

Course VIC 3001: Sight, Sound, Motion | Summer 2019

**Section: 8D80**

**Prerequisites:** Sophomore standing

**Class Times:** Online

**Instructor:**

Tracy Wright

Email: [tracyb@ufl.edu](mailto:tracyb@ufl.edu) or contact me via Canvas mail

Office hours: Virtual office hours by appointment

**Important Notice** This course requires a laptop with the Adobe Creative Cloud and constant access to Wi-Fi. If you cannot meet these requirements, you should not take this course.

Note: Please do not use the Google Chrome browser to take quizzes!

**Course overview** Visual literacy is a pre-requisite for success in most areas of mass communication. This course will teach you fundamentals of design across print, web and multimedia platforms. You will also learn how visual forms convey messages to readers.

**Course objectives** This course will teach you to:

- Identify the principles of sound visual design
- Select visual images that communicate effectively
- Demonstrate ethical decision making in your choice of visuals
- Produce stories in graphic and multimedia design
- Identify the purpose, audience and needs for messages created in print, web and video platforms
- Pick content that is relevant to the project purpose
- Identify and use the tools available in the Adobe Creative Cloud
- Create effective and attractive messages using appropriate software tools

**Required texts** *White Space Is Not Your Enemy*, Third Edition (WSINYE) by Hagen and Golombisky; additional reading assignments will be posted in Canvas.

**Communication Methods for Online Students** The instructors work normal weekday hours (i.e., Monday - Friday, 9 a.m. - 5 p.m.). If you email during this time, you can expect a reply in 24 hours. If you email on the weekend or after hours, please do not expect an immediate reply. If an assignment is due at 11 p.m. and you email us with an issue at 9 p.m., it is not likely that you will hear back before the assignment due. Please plan accordingly.

For questions pertaining to all course content: Email Tracy Wright at [tracyb@ufl.edu](mailto:tracyb@ufl.edu)

Email is the preferred method of communication for this course. You can use Canvas mail, but standard email ensures a more immediate reply. **It is YOUR responsibility to regularly check your UFL email and Canvas mail for communications about this course.** You may miss important communications about assignments if you do not. Missing an email is not an excuse for missed or incorrect assignments. Please plan accordingly.

Please do not ask questions in the “comments” section of an assignment. The instructors do not get an individual ping when a comment is left, so we will not know that they are there and so will not respond in a timely manner.

For technical issues with Canvas, please contact E-learning technical support, 352-392-4357 (select option 2) or e-mail to [Learningsupport@ufl.edu](mailto:Learningsupport@ufl.edu). <http://helpdesk.ufl.edu/>

For technical help with the Adobe Creative Cloud and system requirements: <https://helpx.adobe.com/contact.html> . PLEASE NOTE: **I have found that Adobe is VERY helpful for students with many issues. I would definitely recommend contacting them with issues with Adobe.**

**Software requirement** You MUST have a laptop computer capable of running the Adobe Creative Cloud suite of software, and you MUST subscribe to, download, and install the Adobe Creative Cloud suite of software before classes begin. If you are not able to fulfill this requirement, then you must drop this course. This policy is in line with the College’s computer/equipment requirement, which can be found here: <https://www.jou.ufl.edu/current-students/current-undergraduate/current-academics/equipment/>

The Adobe Creative Cloud package is available to UF students at a discount. The cost is \$173.35 for the year. To get started, please visit: <http://helpdesk.ufl.edu/software-services/adobe/>

**Open Labs on Campus** If you are in residence in Gainesville, you can make arrangements to use the open labs on campus.

The Adobe Creative Cloud is on all Academic Technology computers. So all computers in the Architecture, Marston, CSE, HUB, Norman, and Weil computer labs are equipped with this software. Additionally, the Architecture computer lab is normally open 24/7.

Please note: the UF computer labs have a limited number of computers available especially during a certain time of day or semester. In addition, the labs have had technical issues and glitches with Adobe software in the past so please visit the labs **IN ADVANCE** to ensure that you will have adequate time and resources to complete the assignment.

To find information and hours about labs, please visit <https://labs.at.ufl.edu/computer-labs/>

**Using LinkedIn.com** LinkedIn learning provides tutorials on various software applications. This service is free to UF students. Occasionally, you will be assigned to watch LinkedIn Learning tutorials. This is mandatory; any assigned videos constitute potential test material. To access LinkedIn Learning, visit:

<http://elearning.ufl.edu/>

Click on the LinkedIn Learning link to the right. You will be required to enter your UF ID and password and will then reach the LinkedIn.com homepage.

