



Course Syllabus

Division: Arts & Performance

Course name: Film Production 200, Introduction to Photoshop

Section Number: 12026 Semester: Summer 2023

Units: 3

College Website: www.wlac.edu

Address: 9000 Overland Ave., Culver City, CA 90230

Contact Information

Instructor Name: Jennifer Penton

Instructor Email: pentonjk@wlac.edu

Zoom Office Hours:

Friday, 9:00 am - 12:00 pm by appointment, and additional appointment times, email me through the Canvas Inbox to meet. I check my Inbox often.

Zoom ID:

690 376 5003

Course Information Overview

Class Days / Hours: Flexible, Asynchronous Online

Class Location: Asynchronous Online

Final Assessment: Final Exam

Class Meeting Type: Asynchronous Online

Course Prerequisites, Corequisites, & Advisories

- **Pre-requisites:** None
- **Co-requisites:** None
- **Advisory:** None

Course Description

Students will develop an understanding of the core principles of digital art and design, with an emphasis on techniques practiced in the visual effects, animation, and graphic arts industries. The course covers the fundamentals of digital art: color theory, composition, software tools, image formats, image creation and manipulation, and the fundamentals of compositing and green screen. Students will become familiar with Adobe Photoshop software to explore these concepts. Students will also get an overview of workflows and job pathways in visual effects, animation, and graphic arts.

Welcome Statement

Welcome to the ASYNCHRONOUS/SYNCHRONOUS ONLINE version of Film Production 200! I want you to have fun learning how to use Adobe Photoshop, as it is an amazing and powerful artistic tool with many uses.

My number-one concern is your success in this class. I am available during my office hours and by appointment to discuss any trouble you are having in class. Please email me through the Canvas Inbox to set up a Zoom appointment.

Recommended Text

None

Required Materials

- Adobe Photoshop CC 2023

Course Objectives and Student Learning Outcomes (SLOs)

These are the course objectives and expectations of skills you will obtain by completing this course:

1. Understand different types of digital art in the visual effects, animation, and graphics industries and demonstrate an understanding of digital art terms and their definitions.

2. Describe the difference between a modeler, compositor, animator, editor in the visual effects industry.
3. Comprehend technical vocabulary necessary for digital art creation, including a discussion of raster and vector images, pixels, and aliasing.
4. Explore software used in digital image creation.
5. Introduce software: Understand the core concepts of layers, groups, the toolbar, filters, paths, and masks.
6. Explore the features and techniques used in image creation / compositing: photo manipulation, creating custom brushes, layer modes and blending, channels, selection, layer styles.
7. Identify methods and best practices for asset management including project file and folder structures, saving custom brushes, filters, and paths, and file naming conventions.
8. Explore types of output image files, alpha channels, exporting paths, images for print and web, and compression.
9. Describe how to key or remove backgrounds in Photoshop using Object Selection tool and Content-Aware.
10. Identify difference between raster and vector images and their uses.

Course Requirements & Grading Criteria:

Evaluation: Grading in this course is based on a cumulative number of 1000 points earned from quizzes, projects, the midterm, and the final exam. Grades are assigned on a percentage basis. Up to 3 Extra Credit assignments may be used to boost your points if you are falling behind.

900 – 1000 points:	90% – 100% = A
800 – 899 points:	80% – 89% = B
700 – 799 points:	70% – 79% = C
600 – 699 points:	60% – 69% = D
< 600 points:	< 60% = F

Grading Will Cover:

1. 2 Photoshop quizzes: *Worth 50 points each, starting at a designated time and ending at a designated time. All students must take quiz within this time.*
2. 1 Midterm on Photoshop terms, keyboard shortcuts, and workflow: *Worth 100 points. No make-up tests will be given. The exam will start at a designated time and end at a designated time. All students must take the exam within this time.*
3. 1 Final Examination on Photoshop terms, keyboard shortcuts, and workflow: *Worth 100 points. No make-up tests will be given. The exam will start at a designated time and end at a designated time. All students must take the exam within this time.*
4. 5 projects: *Worth 100 points each.*
5. Class participation: *Worth a total of 200 points.*
6. Periodic Extra Credit assignments: *Worth 30 points each.*

