

# WORKSHOP IN FUNDAMENTAL TECHNOLOGIES

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section 7106 / tuesday: fac 306 > periods 8 - 10  
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office: 302c (grad studio)  
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## WELCOME TO WIFT...

This course is designed as an introduction to the basic technologies of contemporary art and design. Course content consists of:

### SECTION 01

#### HARDWARE:

Computer 101 – overview of general information and peripherals: CPU, on/off, drives, digital data/file formats, CODECs, storage, file management, system software, program applications, “freeware”, input (scanning, taking photographs and video, and importing photographs, video, and sound), output (printing, burning to media, uploading to the www)

#### SOFTWARE:

> Introduction to image manipulation with Photoshop (basic image manipulation, selecting, pasting, cropping, filters, saving)

> I-Movie for basic video & sound importing, exporting, and editing with titles & credits.

### SECTION 02

This portion of the course emphasizes learning and application of advanced art/design-related software.

#### SOFTWARE:

> Intro to vector-based images & type with Illustrator

> Introduction to vector-based images in time-based media with Flash.

> Introduction to web design and production tools with DreamWeaver.

#### EVALUATION:

A quiz will be given at mid-term to review students' understanding of basic “Computer 101” skills. Students will be evaluated via benchmark exercises that measure technical proficiency with the given software applications.

## COURSE STRUCTURE

**In class:** Each class may begin with a lecture on the current projects skills, followed by individual in-class work on your own. You should be prepared, at your station with any required research/images or other materials necessary at the beginning of the class period. After the lecture portion you will have time to work, in-class on your assignment. Some class periods may be reserved for completing projects and/or critique. On those days, go to your station and begin work, do not wait for instruction.

**Out of class:** Each student is expected to spend 6-9 hours per week working on each assignment, utilizing tutorials from lynda.com and researching directions for assignments. Your work will reflect your out of class commitment.

## TEXTS

There are no required texts, however all students are required to register with [www.lynda.com](http://www.lynda.com) as this is your text (please see me for the section to use). I will also provide handouts from time to time and there will be reading materials at the Fine Arts library.

## TIMELINES

All deadlines and due-dates will be announced in class and posted in handouts. It is your responsibility to be aware of these dates and any changes to the schedule. Not knowing is not a valid excuse. If you have any questions please ask.

## GRADE PERCENTAGES

60% > sum of the projects

15% > sum of all in-class projects

15% > sum of quizzes

10% > professionalism (participation, motivation, attendance, deadlines)

## GRADE SCALE

- A (100% - 90%) superior work, all criteria have been surpassed in a distinguished manner
- B+ (89% - 85%) very good work, all criteria have been surpassed
- B (84% - 80%) above average work
- C (79% - 70%) adequate, average work
- D (69% - 60%) barely meeting criteria
- E (59% - 0%) failure to meet criteria

## GRADING + EVALUATION

The purpose of grading is to clearly and accurately pinpoint the strengths and weaknesses of your progress. You will receive grades on all assignments and receive a progress report at midterm. This report will evaluate progress, note strengths and areas for improvement. Your overall grade will be based on your understanding of the information and ideas discussed, and your formal and technical progress as demonstrated in projects and exercises, and professionalism during the course.

Students will be evaluated through exercises, participation, research, presentations, and technical proficiency with the various software applications, their aesthetic application, and problem solving.

## EXPECTATIONS FOR CLASS PARTICIPATION

Participation is critical to your success in this course. Excellent participation includes contributing to ongoing classwork, technical critiques, suggesting alternative ways of approaching problems along with a thoughtful process and strong work ethic. On work days it is imperative that everyone participate. Active participation in the verbal elements of this course will result in a better final grade

## ATTENDANCE + PARTICIPATION

Good attendance and punctuality are expected for this course and will strongly affect your grade. Only three (3) absences, excused or unexcused, will be tolerated. Every absence beyond this will lower your grade by a letter grade. A total of seven absences, excused or unexcused, will result in you receiving a grade of "E" for the class. Excused absences include religious holidays, a verifiable death in the immediate family or with a doctor's note.