**Student Complaint Process** Please visit <http://www.distance.ufl.edu/student-complaint-process>

**Students with Special Needs** 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 submit a documentation letter to the professor when requesting accommodation. Please notify me at the beginning of the semester if you would like to discuss requests for special provisions. **Please allow 48 hours for provisions to be put into place.**

**Course Evaluations** Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu>.

**Class Attendance Policy** Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

**Academic Honesty** The work you submit for this course must be your own. It must be original for this course. You must never use direct or paraphrased material from any source, including Web sites, without attribution. You may not submit anything that you wrote for another class, or that you wrote as a volunteer or intern. You may not submit anything that was written for any purpose other than the given assignment.

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code.

On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. This includes the sharing of quiz answers, copying any part of another student’s assignment, or using a student’s old assignment, quiz answers or discussion posts.

Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor of TAs in this class. You can review UF’s academic honesty guidelines in detail at: <https://www.dso.ufl.edu/sccr/seminars-modules/academic-integrity-module>

Any time you complete an assignment for this course you will clearly attribute the source of your information, including information obtained from organizations’ Web sites or internal documents. You cannot copy anything word for word, regardless of the source without putting quotes around it and attributing the source.

**Grading and Late Policy** No extra credit assignments will be available. All assignments are due on the specified dates. Any assignment turned in late will be assessed penalty points per calendar day. Assignments should be submitted via proper procedure in Canvas and not emailed or included in comments section. Computer problems are typically not considered an excuse for late or no submissions. You should continually check your computer or software performance to ensure you can submit assignments.

**Late assignments will receive an automatic grade reduction of 10 points every 24 hours** (or portion thereof) beyond the time they are due. So if it’s an hour late, it’s a reduction of ten points. If it’s 25 hours late, it’s a reduction of twenty points... Exceptions consistent with UF policies are

allowed. Students are advised to please contact their instructor as soon as possible with circumstances that may prevent them from completing their assignment by the due date. Documentation may be needed.

**Academic honesty is expected on all assignments and exams. Cheating or violations of the academic honor code will not be tolerated.**

**Grade components** Final grades will be rounded up IF above .5 (For example, an 89.5 is an A-; an 89.2 is a B+)

**Discussions** You should cite lecture and readings in your discussion posts, when applicable. To receive full credit, you must submit thoughtful comments in response to the posts from two other classmates.

**Exercises/Assessments** The exercises are designed so that students apply concepts learned in lecture and lessons to hands-on projects.

It is YOUR responsibility to ensure that your assignment submitted correctly in Canvas (I suggest logging out, logging back in, and checking). Submission errors will result in a ten point deduction.

**Quizzes** Quizzes are based on lectures, readings and tutorials (unless otherwise noted). THERE ARE NO MAKEUP QUIZZES. Please do not email us and ask to make up a quiz! Regardless of the reason for missing a quiz (family emergency, technical issue, illness), there are no makeup quizzes! Here is the reason: rather than offering makeup quizzes, the lowest two quiz scores will be dropped.

**Final Project** The final project will consist of creating a mood board and style guide for your personal brand. You will then adhere to the style guide when creating a formatted resume in Adobe InDesign and a portfolio website in WordPress.

### **Grade breakdown**

Discussions (10%)  
Quizzes (20%)  
Assignments (55%)  
Final Project (15%)

### **Final Letter Grades and %**

A	92.5-100%
A-	89.5-92.4%
B+	86.5-89.4%
B	82.5-86.4%
B-	79.5-82.4%
C+	76.5-79.4%
C	72.5-76.4%
C-	69.5-72.4%
D+	66.5-69.4%
D	62.5-66.4%
D-	59.5-62.4%
F	59.4% and below

## **Important Dates**

Classes begin: May 13

Classes end: August 9

Holidays:

May 27: Memorial Day

June 24-28: Summer Break

July 4: Independence Day

## **Course Content and Schedule**

### **MODULE 1: SKILLS FOR SUCCESS AND HOW WE SEE**

#### **Lecture(s):**

Instructor introduction

How and Why We See

#### **Read/Watch**

- “I’m Not Your Consumer: How Research Misses the Human Behind the Demographic”
- “Why We Love Beautiful Things”
- Watch “Microsoft Child of the 90’s” and “Volkswagen Smiles”
- Read “Logging on to LinkedIn Learning”
- View LinkedIn.com: “Section 2: Getting to know Adobe Premiere Pro”

