library if desired. **Students are required to register with LinkedIn Learning and have access to reliable internet and Adobe Creative Cloud.**

A media storage device such as a flash drive is also required for class projects and work.

METHOD OF INSTRUCTION

This course will consist of in person class instruction, but will also feature one day a project where students have the choice between in person or from home work days; a detailed, and tentative schedule is provided in advance in order to specify which days will require students present in person. On student choice days, if a student chooses to work from home, a progress image is due by the end of class for attendance.

COURSE STRUCTURE

This course consists of lectures, demos, in-class exercises, readings/research, written responses, projects, and critiques. Students should expect to work a minimum of 5 hours weekly beyond class time. Weekly content is laid out in modules and each week also has a page with the weekly expectations. Activities and projects to turn in are located in assignments. Responses to readings and lectures are in discussions. Project sheets will be available in modules at the start of each unit and will focus on learning specific techniques and software while developing nuanced concepts and imaging strategies:

Projects

1. Tropisms— Composite imaging, Adobe Photoshop
2. (dis)embodiment—Digital painting, Adobe Photoshop or Procreate
3. Sensation vs Monument— Adobe Illustrator + Adobe InDesign
4. Sensation vs Monument— Adobe Illustrator + XD

Critique

A core objective of this course is practicing the art of critique, at the end of each project there will be a formal critique. You will have to submit your projects and artist statement on Canvas by 9:00 pm the night before. Critiques will provide an opportunity to use imaging vocabulary, recognize opportunities for improvement, and develop effective imaging strategies. You will learn how to offer articulate explanations for your choices. Equally important is your ability to give constructive responses to your peers' work. It is a requirement of this course that you participate fully in these group conversations. Because of the collective aspect of the critique, it is mandatory that you are present. A portion of your grade will come from your contributions in critique. Everyone is expected to talk during critique.

GRADING

Projects	60%
Discussion + artist research + process work + in class exercises	30%
Attendance/ Participation	10%

All projects will be graded via assignments on Canvas, and will be available to see within two weeks of the due date. Late assignments will be accepted through the end of finals week and any late assignment will be graded with an 100% being equivalent to a 90%. I would always prefer you to get back to missed work rather than continue to be late on delivering assignments. Projects will not be accepted after the due date without prior permission. Participation includes contributing to small-group and whole-class critiques and attentiveness and respect towards the instructor and fellow classmates as well as attendance.

A	100-94	A-	93-90		
B+	89-87	B	86-83	B-	82-80
C+	79-77	C	76-73	C-	72-70
D+	69-67	D	66-63	D-	62-60
F	59-0				

See catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx for additional information on UF grading policies.

ATTENDANCE POLICY

Attendance for in person class periods is determined by your physical presence. On student choice days, your attendance is taken by physical presence or by your turning in progress images by the end of the class period. Attendance is taken at the beginning of each in person class, and at the end of each student choice class. Students are expected to arrive at in person meetings on time and be prepared to participate in all activities. You will be considered tardy if you arrive after class begins. Three late arrivals or early self-dismissals will count as an unexcused absence. Failure to submit a progress image on a student choice day counts as an unexcused absence. An unexcused absence does not constitute an extension of an assignment. Your participation grade will drop 10% after two unexcused absences. Following that, each unexcused absence will drop your participation grade by another 10%. Six unexcused absences will result in failing the course.

Students must be present for the final critique in order to receive credit for their final project. Registered students who do not attend at least one of the first two class meetings for the course, and who have not contacted the department to indicate their intent, may be dropped from the course.

It is imperative that any individuals who believe they may have been exposed to COVID-19 contact the Student Health Care Center at (352) 392-1161 to discuss symptoms with a nurse or medical provider before your visit to ensure proper protective measures are taken to prevent further risk of spread to others. Additionally, telehealth visits and phone triage are also available to assist patients with COVID-19 concerns. If you don't already have a UFHealth MyChart account, you can register for one and activate it immediately by logging onto mychart.shands.org. Download of the Zoom app is required for telehealth visits.

COVID 19 GUIDELINES

In response to COVID-19, the following practices are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of ourselves, our neighbors, and our loved ones.