Class Policies:

For more information, refer to the link below:

http://www.wlac.edu/academics/pdf/WLAC_Catalog_Policies.pdf

Communication:

I am available during the office hours listed above or by appointment. Messaging me in Canvas is the best and quickest way to contact me. If you have a problem, do not let it snowball. Contact me immediately. Students are expected to ask questions and obtain help from the instructor via email and/or during office hours. In case of an academic work only emergency, you can email me at my work email account at (pentonjk@wlac.edu). **Please email me to schedule a Zoom meeting during my office hours or by appointment, so that I can be prepared to meet with you and give you my undivided attention.** My Zoom ID is 690 376 5003 and will be activated as long as we agree on an appointment time. I am here to support you! Here are some important things to consider:

- Please send me a message in **Canvas** and you should receive a response promptly, at most within 48 hours seven days per week.
- Please send all messages in Canvas which I check daily. I also check my school email daily but receive many emails. Therefore, it is better to contact me through the Canvas inbox.

Campus Office Hours:

I am available for office hours at Zoom ID 690 376 5003 by appointment on Fridays from 9:00 am to 12:00 pm, as well as additional times. I check my Canvas Inbox daily and can often make a Zoom appointment within a few hours of your email. If you make a Canvas appointment, I will send you a link to the appointment through the Canvas Inbox.

Late Work:

- Late work is generally not accepted without communication through the Canvas Inbox.

Academic Integrity:

- **Students who turn in plagiarized assignments will receive no credit for the assignment and cannot resubmit it.**
- We may use the Turnitin plagiarism checker for this class.
- Absolutely no assignment material may be copied from another student.

Turnitin:

Some of your assignments may be subject to a third-party plagiarism verification program called Turnitin.

- **All assignments that are checked by Turnitin will alert your instructor to possible plagiarism.**
- Not all assignments will be subject to Turnitin.

Attendance

Because class discussions and group work are an integral part of this course, asynchronous attendance is mandatory. Students are expected to login, to read all pages, to watch video tutorials, and to complete all assignments, discussions, and quizzes.

Preparedness

You are expected to research each intern opportunity, including people on the crew and their previous projects (use IMDB), map the location, and arrive on time.

Canvas:

We will be utilizing Canvas to complete assignments. Please familiarize yourself with Canvas as soon as possible.

- Please take the Canvas Orientation if you are not familiar with Canvas.
- If you have any trouble with Canvas, please contact Canvas' 24-hour support line at (844) 303-5590. Alternatively, you may contact Distance Learning at (310) 387-4305 Monday – Thursday from 8:30 to 6:00 pm and Fridays from 9:00 – 1:00 pm.
- There are general guidelines for the work you will do in the class listed in this syllabus but a more detailed description of what is expected for each assignment can be found in Canvas.

"Netiquette"

Personal attacks, profanity, vulgarity, and comments that are not productive to the conversation will not be allowed.

Policy on Late Work:

Late work will not be accepted unless you email the instructor through the Canvas Inbox.

Drop Policy:

You must drop the class if you no longer want to be enrolled. While you may be dropped for non-attendance, it is not guaranteed. If you stop attending class, you may receive an F. If you are sure that you want to drop the course, please

drop the course in your Student Portal. The drop dates can be found in your Student Portal. Select **Academics Menu** then **Class Schedule**. Click the "i" icon to the right of your class which will bring up a page with dates.

Assignment Guidelines:

Please view assignment guidelines listed in Canvas.

Student Conduct

Academic Integrity and Student Conduct

Violations of academic integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper, or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, submitting an art project completed by someone other than the student, or allowing another individual to assume one's identity for the purpose of enhancing one's grade, falsifying attendance.

Any violations committed are considered student misconduct, and can result in an F for an assignment, and F for the class, possible expulsion from West Los Angeles College, and ineligibility to apply for Hollywood CPR. Disruption of classes or College activities is prohibited and will not be tolerated. Refer to the College Catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

Recording Devices

State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval.

