



**Oglala Lakota College**  
**Humanities and Social Science Department**  
**Course Syllabus**  
**Fall 2017**

*Rebuilding the Lakota Nation through Education*  
*Wounspe Ihuniyan Hci Lakota Oyate Kin Akta Ic'icakagapi Kte lo*

**Course Number and Name:** Art 263 – Photoshop

**Credit Hours:** 3

**Class Section:** 3

**Class Location:**

**Day/Time of Class:**

**Instructor:**

**Phone(s):**

**Office Hours:**

**E-mail:**

**Required Text(s) and Materials:**

- *Adobe Photoshop CC: Class Room in a Book (2017)* by Andrew Faulkner and Conrad Chavez
- *Adobe Photoshop*
- *External hard drive*

**Prerequisite:** None

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**DEPARTMENT VISION STATEMENT**

To produce graduates who will become leaders in their chosen field and help rebuild the Lakota Nation through education.

**DEPARTMENT MISSION**

The mission of the Humanities and Social Science Department is to provide programs ensuring students have the opportunity to learn key workplace skills while integrating cultural aspects of Wolakolkiciyapi. Our programs equip students with:

- verbal, written, and visual communication skills,
- the background necessary for competent and ethical government administration,
- the ability to think critically, and
- a general knowledge in humanities and social science content areas.

**Course Description:**

This course is designed for the graphic art student to learn techniques for using the raster program Adobe CS Photoshop. Students will explore the uses of raster applications in design and illustration. Digital photography and digital capture will be taught with an emphasis on digital manipulation and painting.

**Course Goal:**

The goal of this course is to provide students with the knowledge of and instruction in Adobe Photoshop.

**Course Rationale:**

This course will provide students with the knowledge and ability to work with photographs/graphics in a professional post production environment.

**Outcome Alignment**

This section shows you what you will be able to do at the end of this course (Course Learning Outcomes CLOs) and how this course will help you reach OLC’s General Education Outcomes (GEOs), which describe the skills and knowledge that OLC would like all graduates regardless of their major to have acquired, as well as the Program Learning Outcomes (PLOs) of the program.

<b>Course Student Learning Outcomes (CLOs)</b>	<b>GEOs</b>	<b>PLOs</b>
CLO 1: Understand the basic principles of working with raster based images.	9	1
CLO 2: Have the ability to manipulate raster based images for a multitude of print and digital products.	9	4
CLO 3: Gain a strong foundational knowledge of Adobe Photoshop and it’s many applications.	9	2

*Oglala Lakota College General Education Outcomes (GEOs):*

- *GEO 1: Apply cultural values in a learning atmosphere.*
- *GEO 2: Communicate effectively in writing using both Lakota and English.*
- *GEO 3: Demonstrate oral communication skills in both Lakota and English.*
- *GEO 4: Apply quantitative analytical skills.*
- *GEO 5: Examine concepts and theories across multiple contexts and disciplines.*
- *GEO 6: Critically review resource material.*
- *GEO 7: Develop ideas to address contemporary issues.*
- *GEO 8: Critically examine sovereignty.*
- *GEO 9: Demonstrate proficiency in the use of standard computer technologies.*
- *GEO 10: Examine the importance of diversity.*
- *GEO 11: Examine the contexts of Lakota social organizations, communities and global networks.*

*AA in Graphic Arts (PLOs):*

*Students who complete the AA in Graphic Arts will be able to:*

- *PLO 1: communicate using graphic design techniques to compete on a professional level.*
- *PLO 2: qualify to work in all electronic media.*
- *PLO 3: professionally market their artworks on an international level using social media and the Internet.*
- *PLO 4: produce an electronic portfolio website for future employment.*
- *PLO 5: create graphics for industrial printing applications.*

**Assessment:**

Students will be assessed from assigned activities.

**Instructional Methodology:**

Instruction in this class is accomplished through a mixture of:

- Lectures
- Class discussions
- Instructor's demonstration of various Photoshop applications
- Studio Lab Photoshop assignments
- Student art critiques

**Homework:**

Each student should expect to spend two (nunpa) to three (yamni) hours out of class on reading and homework assignments each week, for every hour of class time (each credit hour), in order to perform satisfactorily. Therefore, if a course is three (yamni) credit hours you should spend approximately six (sakpe) hours outside of the course room on required readings and homework. However, every student differs in their individual skills, educational background, experience, capability and personal goals; so the amount of time you must dedicate to out of class work can vary significantly from this national average.

**Suggestions for the student:**

- Do not miss any classes.
- Complete assignments on time
- Keep Student Portfolio up to date throughout the semester.

