



Course Syllabus: Graphic Design IV ART 4703
Spring 2025, MW 2:00 pm-4:50 pm; C115F

Contact Information

Instructor: Michelle Castro, Visiting Professor of Graphic Design
Office: 107C Fain Fine Arts
Office hours: T/Th 12 pm - 3:00 pm
Office Phone: (940) 397-2801
E-mail: michelle.castro@msutexas.edu

Course Description

Prerequisite(s): ART 3713, Graphic Design III

Animation design through Photoshop and Adobe Animate. Use of storyboards and skills involving interface design. Special attention to concept design, creative problem solving, and pacing for time-based media.

Objective:

In this course, students will:
Demonstrate further knowledge of the Macintosh operating system.
Express an in-depth understanding of graphic design terms in critique.
Demonstrate an intermediate knowledge of the Adobe Creative Suite.
Gain an understanding of animation and design in moving images.
Organize research procedures to solve time-based media problems.
Work with formal design principles in the approach to solutions.
Create excellent portfolio pieces that visually communicate through the embodiment of form and function.

Required Materials

A 16GB flash drive or external hard drive
Supplemental articles will be made available as PDF documents on the ART drive.
Also required are mounting & framing supplies for one piece from this semester's portfolio (a tutorial on mounting & framing will be given along with a detailed list of supplies).

Course Requirements:

Projects/Critiques	60%
Student Show Requirements	10%
Class Participation	10%
Writing Assignments	10%
Gallery Participation	10%

Course Lecture Topics:

1. Syllabus and studio rules
2. Three C's applied to poster design and layout.
3. Complex design problem solving strategies.
4. Understanding color and type in animated output.
5. Understand and explore design in moving images and animation.
6. A diversity of lectures of specific artists and movements as they apply to each project throughout the course.

Grading

Grading Scale: A=9 to 10, B= 7 to 8, C= 4 to 6, D= 2 to 3, F= 0-1

Evaluation Explanation:

A=Superior work. Excellent development in skill, exploration and expression.

B=Above average development in skill; exploration and expression.

C=Average work. Meeting the assignment requirements. Recommend greater need for study in academic comprehension and technical skills.

D=Below average performance. Requires greater study to improve academic understanding, perceptual and technical skills.

F=Performance indicates little or no progress in academic understanding, perceptual and technical skills. Quality of work not on level of necessary time and study. Showing little willingness or effort to improve skills.

Projects

Project I [Stop-motion in Photoshop], Project II [animation in Adobe After Effects], Project III [independent proposals]

All work is expected to be completed and ready for presentation at the assigned date. It is EXTREMELY important to stay up to date with assignments and projects. Late work is unacceptable. Every effort must be made to turn projects in on time. YOU are responsible for finding out what work was missed during your absence, and turning in work missed due to an absence. I will not remind you that a project was due during your absence. If you are absent on a project due date, and If you are within the three allowable unexcused absences, work is DUE at the beginning of the next class period attended.

Critiques

Class critiques are intended to help evaluate the strengths and weaknesses within each project by practicing new vocabulary and design concepts presented in class. They will take place on a regular basis and are designed to encourage the development of your technical and conceptual skills. Your participation and the expression of ideas and opinions in critiques are a major part of this course. Missing critique is equivalent to missing an exam and will be penalized via 5% attendance grade reduction.

Attendance, Absence, and Lateness: Department – Wide Policy as of Spring 2016

Students enrolled in the Juanita and Ralph Harvey School of Visual Arts must comply with the following department-wide Attendance, Absence, and Lateness Policy:

- Students arriving ten minutes after class begins will be considered late, and will be counted absent.
- THREE late arrivals count as a single absence.
- Students may be absent from class THREE times without penalty and without providing any documentation regarding the absence.
- If students incur a FOURTH absence, their final course evaluation will be reduced by a full letter grade.
- If students are absent or late FIVE times, whatever the reason, they will receive a FAILING GRADE, be dropped from the class roll, and be asked to stop attending class.
- Students are required to remain in class for the entire class session. Students will earn an absence if they leave BEFORE the professor has dismissed class.

Faculty members have the discretion to make exceptions to this policy based on individual circumstances.