#### **Quiz(zes)**

Take Quiz 1 “How and Why We See”

**Due: Thurs, May 16 at 11 p.m.**

#### **Assignment:**

Introduce yourself using YouTube

**Due: Thurs, May 16 at 11 p.m.**

### **MODULE 2: VIDEO FORMATS, FRAMING AND COMPOSITION**

#### **Lecture(s):**

Formats and Frame Rates

Field of View and Camera Angles

Composition

Visual Vectors

Adobe Premiere Pro CC Initial Launch and Interface Tour

Adjustments in the timeline and exporting

#### **Read/Watch**

### **Quiz(zes)**

Quiz 1 “Formats and Frame Rates/Field of View and Camera Angles” **Due: Thurs, May 23 at 11 p.m.**

Quiz 2 “Composition/Visual Vectors” **Due: Thurs, May 23 at 11 p.m.**

### **Assignment(s):**

An Introduction to Premiere Pro **Due: Thurs, May 23 at 11 p.m.**

## **MODULE 3: EDITING AND CONTINUITY**

### **Lecture(s):**

Common types of cutting  
Establishing and honoring the mental map  
Diving deeper into Premiere Pro  
Editing for continuity  
Creating a slideshow from still images

### **Read/Watch**

Read White Space is Not Your Enemy Ch. 11: “Storyboarding”

### **Quiz(zes)**

Quiz 1 “Common types of cutting” **Due: Thurs, May 30 at 11 p.m.**

Quiz 2 “The mental map/storyboarding” **Due: Thurs, June 6 at 11 p.m.**

### **Assignment(s)**

Four clip edit **Due: Thurs, May 30 at 11 p.m.**

Working with still images to create a slide show **Due: Thurs, June 6 at 11 p.m.**

## **MODULE 4: WORKING WITH AUDIO**

### **Lecture(s):**

Audio  
Working with Audio in Premiere Pro  
Working with Audio in Audition

### **Read/Watch**

View LinkedIn.com: Premiere Pro CC Essential Training with Ashley Kennedy CH. 12 Working with Titles, “Using the graphics titler”

**Quiz(zes)**

Take Quiz 1: “Audio” **Due: Thurs, June 6 at 11 p.m.**

**Assignment(s):**

Interview Plus B-Roll Edit **Due: Thurs, June 13 at 11 p.m.**

**MODULE 5: ALL ABOUT IMAGES**

**Lecture(s):**

Image Size  
Image Files  
Analyzing Images

**Read/Watch**

Watch LinkedIn.com: Photoshop CS6 Essential Training Ch. 9 “Understanding File Formats” AND Exploring Composition in Photography with Taz Tally Ch. 1 “Overview: What makes a successful image?”

Read White Space is Not Your Enemy Ch. 9: “Adding visual appeal”; “Blogger Beware: You CAN Get Sued for Using Photos You Don’t Own on Your Blog”; Visual Communication by Paul Martin Lester, Section 4, “The Media Through Which We See”

Watch YouTube videos: LeBron James Nike Ad Banned in China AND God Made a Farmer, 2013 Dodge Super Bowl Commercial

**Quiz(zes)**

Take Quiz 1 **Due: Thurs, June 13 at 11 p.m.**

Take Quiz 2 **Due: Thurs, June 20 at 11 p.m.**

**Assignment(s):**

*(Note: please plan accordingly and give yourself plenty of time to complete the Module 5 exercises)*

Photoshop Animated GIF exercise **Due: Thurs, June 20 at 11 p.m.**

Photoshop Website Header Image exercise **Due: Thurs, June 20 at 11 p.m.**

Photoshop Duotone exercise **Due: Thurs, June 20 at 11 p.m.**

**Discussion Post**

Image Analysis **Due: Monday, June 17 at 11 p.m.**

**Due: Comments by Monday, July 1 at 11 p.m.**

## **MODULE 6: VISUAL ETHICS AND PERSUASION**

### **Lecture(s):**

Ethical Approaches to Analyzing Images  
Visual Persuasion

### **Read/Watch**

Read Ch. 7 “Advertising in an Image-Based Culture” in Media Ethics: Cases and Moral Reasoning, by Christians, et al.; “I was a teenage mother”; “Images that injure: Pictorial stereotypes in the media”; “Honor journalist James Foley: Don’t watch the video”; “The war photo no one would publish”