If you are not vaccinated, get vaccinated. Vaccines are readily available at no cost and have been demonstrated to be safe and effective against the COVID-19 virus. Visit this link for details on where to get your shot, including options that do not require an appointment: <https://coronavirus.uflhealth.org/vaccinations/vaccine-availability/>. Students who receive the first dose of the vaccine somewhere off-campus and/or outside of Gainesville can still receive their second dose on campus.

You are expected to wear approved face coverings at all times during class and within buildings even if you are vaccinated. Please continue to follow healthy habits, including best practices like frequent hand washing. Following these practices is our responsibility as Gators.

Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class. Hand sanitizing stations will be located in every classroom.

If you are sick, stay home and self-quarantine. Please visit the UF Health Screen, Test & Protect website about next steps, retake the questionnaire and schedule your test for no sooner than 24 hours after your symptoms began. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 (or email covid@shcc.ufl.edu) to be evaluated for testing and to receive further instructions about returning to campus. UF Health Screen, Test & Protect offers guidance when you are sick, have been exposed to someone who has tested positive or have tested positive yourself. Visit the UF Health Screen, Test & Protect website for more information.

Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work.

If you are withheld from campus by the Department of Health through Screen, Test & Protect you are not permitted to use any on campus facilities. Students attempting to attend campus activities when withheld from campus will be referred to the Dean of Students Office. Continue to regularly visit coronavirus.UFHealth.org and coronavirus.ufl.edu for up-to-date information about COVID-19 and vaccination.

PARTICIPATION + COMMUNITY EXPECTATIONS

I want to provide you with a safe, nurturing, and generative community. In order to do so I expect that each student interaction with myself or each other, whether online or in person is respectful of each other's work and differences. There may be some challenging and difficult discussions that arise in response to readings, artist lectures, or student project topics, and I hope that through engaging in meaningful dialogue we can foster better understanding of different perspectives. Your safety, well-being, and ability to learn are my foremost concern, and as such, if there is ever anything I or another classmate says or does that does not uphold these standards I hope you bring it to my attention that we may rectify the issue and learn from one another.

CLASS ANNOUNCEMENTS

Class announcements detailing the drop of content, schedule changes, reminders of due dates, special events, and other class information will be available to you through Canvas Announcements and email. It is imperative that you check your Canvas inbox and UF email regularly as to not miss important information. An announcement will be made every class period as a casual introduction to the day's expectation, schedule, and content.

RECORDING POLICY

Sound or visual recordings may not be made during class time except in particular circumstances as defined by the university. These include the following:

- The recording is part of a class assignment.
- The student has an accommodation from the Disability Office and has made previous arrangements with the instructor.
- Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are for personal educational use and in connection with a complaint to the university, or as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited.

Students may not publish recorded lectures without the written consent of the instructor. A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session. Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Code.

STUDENT CONDUCT AND HONESTY CODES

Students are expected to abide by the UF Academic Honesty Policy, which defines an academic honesty offense as “the act of lying, cheating, or stealing academic information so that one gains academic advantage.” In the context of this class, this includes properly citing sources for any materials (both printed and online) used in completing course assignments. sccr.dso.ufl.edu/students/student-conduct-code/

STUDENTS WITH DISABILITIES

Individuals with disabilities must register with the Office for Students with Disabilities and submit to this instructor the memorandum from that office concerning necessary accommodations. Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester. ADA office is located in Room 232 Stadium (phone: 392-7056). All course materials are available in alternative format upon request. UF Disabilities Resource Center drc.dso.ufl.edu/

COUNSELING SERVICES

The Counseling and Wellness Center counseling.ufl.edu/cwc/ provides counseling and consultation services to currently enrolled undergraduate and graduate students and their spouses/partners. The Center offers brief counseling and therapy to help students confront personal, academic, and career concerns. The primary goal of counseling is to help students develop the personal awareness and skills necessary to overcome problems and to grow and develop in ways that will allow them to take advantage of the educational opportunities at the university.

The Counseling and Wellness Center

P301 Peabody Hall (352) 392-1575 Monday – Friday: 8 am – 5 pm

U Matter We Care umatter.ufl.edu/

If you or a friend is in distress, please contact umatter@ufl.edu or (352) 392-1575 so that a team member can reach out to the student.