**Reading Load:**

Reading will include approximately one (wanji) to two (nunpa) chapters per week.

**Type & Amount of Writing Load:**

N/A

**Lakota Perspective Provided Through:**

This course stresses **Wolakolkiciapi** of "learning Lakota ways of life in the community". This course is based on the values of mutual respect and generosity (woohola na wochantognakapi), seeking to advance each individual's knowledge through their continuing hard work (fortitude- wowalitake) and willingness to learn new information and viewpoints, as well as to demonstrate it, by speaking in front of the group (bravery-woohitike); all undertaken in an environment of complete truthfulness, trust, integrity and humility. We will do this by embracing the teaching of our ancestors as we learn new ways. (Waunspe wicakiyapi ki iglutanyan ihani unpi kun hena itan waunspe tokeca uha ayin kte.)

## STUDENT EVALUATION:

Course grades will be based on class participation and materials collected during the semester and saved in your Student Portfolio.

• In Class Participation	50%
• Projects	20%
• Midterm Exam	10%
• Final Exam	20%
<b>TOTAL</b>	<b>100%</b>

### Grading Scale:

90% - 100%	= A
80% - 89%	= B
70% - 79%	= C
60% - 69%	= D
0% - 59%	= F

*A = Superior Quality Work: Mastery of course content at the highest level of attainment. The grade A indicates a student shows comprehensive knowledge and understanding of the subject matter. The student has demonstrated outstanding promise in discipline under study by scoring 90% or higher on course assignments.*

*B = Good Quality Work: Strong performance at a high level of attainment. The grade B indicates a student shows moderately broad knowledge and solid understanding of the subject matter. The student has demonstrated promise in the discipline under study by scoring 80-89% on course assignments.*

*C = Satisfactory Quality Work: Adequate, but not solid, level of attainment of course content. The grade C indicates a student shows reasonable knowledge and understanding of subject matter. By scoring 70-79% on course assignments, the student may continue to study in the discipline with reasonable hope of continued progress.*

*D = Marginal Quality Work: Minimal level of attainment of course content. The grade D indicates a student shows minimal knowledge and understanding of subject matter. By Scoring 60-69% on course assignments, the student has not demonstrated prospective growth in the discipline.*

*F = Unacceptable: Almost no attainment of course content. The grade F indicates a student shows an unacceptable low level of knowledge and understanding of subject matter. By scoring 59% or below, the student has not demonstrated the growth necessary for further study in the discipline.*

**NOTE:** It is the student's responsibility to keep copies of all papers and records of grades in case of a grade dispute. Students are required to keep a portfolio of all work.

### Incomplete and Grade Change:

There must be a valid reason to request a grade change or an incomplete. An incomplete grade or grade change is given only when the instructor feels special circumstances warrant it. Not getting work done on time, missing class, being tardy or leaving early are NOT valid reasons for incompletes or grade changes.

## **Policies:**

### **Oglala Lakota College Policies:**

[http://www.olc.edu/local\\_links/registrar/docs/student\\_handbook.pdf](http://www.olc.edu/local_links/registrar/docs/student_handbook.pdf)

All policies regarding students are fully disclosed in the Oglala Lakota College Student Handbook which may be accessed at the above link. Summaries of the most relevant policies regarding this course are summarized below but it is recommended that students review the full policies in the Handbook.

#### **Disability Policy (85-600)**

Oglala Lakota College recognizes physical and mental disabilities that include mobility, sensory, health, psychological, and learning disabilities, and provides reasonable accommodations and/or referrals once the disability is adequately documented. While OLC's legal obligations only extend to disabilities of a substantial and long-term nature, it is also the College's practice to honor reasonable requests for accommodations and/or referrals for temporary disabilities such as physical injury, illness, or complicated pregnancy. The purpose of the provided accommodations is to ensure students with disabilities equal access to education.

**Student's Responsibility:** It is the responsibility of the student to make his or her disability and needs known in a timely fashion by submitting an application for service to the Coordinator of Student Affairs and to provide appropriate documentation and evaluations to support the accommodations the student requests. The student should also notify instructors at the beginning of the semester. Please contact the Coordinator of Student Affairs at 455-6083 if you have any questions regarding the application for service process including what documentation is needed and contact information for evaluation services.

#### **Academic Freedom (76-100)**

Academic freedom is the absence of restrictions placed upon the spirit of investigation, free inquiry and open discussion. In this spirit, the instructor exercises a professional judgment to select and interpret ideas, and the student has the right to challenge ideas and interpretations.

#### **Academic Dishonesty (76-300)**

Academic dishonesty is the taking of an examination or the preparation of papers for credit wherein the student knowingly represents the work of another as his/her own; and/or knowingly breaks stated examination rules. A student may be expelled and barred from further classes upon proof in a hearing set up by the Vice President for Instruction.

