

Time : Online  
 Place : Online  
 INSTRUCTOR : Gokce Kasikci  
 email : kasikcigokce@fhda.edu

**PLEASE CHOOSE TO EMAIL FROM CANVAS.**

Office hours : Online, Mondays, 2:00-2:50PM

<https://fhda-edu.zoom.us/j/85289460597?pwd=ORSXgulAowsAiesnkVRcOOcXJBV4Wg.1>

**SYLLABUS LAST REVISED**

1/1/2025

**IMPORTANT DEADLINES**

April 7 First day of classes

April 20 Last day to add

**April 20 Last day to drop classes without a W**

May 24-26 Memorial Day – no classes, campus closed

May 30 **Last day to drop classes with a W**

June 19 Juneteenth holiday – no classes, campus closed

June 23-27 Final Exams

College-wide listing available at <http://www.deanza.edu/calendar/>

Please note: the add, drop, and census dates will be different for late start classes

**REQUISITES**

Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273; Arts 53A.

**COURSE DESCRIPTION**

Introductory use of art and design software for the computer. Emphasis on the creative process and the computer as a tool used by artists and designers today. Software used are Adobe Photoshop and Adobe After Effects.

**GOALS**

- Student Learning Outcome: The student will further develop an awareness to the computer as an effective and important mode of visual communication used by artists and designers today.
- Student Learning Outcome: The student will demonstrate the creative potential of art and design software through directed laboratory exercises.

**SOFTWARE**

Photoshop

**TEXT**

Coursebook: Classroom in a Book Photoshop (2020 or later release) The bookstore has the book, you may buy electronic or paper copy, it's up to you. We will do assignments from the book chapters. **Alternatively, you may check to see if your local library carries the book. Any previous version will do.**

Elaine Weinmann (Author), Peter Lourekas (Author)

HOW, CMYK, Print, any CS manuals.

Online resources: lynda.com, abduzeedo.com, behance.com, dafont.com, gettyimages.com, Any online tuts or vids.

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## CONTACTS AND COMMUNICATIONS

See my instructor's bio on Canvas. Please contact me via canvas email.

I will log on to the classroom nearly every day. Please feel free to contact me on an individual basis, please email me on canvas, and I will try to reply within 24 hours during the weekdays. Your communication is important to me!

My office hours are posted on the top. I will hold my office hours also online. You can use Zoom link that is posted in canvas.

## CANVAS HELP

You can call 408.864.8969, or write to [onlineeducation@deanza.edu](mailto:onlineeducation@deanza.edu). Here's the website for technical help: <https://www.deanza.edu/online-ed/help.html>

## ONLINE CLASSROOM AND PROCEDURES

The Announcements area of the classroom that you see each time you log in will be used on at least a weekly basis to post updates and comments on class matters. Please check the announcements at least once a day. I often address important issues there, like common mistakes, misunderstandings, occurring questions, etc. The instructor will also email the class to remind students of important due dates.

## HOME AREA ON CANVAS

This is the first place you should check. It shows what you need to do in a week. What we're learning this week is a short document that summarizes all the tools and tricks we will be covering. Please watch headline shows the lecture videos for the week. To do headline is the area where you see the work that you have to perform that week. Announcements will also be visible in the top area.

## MODULES

The Course Materials area (MODULES), arranged in folders by week, houses the content for the course. Weekly lecture materials will be unlocked to students 3 or 4 weeks in advance on Sundays at 11:59pm, almost on midnight. You will have 7 days to complete the lecture videos, assignments and discussions. The grades will be posted when the assignments due date passes, within a week. Please note that your discussion assignments are set in a way that you will have one week to do your assignment and about 3 days to respond to 2 fellow students' work. Once the due date for the responses pass, your instructor will evaluate the work and your responses within a week. Lecture videos will be available moving on forward, but assignments will be closed once the due date passes. If you are going to be late submitting your work, please reach out to me so I can extend the deadline for you.

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**GRADING POLICY & CRITERIA**

Final Grade in course is based on the following:

Weekly assignments: 10 percent of grade, 1 points each week, due Sundays at 11:59pm.