University Police Department (352) 392-1111 or 9-1-1 for emergencies

Sexual Assault Recovery Services (SARS), Student Health Care Center, (352) 392-1161

INSTRUCTOR EVALUATIONS

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via ufl.bluer.com/ufl/. Summaries of course evaluation results are available to students at gatorevals.aa.ufl.edu/public-results/.

STUDENT WORK DOCUMENTATION

As a part of the instructor’s teaching portfolio development, any student work could be included in future portfolios unless indicated otherwise by the student. All work will be properly cited as work made by that particular student unless indicated otherwise by the student. For more information on this policy or a description of teaching portfolio structure and usage, please see the instructor. Students may indicate they would not like their work included at any point during or after the semester through verbal or electronic modes of communication.

WEEK	DATES	IN CLASS	WHAT IS DUE	DELIVERY METHOD
Week 1	1/6	Introduction to class		Brief intro to class, project 1, each other
Week 2	1/11	Discussion of reading, lecture response	Discussion and Lecture Questions	Discussion= 1/2 class Work day = 1/2 class
	1/13	Work day, check in on project ideas Demo day	Demo experiments, Process Work Part 1	30-60 minute demo in person 10 minute check-in meeting with instructor
Week 3	1/18	Small groups will critique in-progress work & work day	Process Work part 2	Small group meetings, work day
	1/20	Work day	Progress images	STUDENT CHOICE: IN PERSON OR FROM HOME WORK DAY
Week 4	1/25	Small groups will critique in-progress work & work day	Rough Draft	Small group meetings, work day
	1/27	CRITIQUE	Project 1+ artist statement	
Week 5	2/1	Discussion of reading, lecture response	Discussion and Lecture Questions	Discussion= 1/2 class Work day = 1/2 class
	2/3	Demo day, check in on project ideas demos	Demo experiments & Process Work Part 1	30-60 minute demo in person 10 minute check-in meeting with instructor
Week 6	2/8	Small groups will critique in-progress work & work day	Process Work Part 2	Small group meetings, work day
	2/10	Work day	Progress images	STUDENT CHOICE: IN PERSON OR FROM HOME WORK DAY
Week 7	2/15	Small groups will critique in-progress work & work day	Rough draft	Small group meetings, work day
	2/17	CRITIQUE	Digital painting project + artist statement	
Week 8	2/22	Discussion of reading, lecture response	Discussion and Lecture Questions	Discussion= 1/2 class Work day = 1/2 class

	2/24	Demo day, check in on project ideas demos	Illustrator Demo experiments	30-60 minute demo in person 10 minute check-in meeting with instructor
Week 9	3/1	Demo day 2, work day	Demo experiments 2-InDesign, Process Work Part 1	30-60 minute demo in person, work day
	3/3	Small groups will critique in-progress work & work day	Process Work Part 2	Small group meetings, work day
Week 10	3/15	Work day	Progress image	STUDENT CHOICE: IN PERSON OR FROM HOME WORK DAY
	3/17	Small groups will critique in-progress work & work day	Rough Draft	Small group meetings, work day
Week 11	3/22	CRITIQUE	InDesign project + artist statement	
	3/24	Fab Lab Day	Illustrator file ready for fab lab	Fab Lab or discussion + process work
Week 12	3/29	Fab Lab Day	Discussion and Lecture Questions, Process Work Part 1	Fab Lab or discussion + process work
	3/31	Demo day, check in on project ideas demos	Demo experiments	30-60 minute demo in person 10 minute check-in meeting with instructor
Week 13	4/5	Small groups will critique in-progress work & work day	Process Work Part 2	Small group meetings, work day
	4/7	Work day	Progress image	STUDENT CHOICE: IN PERSON OR FROM HOME WORK DAY
Week 14	4/12	Small groups will critique in-progress work & work day	Rough Draft	Small group meetings, work day
	4/14	Work day	Progress image	STUDENT CHOICE: IN PERSON OR FROM HOME WORK DAY
Week 15	4/19	CRITIQUE	XD project + artist statement	

***A NOTE ON THE SCHEDULE**

Schedule is subject to change. Changes will never result in deadlines moving to an earlier date than specified. **The Finals period may be used for classes that get moved due to weather related incidents or other university closures.** All changes to the schedule will be communicated in class through email, on Canvas via an updated syllabus and announcement, and any deadlines that are affected will be noted and adjusted as well.