#### **Dropping / Adding Courses (81-300)**

If a student discontinues a subject and fails to allow the prescribed procedure for dropping a course, it may be recorded on his/her permanent record as an "F." It is the student's responsibility to verify that their online schedule shows that the course is officially dropped.

If a class is dropped after the second week, the student will be liable for the total cost of the tuition.

#### **Attendance Policy (81-350)**

If a student wishes to be excused from a class, it is the student's responsibility to clear the absence with the instructor. At that time the student must arrange for a make-up assignment. However, an excused absence is the same as an absence until the student has completed work equivalent to being in class within one week of the absence. Once the make-up assignment is completed, the instructor may change the absent to present depending on the circumstance and quality of work. This will only apply to no more than two absences.

A student will be dropped from a course after three consecutive absences or after five total absences by the Registrar.

**Tardiness Policy (81-370)**

A student shall be considered tardy for class, if he/she arrives late for class, but during the first hour of the class. A student arriving later than this may be marked absent.

If an instructor is late for a class, students must wait for one-half hour. After this time, the class will be considered cancelled for that week and must be made up.

**Standards of Conduct (86-300)**

OLC students will abide by the standards of conduct while on college premises. Every student has the right to a safe learning environment. To ensure this safety, acts of misconduct are subject to disciplinary action. Acts of misconduct include a) any actual or threatened physical violence; b) gross disorderly conduct; c) verbal abuse or harassment; d) vandalism of OLC premises; e) attending classes under the influence of alcohol or drugs; f) failure to properly supervise children on college premises; g) any other student conduct that causes a disruption in classes or business transactions on college premises; and h) failure to abide by the College's Gun-free/Weapon-free Policy.

**Computer Account and Network Policy (93-500)**

Oglala Lakota College network access may be used to improve learning and teaching consistent with the educational mission of OLC. OLC expects legal, ethical and efficient use of the network. All OLC network account usage is subject to examination or investigation as needed without prior notification or consent of the user. The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

Forgery of e-mail messages, reading, deleting, copying, or modifying the e-mail of other users, and sending unsolicited junk e-mail or e-mail chain letters are prohibited.

**Attendance:** Communication is essential. If you are having difficulties and are in danger of being dropped, contact your instructor right away to discuss options BEFORE you are dropped.

**Late Work:**

Each student is responsible and accountable for his or her assignments.

- Assignments submitted late will be reduced by one letter grade.
- Assignments more than one week late will not be accepted.

## **HUMANITIES AND SOCIAL SCIENCE DEPARTMENT POLICIES**

### **DEPARTMENT PLAGIARISM POLICY**

Plagiarism (copying the work of others, or using the work of others without proper citations) and all other forms of cheating will not be tolerated and can lead to a failing grade or expulsion from the college. Although students are highly encouraged to work with other students, they are expected to submit work that is completed individually. Abrupt changes in the writing tone or tempo through the course of a paper, or two or more papers that sound suspiciously alike, are all it takes to begin an investigation that can have very severe consequences.

Oftentimes students plagiarize without intending to do so. It is never acceptable to simply cut and paste text from another source into your papers without proper citation. You need to cite authors not only when you use their exact words, but also when you paraphrase them or even just refer to their ideas. If you use more than 60% of an author's exact words, you must cite the page number. If you work with others, be sure that your papers are not word for word. Be careful. You are strongly encouraged to share rough drafts of your written work with your instructor *prior to* the respective due dates. Use citation guides to help you properly cite sources and ask your instructor for guidance.

### **DEPARTMENT EMAIL POLICY**

Students should check their OLC e-mail accounts at least twice a week for announcements. Faculty should check their email at least once per day each week day and at the beginning of the day Monday, and end of the day Friday.

### **DEPARTMENT ATTENDANCE POLICY**

- To clarify some of the situations that may arise and to maintain fair and consistent guidelines for students, the Humanities and Social Science Department has enacted the following additional policies:
  - Students are required to be in the classroom for a minimum of two hours to be counted present.
  - Students who arrive fifteen or more minutes late will be considered tardy, not absent.
  - If a student is tardy three times, the instructor may choose to count the student as absent. The instructor will maintain clear records of student attendance times on a weekly basis and include this policy in the course syllabus. Additionally, absences resulting from tardies cannot be made up.
  - Make-up work **MUST** require assignments and activities equivalent to attending class, which is to say, the make-up work (work in addition to regular homework) must take the average student about three hours to complete.
  - Make-up assignments must pertain to the topics covered during the missed class session.
  - Instructors are not required to allow students to make-up absences. The decision to allow a student to make up a class should be based on what works for that course or specific week's content. General make-up guidelines will be included in the syllabus.
  - The student will complete the make-up assignment(s) independently, outside of class sessions. If the student needs individual help, this should occur during the office hour, not during class time.
  - The instructor is responsible for completing a drop form for students who have missed three classes in a row or five scattered classes.
  - The instructor is responsible for submitting Early Alerts for students who have attendance issues.