- > Roll will be taken promptly.
- > Late arrivals will be marked tardy, leaving early will be marked as a tardy.
- > It is your responsibility to see that the record is corrected from an absence to a tardy if you are late.
- > If you arrive to class without the proper materials or research needed for that class this will be considered an unexcused absence.
- > Any absences will be reflected in your final grade.
- > If you miss more than 7 class meetings you will fail the course.
- > Changes to the course calendar, demonstrations, or classroom critiques demand your presence; compensatory work of another kind cannot be accepted in lieu of missed instructions in this area.

## GENERAL UNIVERSITY POLICIES + SERVICES

### UF STUDENT GUIDE

This resource covers most policies and procedures important to students - <http://www.dso.ufl.edu/stg/>

Accommodations for students with disabilities  
Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. Disability Office  
<http://www.dso.ufl.edu/OSD/>

### UNIVERSITY COUNSELING SERVICES

Includes personal, academic, crisis and career services. 392-1575. <http://www.counsel.ufl.edu/>

### STUDENT HEALTH CARE

911 for medical emergencies.  
392-1161 for urgent after-hours medical questions.  
392-1171 for after-hours mental health assistance.  
<http://www.health.ufl.edu/shcc/>

### SAFETY + SECURITY

University Police Department - <http://police.ufl.edu/>  
911 for emergencies, 392-1111 otherwise.

### READING DAYS

The two days prior to the start of examinations in the fall and spring semesters, generally a Thursday and Friday, are designated reading days. No classes or exams are held on these days. Instead, students are encouraged to use these days for study and review.

### 12 DAY RULE

Students who participate in official athletic or scholastic extracurricular activities are permitted twelve (12) scholastic day absences per semester without penalty. In any case, it is the student's responsibility to maintain satisfactory academic performance and attendance.

### RELIGIOUS HOLIDAYS

Students, upon prior notification of their instructions, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. A student who believes that he/she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

### HONESTY

An academic honesty offense is defined as the act of lying, cheating, or stealing academic information so that one gains academic advantage. As a University of Florida student, one is expected to neither commit nor assist another in committing an academic honesty violation. Additionally, it is the student's duty to report observed academic honesty violations. These can include: cheating, plagiarism, bribery, misrepresentation, conspiracy, or fabrication.  
<http://www.dso.ufl.edu/judicial/academichonestystudent.html>

COMPUTER USE AND ACCEPTABLE USE POLICY

All faculty, staff, and students of the University of Florida are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate.

<http://www.circa.ufl.edu/computers/>

<http://www.cio.ufl.edu/aupolicy.htm>

NOTES:

DISRUPTIVE BEHAVIOR

Faculty, students, Administrative and Professional staff members, and other employees [hereinafter referred to as "member(s)" of the University], who intentionally act to impair, interfere with, or obstruct the mission, purposes, order, operations, processes, and functions of the University shall be subject to appropriate disciplinary action by University authorities for misconduct, as set forth in the applicable rules of the Board of Regents and the University and state law governing such actions. A detailed list of disruptive conduct may be found at <http://www.aa.ufl.edu/aa/Rules/1008.htm>

Be advised that you can and will be dismissed from class if you engage in disruptive behavior.

CRITICAL DATES ON THE UNIVERSITY CALENDAR

<http://www.reg.ufl.edu/dates-critical.html>

**Turn off cell phones before entering the class, please.**

# workshop in fundamental technologies {WIFT}

STUDENT QUESTIONNAIRE:

name:

sign name if you read and understand the syllabus:

major/focus:

year:

email address:

01. do you have any experience with computers (hardware, software)? tell me about it.

02. what do you want to learn in this class? (seriously think about this please)

03. do you prefer a pc (windows) or apple (osx) computer?

04. what software programs are you proficient with?

05. do you work in/with any computer languages (such as html, css, actionscript, etc)?