Participation: 30 percent of grade, 3 points each week. 1 point for the work that is well done, and 2 points for responding to two classmates’ work in a well thought out comment. You will have 7 days to create the work and post, 2 days after that 7 days to post your comments. You can always submit earlier.

Two Milestone Assignments: 20 percent total, 10 percent each milestone assignment. Milestone assignments will be due around week 4 and week 9.

MidTerm: 20 percent of grade. It will be due on week 7.

Final Project: 20 percent of your grade. It will be due at the end of the term

Final Grading Scale

Project Grading Scale

100-93	A	82-80	B-	69-60	D
92-90	A-	79-76	C+	59	F
89-86	B+	75-70	C		
85-83	B				

100-93	A	82-80	B-	69-66	D+
92-90	A-	79-76	C+	62-60	D
89-86	B+	75-73	C	59	F
85-83	B	72-70	C-		

**EXERCISES AND PROJECTS:**

Students will receive a brief for every project. Weekly assignments and discussions are intended to support your learning. More important assignments have larger points attached to them. There will be 2 Milestone assignments (each 10 points), Midterm with the prep work (20 points), and Final (20 points). Weekly competency assignments are 10 points combined, and discussions 30 points combined. Handouts will include a project outline, milestones, and due dates. Some weekly work and discussions are designed to help you break up the work and are important they are done on time. All projects will be discussed, explained, and demonstrated in videos. Projects may include the following: Analog Collage, Photomontages, Personal Narrative, Editorial Collage.

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## ASSIGNMENT DUE DATE POLICY

All assignments have a 3-day grace period. There is no penalty to submitting work after its due date as long as the submission has occurred before the grace period. I expect all discussion submissions and feedback entries to be done by the end of the grace period. If not submitted during this grace period, you will lose the opportunity to submit the work. I do not accept emailed assignments for grading. Do not email me your work for me to grade; it will not be graded unless it is submitted on Canvas.

Please refrain from negotiating grades with me. As a teacher, I adhere to a fair assessment process where grades are earned based on merit rather than subject to negotiation. Keep in mind that grades are earned through your performance, and it is my responsibility to evaluate and assign them accordingly.

If you anticipate that you will be unable to submit milestone or midterm assignments, it is crucial to communicate with your instructor. Please notify your instructor at least 24 hours before the due date, explaining your circumstances and providing relevant details. Under no circumstances will I open assignments so you can submit them if the grace period has ended and you have not communicated to me in a timely manner.

This policy is designed to provide a productive, fair, and transparent framework for assignment submissions. No exceptions. If there is a legitimate reason for failing to submit the weekly work, timely communication with paperwork is necessary. If you have any concerns or foresee challenges in meeting deadlines, proactive communication is critical to finding a solution.

## COMMUNICATION

Life's unpredictable events touch us all. In order for me to offer you the best support possible, prompt communication is essential. It falls upon the student to inform the instructor about their needs; this is the expectation in a college setting. Without timely initiation of communication, your instructor won't be aware of your needs.

Delaying the communication of your needs until the final stages of the semester places a considerable burden on your instructor, and it is unacceptable. If you encounter challenges or circumstances affecting your academic progress, please inform me promptly. It's important to understand that, in the interest of fairness to all students and due to logistical constraints, requests to revisit or submit assignments from more than two weeks prior cannot be accommodated under ordinary circumstances. Exceptions may be considered in cases of a family death or severe illness, with the expectation of timely communication in such instances.

These rules and policies are here to make our learning experience the best it can be. As your teacher, my goal is to help you learn and succeed. When everyone follows these guidelines, it creates a classroom where we can all focus on learning without any hiccups. Think of it as teamwork – when we all play our part and follow the rules, it makes every-

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thing run smoothly. Your cooperation in following these guidelines means I can spend more time teaching and helping you. It's a way we can work together to make sure our class is a positive and effective place for learning. Feel free to talk to me if you have questions or concerns about these rules. I'm here to help!

Students must turn in work on canvas, or on google drive, as instructed, clearly labeled and organized. Naming convention is very important. Please name your projects as: *lastname\_firstname\_projecttitle*.