Studio Access

Expected Workload: The generally accepted ratio of outside-of-class study and preparation for college-level coursework is two to three times the amount of in-class contact with your professor. Therefore, you should expect to spend about six to eight hours each week preparing for this course *outside* of class meetings.

The mac lab is available for your use whenever scheduled classes are not in session.

IF YOU ARE IN THE BUILDING AFTER CLASS HOURS, YOU MUST BE ABLE TO PROVIDE YOUR STUDENT ID AND PROOF OF ENROLLMENT IN CLASS IF AN OFFICER ASKS FOR IT. IF YOU HAVE A PROBLEM AND NEED ASSISTANCE, CALL THE CAMPUS POLICE AT 397-4239.

Studio Maintenance

General studio clean-up will be the last 10 minutes of each class session. Students will maintain discipline in studio safety precautions, maintenance, and upkeep throughout the semester. The instructor will drop those students who are not willing to take an active part in those goals. Follow lab rules posted in the lab.

Health and Safety

Department of Art will endeavor to comply with the intent of state laws or acts and the University Health and Safety Program in an effort to maintain a safe academic and working environment.

The mission of the Midwestern State University Counseling Center is to provide opportunities for students to know themselves as individuals, form deeper relationships with their peers, and increase their wellness. The staff of the MSU Counseling Center provides these opportunities through individual and group counseling services, consultation, and mental health educational programs focused on key student development issues and reflecting concern for holistic health and wellness. As providers of mental health services to the student population, the staff is guided by the highest professional and ethical standards of their professions. Our personal, academic, and career counseling services are directed towards enhancing the skills that students bring with them to MSU and encouraging the development of skills that will increase their success both at MSU and beyond.

Meeting the Counseling Needs of MSU Students

LOCATION

Corner of Hampstead and Louis J. Rodriguez Drive

Hours of Operation:

8:00 a.m. to 6:00 p.m. Monday and Thursday

8:00.a.m. to 5:00.p.m. Tuesday, Wednesday, and Friday

Phone: 940-397-4618

Academic Dishonesty and Student Creed

The university policy and procedures for academic dishonesty are outlined in the current Student Handbook in Appendix E. No cheating, collusion, or plagiarism will be tolerated in this class. Any student engaging in an academic dishonest act will be sanctioned appropriately.

Enrollment in this class constitutes an acceptance to adhere to the Student Honor Creed and all other student conduct policies outlined in the university Student Handbook.

[Student-life and Conduct](#)

[Student Handbook 2017-18](#)

Conduct Statement

Classroom behavior that interferes with either the instructor's ability to conduct the class or the ability of other students to benefit from the instruction will result in the instructor's removing the disruptive student(s) from the class, either temporarily or permanently (instructor drop), and receive a final lower grade, up to and including F. Electronic devices (i.e., cell phones, iPods, iPads, personal computers, etc.) are not allowed to be used in class except with the expressed authorization of the instructor. Absolutely no texting will be tolerated. The use of any recording devices or recording media during the class and lectures is strictly prohibited. Students in violation of these rules will be sanctioned at the discretion of the instructor, and penalties may include lowering of the student's grade, up to and including an F, and to include an instructor drop.

The instructor reserves the right to initiate an instructor drop with a grade of W, WF, or F, as specified in the Student Handbook (see link above) for reasons including attendance issues, academic performance in the class, indifferent attitude, or disruptive conduct.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees, and room/board charges that were paid to MSU for the semester. However, if the student received financial aid (federal/state/institutional grants, loans, and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist to determine the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make an application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

Student Handbook

Refer to: [Student Handbook 2017-18](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Student Handbook 2017-18](#)

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [Undergraduate Catalog](#)

Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Social Justice Defined

Social justice is one of Midwestern State University's stated core values. The classroom is a place where students will treat and be treated with respect as human beings, regardless of their worldview, gender, race, ethnicity, national origin, religious or spiritual affiliation or lack thereof, sexual orientation, political beliefs, age, or ability. Diversity of thought is the keystone of effective intellectual and academic pursuits. The expression of differences of opinion is valued and encouraged.

Project Due Dates

Project I [stop motion] 2/24, Project II [animation After Effects] 3/31, Project III
[independent proposals] 4/28