### **Quiz(zes)**

Take Quiz 1 **Due: Friday, July 5 at 11 p.m.**

Take Quiz 2 **Due: Friday, July 5 at 11 p.m.**

### **Assignment(s):**

InDesign Booklet Exercise **Due: Friday, July 5 at 11 p.m.**

### **Discussion Post**

Images and Ethics **Due: Monday, July 8 at 11 p.m.**

**Due: Comments by Monday, July 15 at 11 p.m.**

## **MODULE 7: DESIGN ELEMENTS AND LAYOUT**

### **Lecture(s):**

Visual Cues  
Design Principles and Layout

### **Read/Watch**

Read the following chapters, all from WSINYE: Ch. 1 What is design? ; Ch. 2 Step away from the computer; Ch. 3 I need to design this today; Ch. 4 Layout sins; Ch. 5 Mini art school; Ch. 6 Layout; Ch. 13 Designing for the web



Watch “Word as Image” on YouTube

**Quiz(zes)**

Take Quiz 1                    **Due: Thurs, July 11 at 11 p.m.**

Take Quiz 2                    **Due: Thurs, July 11 at 11 p.m.**

**Assignment(s):**

InDesign Layout exercise        **Due: Thurs, July 11 at 11 p.m.**

Working in WordPress            **Due: Thurs, July 11 at 11 p.m.**

**MODULE 8: COLOR AND PRINTING**

**Lecture(s):**

Color Models  
Color Theory  
Color Meanings and Uses

**Read/Watch**

Read WSINYE Ch. 8 Color Basics and WSINYE Ch. 14 Fit to Print; “Court says T-Mobile owns the color magenta”; *Color Design Workbook*

**Quiz(zes)**

Take Quiz 1                    **Due: Thurs, July 18 at 11 p.m.**

Take Quiz 2                    **Due: Thurs, July 18 at 11 p.m.**

**Assignment(s):**

InDesign Color exercise        **Due: Thurs, July 18 at 11 p.m.**

**MODULE 9: TYPOGRAPHY**

**Lecture(s):**

Typography 101  
Type Terminology

**Read/Watch**

Read WSINYE Ch. 7 Type; “How typeface influences the way we read and think”; “Best practices for combining typefaces”; “How to choose a typeface”

Read “Helvetica Viewing Guide,” and watch *Helvetica* (this is a documentary available online; more information in Canvas)

**Quiz(zes)**

Take Quiz 1: *Helvetica* **Due: Thurs, July 25 at 11 p.m.**

Take Quiz 2 **Due: Thurs, July 25 at 11 p.m.**

**Assignment(s):**

Kerning exercise **Due: Thurs, July 25 at 11 p.m.**

Business Card Typeface Exercise **Due: Thurs, July 25 at 11 p.m.**

**Discussion Post**

Typeface **Due: Monday, July 29 at 11 p.m.**

**Due: Comments by Monday, August 5 at 11 p.m.**

**MODULE 10: BRANDING AND LOGO DESIGN**

**Lecture(s):**

Branding and Logo Design  
Designing a Killer Resume

**Read/Watch**

Read “How Gap learned a hard lesson in consumer resistance”; White Space is Not Your Enemy Ch. 10: “Infographics”

Watch LinkedIn.com Learning Print Production Ch.7 “Comparing raster vs. vector artwork”

View Example Style Guide 1 and Example Style Guide 2

**Quiz(zes)**

Take Quiz 1 **Due: Thurs, August 1 at 11 p.m.**

**Assignment(s):**

Trace a shell in Illustrator **Due: Thurs, August 1 at 11 p.m.**

Personal Infographic in Canva exercise **Due: Thurs, August 1 at 11 p.m.**

Drop Flier exercise **Due: Thurs, August 1 at 11 p.m.**

## **FINAL PROJECT**

**The final project is composed of four parts: all are DUE by Wednesday, August 7 at 11 p.m.**

**Late Submissions will be accepted until Friday, August 9 at 11 p.m.**

1. Mood Board | 2. Style Guide | 3. Resume in InDesign | 4. WordPress Portfolio Website