**ACADEMIC INTEGRITY  
POLICY**

Students are expected to follow and adhere to the college's academic integrity policy per the student handbook. This policy clarifies topics such as student responsibilities, dishonest, and plagiarism. All students should become familiar with this policy, which can be found at: <http://www.deanza.edu/studenthandbook/academic-integrity.html>

**STUDENT CODE OF  
CONDUCT AND DIS-  
RUPTIVE BEHAVIOR:**

It is my goal to create a welcoming and inclusive environment. I expect students to respect one another and carry themselves in a professional manner. Any disruptive behavior will is not acceptable and well be addressed by the instructor and the department.

Student Rights and Responsibilities page <https://www.deanza.edu/judicial-affairs/rights-responsibilities.html>

**ADMINISTRATIVE  
POLICY 5510**

Foothill and De Anza Colleges consider the following principles essential to their educational mission and community life:

Mutual respect between students, faculty and staff; Pursuit of studies with honesty and integrity; Respect for College and personal property; and Compliance with all rules and regulations.

For more information please visit: <http://www.deanza.edu/dsps/dish/appendix/conducts.html>

**STUDENT SUCCESS  
CENTER**

Need help? De Anza's Student Success Center offers free online and on-campus tutoring and workshops! Visit <http://www.deanza.edu/studentssuccess> for our hours and information. Or just stop by to chat or sign up!

Academic Skills Center for workshops in ATC 302

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General Subject tutoring in ATC 304

Listening & Speaking and World Language support in ATC 313

Math, Science and Technology tutoring in S43

Writing and Reading tutoring in ATC 309

Student Success Center Resources are available online to all De Anza students on Canvas: <https://deanza.instructure.com/enroll/MAF7Y8>

**DISABILITY SUPPORT PROGRAMS & SERVICES (DSP&S)**

Located in Student & Community Services Building, Room 141 Phone: 864-8753 • TTY: 864-8748

The Disability Support Programs and Services Division Includes four on- and off-campus programs offering a comprehensive array of accommodations, special classes and support services.

The mission of the Disability Support Programs and Services Division (formerly called the Special Education Division) is to ensure access to the college's curriculum, facilities and programs and to promote student success in realizing individual educational and vocational goals. [www.deanza.edu/dsps](http://www.deanza.edu/dsps)

**AI/DIGITAL ASSETS POLICY**

1. Internet-Sourced Images

Acceptable Use

Create inspiration boards and reference materials

Develop initial design concepts

Support original creative work

Critical Requirements

Obtain proper licensing for all images

Provide complete attribution

Maintain documentation of image sources

Demonstrate significant transformation of source material

Unacceptable Practices

Direct copying of existing work

Minimal modifications to sourced images

Presenting found images as original creation

Using unlicensed or unauthorized images

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## 2. AI-Generated Content

### Permitted Applications

- Conceptual exploration
- Texture and background generation
- Initial ideation and brainstorming

### Mandatory Guidelines

- Full disclosure of AI tool usage
- Document specific tools and generation prompts
- Integrate AI content meaningfully into original work
- Limit AI-generated content to 30% of final project
- Demonstrate intentional and creative application

## 3. Documentation and Accountability

Each project submission must include:

- Comprehensive source list
- Licensing information
- AI tool usage description
- Percentage breakdown of content origins
- Explanation of creative process and transformations

## 4. Academic and Professional Integrity Core Principles:

- Originality is paramount
- Transparency builds professional credibility
- Creative skills development remains the primary goal
- Ethical use of digital resources is a professional standard

## 5. Consequences: Disciplinary action as described in the academic honesty policy.

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**SYLLABUS  
 {SUBJECT TO CHANGE}**

Week #	We'll be covering:
1	Introduction and review. UI, Pallets, selection, layers,
2	pixel vs vector, image size, pixel density, selections.
3	Layers, Brush, eraser tool, some adjustment layers, Milestone Project assigned (punk poster, analogue)
4	Adjustment layers, simple photo corrections. Follow up to milestone project, create a digital punk poster.
5	Masking, demo (a complex composition)
6	Masking and continue with demo on a more complex composition
7	Compositing, midterm is due
8	Photoshop filters, smart layers
9	Milestone 2 is due, Photoshop final is introduced
10	Compositing and Shooting for your compositions
11	Photoshop tips and tricks for Final Project
12	Finals Week