

# COMM 319: Digital Fundamentals - Imaging

University of North Dakota

## Instructor Information

Instructor:	Jess Schanilec-Gowan
Name Reference:	My preferred name is "Jess."
Email:	jessica.gowan@und.edu
Office Hours:	By appointment

The best way to reach me is through email. If you are interested in speaking with me face-to-face, over the phone, or using Zoom, please send me an email and we can schedule a time to chat.

### Course Description:

This course introduces students to the practice of digital imaging, including photographic principles, digital acquisition devices, software, and transmission for the web and other media. Emphasis is placed on the communication of meaning through the creation and management of digital images.

### Course Goal:

Students will become proficient in communicating critically, creatively, and ethically in diverse contexts and through multiple forms of media, including written, oral, digital, and print-based communication.

### Course Outcomes:

- Understand photographic composition, and the process and management of digital imaging.
- Apply knowledge about composition and digital photographic process to create digital images.
- Analyze and evaluate the aesthetic, technical, and communication aspects of digital photographs.

### Course Expectations:

1. Do your BEST in every aspect of the course.
2. Complete all of your assignments on time.
3. Participate actively in your learning.
4. Participate actively in the course.

### Course Materials:

Adobe Photoshop + Adobe Lightroom  
<https://creative.adobe.com/plans>

This course requires you to have access to Adobe Photoshop + Adobe Lightroom.

### Participation:

- Students who do not participate during the first week will be dropped from the course.
- Face-to-face students are required to attend 30 classes during the semester to receive their 50 participation points. **Partial credit is not given.** If you attend 29 classes, you will receive a 0/50.
- Incompletes are not provided for this course. (Unless it is due to the plagiarism training)
- In this course, you will do multiple hands-on learning activities. These activities will be done in Adobe Lightroom and Photoshop. Each week has at least two assignments.
- Class-related communication will be sent only to official UND email addresses through Blackboard.

### Late Work:

Prior arrangements: If you have arranged to turn in late work **BEFORE** the due date via e-mail with Jess, you will take a **screenshot** of the e-mail in which you are granted permission and embed/attach the screenshot

to your late assignment(s). This will remind Jess and/or the teaching assistant(s) that your late work can be turned in for **full credit**.

Life happens: If you are late to turn in your assignments for any reason, you can receive a maximum of half credit if you turn in the assignment within one week of the due date. Example: Your computer broke. You missed the 11:59PM deadline on Sunday, July 10<sup>th</sup>, so you turn in your assignment on Monday, July 11<sup>th</sup>. You will get 5/10 points instead of 10/10. If you turn in your assignment on July 25<sup>th</sup>, this would be more than a week late, so you will get a zero (0/10).

**Schedule:** Each item in blackboard is located in a weekly folder. Each folder has the due dates listed. All assignments will have corresponding rubrics and instructions in Blackboard.

**Points:** There are a total of 500 points in this course.

A	= 450 - 500 points
B	= 400 - 449 points
C	= 350 - 399 points
D	= 300 - 349 points
F	= 299 points and below

### **Academic Dishonesty - Course:**

Specific for this course: All imagine you do not capture on your own (ex. Ones you find online) will need to have a source location such as a website or photographers name under the photo. This can be a hyperlink.

### **Academic Dishonesty - Department:**

Department of Communication at the UND is committed to promoting scholarly integrity. To that end, you will be asked to complete (or verify that you have previously completed) training in how to avoid plagiarism. You can complete this training by logging onto:

<https://www.indiana.edu/~academy/firstPrinciples/certificationTests/index.html>

You are required to complete this training even if you may have received other plagiarism training. Once completed, please upload the completion certificate to the course's Blackboard site. Completion of this training will be necessary to pass the course. That is, failure to document that you have completed the training will result in the grade of Incomplete (unless you are earning a D or F; those grades will be posted).

Upon the completion of the plagiarism training module, you must understand that there is no legitimate excuse for committing intentional or unintentional plagiarism. It is also expected that you will do everything you can to avoid committing academic dishonesty. If you are not clear whether or not certain practices are violations of academic dishonesty, please do not hesitate to email me, come to the office hours, or make an appointment for further discussion.

### **Academic Dishonesty - UND:**

Scholarly integrity. The strength of the academic community depends on scholarly, professional, and personal integrity. Researchers create lasting impacts on the world with their research by inspiring free exchange of ideas while honoring others' original contribution. All students are subject to the University of North Dakota (UND) Code of Student Life, including issues of academic dishonesty. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citations, conspiring in acts of others' academic dishonesty, having unauthorized possession of examinations, submitting work of another person or work previously used without the instructor's written approval, or tampering with the academic work of other students. It is presumed that any submitted outcomes (e.g., presentations, essay, tests, peer reviews) with your name are your original work. You may use material or ideas from other sources, but proper references must be given. Discussion of your final proposal is encouraged, but a source reference must be given to the ideas you obtain from your peers. Each student is required to prepare and complete the homework assignments and exams on their own. Duplication of the solutions such as computer syntax and output in whole or in part is considered plagiarism. Academic dishonesty will be penalized by a failing grade on the assignment in which dishonesty practices are detected, a failing grade in the course, and/or referral to Office of Student Rights & Responsibilities (OSRR). All students are understood to comply with the UND code of student conduct, including academic dishonesty policies, available online: <https://und.edu/code-of-student-life/>

UND Code of Student Life, p. 56:

Academic dishonesty includes, but is not limited to, cheating, plagiarism, and collusion. At the discretion of the instructor, cases of academic dishonesty may be referred to OSRR as a disciplinary matter in addition to being responded to by an academic unit. Any incidents previously addressed by an academic unit may be considered in sanctioning decisions when a student is found in violation of the Code of Student Life for academic dishonesty.

The instructor may reflect the incident of dishonesty through the assignment of the student's grade in the course. If the student has a grievance related to this action, that grievance would be directed to the college or school in which the course is housed. The grievance is processed according to the rules of the college or school and as outlined in Academic Grievances portion of the Code.

Additionally, the instructor may refer the case as a disciplinary matter to the assistant dean of students. The assistant dean of students may further refer the case to the student conduct process.