CIOS F233 Desktop Publishing: InDesign, 3 cr

Instructor: Heidi Olson  
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Online course – no set meeting times

Office hours: upon request. My day job as an instructional designer makes me available online all day long on Monday through Thursdays. If you see me online (Google chat) or need to talk to me, just give me a call. I’ll let you know if it isn’t a good time and we can reschedule for a time that works for both of us.

Prerequisites

CIOS 150 or equivalent computer literacy including saving/retrieving files, use of office applications, Internet and e-mail.

Course Description

This course is a comprehensive survey of desktop publishing using Adobe InDesign, the leading page layout application, to create sophisticated original layouts for a variety of uses, including brochures, newsletters, books, business cards, signs, and many others, for print and digital output and distribution. This course also covers basics of graphic design theory.

Course Materials


Course Goals and Student Learning Outcomes

Upon completion of this course the student will understand and appreciate the following desktop publishing issues:

- principles of digital layout and graphic design
- typography
- color
- print and electronic output

The student will be able to perform the following tasks:

- create, design, and edit new documents
- create and import text and images
- specify and apply color to text and images
- prepare files for final output

The student will have a working knowledge of InDesign, successfully using tools to create original layouts, setting type, placing graphics, and creating new graphic elements for use in print and electronic documents, including brochures, magazines and newsletters.

Instructional Methods
Students will learn about various InDesign tools, go through presented lecture material of design methods/theory, and participate in public reflection exercises along with doing hands-on activities and assignments. In addition, students will be required to participate in a class blog where information about graphic design will be shared and reflected upon and where students will be required to present their own work and evaluate work of others. There are 5 quizzes in the course to ensure students have comprehension of the required tools.

**The Class Blog**

The class blog is where a lot of class information lives and where students will post their Participation Assignments. It is also a place to communicate and share with your instructor and your classmates the ideas you are interested in and questions you may have. The Class Blog is located here at [http://cios233.community.uaf.edu](http://cios233.community.uaf.edu) and uses the WordPress platform. The accounts will be set up and instructions on how to use it are included in the Start Here section in Blackboard.

**Assignments / Evaluation of Student Work and Progress**

Students are expected to complete the weekly assignments by their due dates. If circumstances arise that cause you to need extra time on any assignment(s), e-mail/ask your instructor for guidance. Extensions of due dates may be granted, but your instructor expects to be informed in advance if you are not able to submit your assignment on time. Emergency situations will be dealt with as needed. For the course assignments, students are encouraged to work on their own desktop publishing projects. As long as the skills featured in the assignment are utilized, and the goals of the assignment are met, students may adapt or substitute digital elements offered in an assignment with others that feature their own interests and/or current projects. For guidance or suggestions, consult your instructor.

The midterm and final projects have some set requirements, but the subject matter and many of the design elements are left to the student’s vision and discretion. These evaluations are meant to prove understanding of the material provided incorporating feedback given from classmates and the instructor.

**Deadlines**

The course is designed with weekly assignment deadlines in order to provide each student with the most comprehensive introduction to the many features of InDesign. This application is best learned with steady use. Class interaction is most effective when students progress through the course at the same rate. Draft Assignments will be due by midnight each Wednesday. I will review your work and give you feedback so that you can finish your assignments to post your final by midnight each Sunday. I will post your grades promptly (usually within 1 week of submission). You may review your progress and read my comments in Blackboard’s Gradebook. If you have a late submission, 10 pts may be deducted from your assignment grade, unless prior arrangements are made. It might not seem like a lot of points, but it adds up and could bring your letter grade down at the end of the semester. In addition, there are three important deadlines to keep in mind:

1. The first contact assignment (Introductory Survey located in START HERE in Blackboard) must be submitted no later than Sunday, Jan 19. Failure to submit this assignment within the first two weeks of the course could result in withdrawal from the course.
2. The first content assignment (Assignment 1: Tools and Panels) is due Sunday, Jan 26. Failure to submit this assignment within the first two weeks of the course could result in withdrawal from the course.
3. Failure to submit the first five content assignments (Jobs 1 through 5) by the deadline for faculty-initiated withdrawals (Friday, March 14) could result in withdrawal from the course.
Grading Policies

A = 91-100
B = 81-90
C = 71-80
D = 61-70
F = 60 or below

I will be giving + and or – grades as part of the final grade.

Note: C– (1.7) is the minimum acceptable grade that undergraduate students may receive for courses to count toward the major or minor degree requirements, or as a prerequisite for another course. A minimum grade of C (2.0), however, MAY be required by specific programs for prerequisite and/ or major / minor courses. Please consult specific program listings in the UAF Catalog.

Grading Policies

Your course grade will be calculated based approximately on the following formula:

Weekly Assignments – 45%
Participation – Class Blog – 25%
Midterm Project – 10%
Quizzes – 5%
Final Project – 15%

Explanation of “NB”, “I”, and “W” Grades

This course adheres to the UAF eLearning Procedure regarding the granting of NB Grades. The NB grade is for use only in situations in which the instructor has No Basis upon which to assign a grade. In general, the NB grade will not be granted.

If you disconnect from the course and do not communicate with the instructor, you may be withdrawn.

Your instructor follows the University of Alaska Fairbanks Incomplete Grade Policy: “The letter “I” (Incomplete) is a temporary grade used to indicate that the student has satisfactorily completed (C or better) the majority of work in a course but for personal reasons beyond the student’s control, such as sickness, he has not been able to complete the course during the regular semester. Negligence or indifference are not acceptable reasons for an “I” grade.”

Color Printer

This course does not require the use of a color printer for outputting assignments, especially later in the class. However, if you do have access to a color printer, either a desktop inkjet or
one at a copy shop, it is to your advantage to print out your assignments each week. This will help you see how screen images translate to paper. Outputting your work is for your own learning experience and you will not be required to submit any hard copies of your assignments.

**Disability Services**

UAF has a Disability Services office that operates in conjunction with CDE. Disability Services, a part of UAF’s Center for Health and Counseling, provides academic accommodations to enrolled students who are identified as being eligible for these services. If you believe you are eligible, please visit their web site (http://www.uaf.edu/disability/) or contact a student affairs staff person at your nearest local campus. You can also contact Disability Services on the Fairbanks Campus by phone, 907-474-7043, or by e-mail (fydso@uaf.edu).

**Academic Integrity**

As described by UAF, scholastic dishonesty constitutes a violation of the university rules and regulations and is punishable according to the procedures outlined by UAF. Scholastic dishonesty includes, but is not limited to, cheating on an exam, plagiarism, and collusion. Cheating includes providing answers to or taking answers from another student. Plagiarism includes use of another author's words or arguments without attribution. Collusion includes unauthorized collaboration with another person in preparing written work for fulfillment of any course requirement. Scholastic dishonesty is punishable by removal from the course and a grade of “F.” For more information go to Student Code of Conduct. (http://www.uaf.edu/catalog/current/academics/regs3.html)