# Tentative Course Schedule

Date	Weekly Outcomes	Assignments
Week 1	<p><b>Meet and Greet</b></p> <p><b>Review Syllabus: Q&amp;A</b></p> <p><b>Lecture:</b> Introduction to Photoshop</p> <ul style="list-style-type: none"> <li>• Getting Started</li> <li>• Software</li> </ul>	
Week 2	<p><b>Lecture:</b> Introduction to Photoshop and raster work flow</p> <p><b>Studio Lab:</b> Set up Adobe Photoshop accounts</p>	<p><b>Read:</b> Ch.1 Getting to know the Work Area</p>
Week 3	<p><b>Lecture:</b> Ch.1 Getting to know the Work Area</p> <p><b>Studio Lab:</b> Ch.1 Getting to know the Work Area</p>	<p><b>Read:</b> Ch.2 Basic Photo Corrections</p>
Week 4	<p><b>Lecture:</b> Ch.2 Basic Photo Corrections</p> <p><b>Studio Lab:</b> Ch.2 Basic Photo Corrections</p>	<p><b>Read:</b> Ch.3 Working With Selections</p>
Week 5	<p><b>Lecture:</b> Ch.3 Working With Selections</p> <p><b>Studio Lab:</b> Ch.3 Working With Selections</p>	<p><b>Read:</b> Ch.4 Layer Basics</p>
Week 6	<p><b>Lecture:</b> Ch.4 Layer Basics</p> <p><b>Studio Lab:</b> Ch.4 Layer Basics</p>	<p><b>Read:</b> Ch.5 Quick Fixes</p>
Week 7	<p><b>Lecture:</b> Ch.5 Quick Fixes</p> <p><b>Studio Lab:</b> Ch.5 Quick Fixes</p>	<p><b>Read:</b> Study for midterm.</p>



<b>Week 8</b>	<b>Lecture:</b> No lecture.	<b>Read:</b> Ch.6 Masks and Channels
<b>Midterm Exam</b>	<b>Midterm Exam:</b> Students will revisit the still life from week 1 and complete a second drawing utilizing the techniques covered throughout the semester. There will be a group critique of each still life as well as selected sketchpad drawings.	
<b>Week 9</b>	<b>Lecture:</b> Ch.6 Masks and Channels <b>Studio Lab:</b> Ch.6 Masks and Channels	<b>Read:</b> Ch.7 Typographic Design
<b>Week 10</b>	<b>Lecture:</b> Ch.7 Typographic Design <b>Studio Lab:</b> Ch.7 Typographic Design	<b>Read:</b> Ch.9 Advanced Compositing
<b>Week 11</b>	<b>Lecture:</b> Ch.9 Advanced Compositing <b>Studio Lab:</b> Ch.9 Advanced Compositing	<b>Read:</b> Ch.10 Painting with the Mixer Brush
<b>Week 12</b>	<b>Lecture:</b> Ch.10 Painting with the Mixer Brush <b>Studio Lab:</b> Ch.10 Painting with the Mixer Brush	<b>Read:</b> Ch.12 Working with camera Raw
<b>Week 13</b>	<b>Lecture:</b> Ch.12 Working with camera Raw <b>Studio Lab:</b> Ch.12 Working with camera Raw	<b>Read:</b> Ch.13 Preparing files for the Web / Ch.14 Producing and printing consistent color
<b>Week 14</b>	<b>Lecture:</b> Ch.13 Preparing files for the Web / Ch.14 Producing and printing consistent color	<b>Homework:</b> Study for final exam.

	<b>Studio Lab:</b> Ch.13 Preparing files for the Web / Ch.14 Producing and printing consistent color	
<b>Week 15</b>  <b>Final Exam</b>	<b>Final Exam:</b> Students will revisit the still life from week 1 and complete a final drawing utilizing the techniques covered throughout the semester. There will be a final group critique of each still life and sketchpad drawings.	

**Disclaimer:** Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. However, this syllabus should not be considered a contract between Oglala Lakota College and any student. The instructor reserves the right to make changes in course content or instructional techniques without notice or obligation. Students will be informed of any such changes. Additional student rights and responsibilities are outlined in the Student Handbook.