For more information, refer to the link below:

http://www.wlac.edu/academics/pdf/WLAC_Catalog_Policies.pdf

College Policies

- **Academic Policies**
https://wlac.edu/academics/pdf/WLAC_Catalog_Academic.pdf
- **Student Conduct Code**
http://www.wlac.edu/academics/pdf/2012/WLAC_12-14Catalog_Policies.pdf
- **Academic Calendar**
[Sharepoint Link to Academic Calendar](#)

Accommodations and Services

Students with disabilities must register with Disabled Students Programs & Services (DSPS) in order to receive accommodations. If you feel that you qualify for the services provided by DSPS contact them at (310) 287-4450, by email at dsp@wlac.edu, or stop by the office located in the Student Services Building (SSB 320). Faculty cannot provide assistance to students seeking disability accommodations unless they have disability documentation and are registered with DSPS. Any student who feels that they may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs.

Disabled Students Programs & Services (DSPS)

<http://www.wlac.edu/dsp/index.aspx>

Campus Resources

Office of Disabled Student Programs and Services (DSP&S): Student Services Building (SSB) Room 320; (310) 287-4450; DSPS@wlaac.edu

The Disabled Students Program and Services (DSPS) coordinates academic accommodations for students with documented disabilities at West Los Angeles College. If you have or think you might have, a disability that impacts your educational experience in this class, please contact DSPS to determine your eligibility for accommodations. If you are already registered with DSPS, please submit your accommodation requests as soon as possible to allow adequate time to provide accommodation. All information and documentation are confidential.

Library Services

Heldman Learning Resources Center (HLRC) 2nd Floor | (310) 287-4269 & (310) 287-4408 The WLAC Library provides instruction on how to use the online catalog, periodical and research databases. In addition to a large collection of books, periodicals and DVDs the WLAC Library has course textbooks which students may use while in the Library. Web access is available in LIRL as well as meeting rooms. The upper floors provide a beautiful view ideal for study.

For more information, refer to the link below:

<http://www.wlaac.edu/library/index.aspx>

Learning Center (LC)

Heldman Learning Resources Center (HLRC) 1st Floor | (310) 287-4404 | wlaac-learningcenter@laccd.edu All students are referred to and strongly encouraged to utilize FREE small group and individual tutoring available in our Learning Resource Center, 1st floor of the HLRC building. The LRC is transforming and expanding its services to include dedicated study group sessions with a tutor for specific courses at specific days and times (before and after class). Please let us know what classes you want tutoring for and the days and times you want it at.

For more information, refer to the link below:

<http://www.wlaac.edu/learning-center/index.aspx>

Campus Sheriff's Office (Emergency Preparedness) C3 Building, Parking Lot 5 | (310) 287-4311 & (310) 287-4314

The Sheriff's Office website includes information about drill or emergency building evacuations, Title IX resources (if you have been the victim of Sexual Harassment; Sexual Violence and/or Gender-Based Discrimination), and what to do in the event of a lock-down or active shooter situation.

For more information, refer to the link below:

<http://www.wlaac.edu/sheriff/index.aspx>

Title IX

Title IX (of the 1972 Education Amendments) protects students and staff alike from discrimination based on sex, including Sexual Harassment and Sexual Assault, which are forms of Sexual Misconduct. Under Title IX, all people in the educational environment must be treated equitably, regardless of sex, sexual orientation or expression, and/or transgender identity.

If you have experienced or learned of a possible violation of Title IX and/or would like to know about options, resources (including confidential services), the law, or District policy, please do not hesitate to contact a Title IX Coordinator.

For more information, refer to the link below:

www.wlaac.edu/Title-IX/Index.aspx

Title IX Coordinator for WLAC:

Dr. Genice Sarcedo-Magruder | (213) 891-2315 | sarcedg@piercecollege.edu

District Title IX Office:

Office for Diversity, Equity and Inclusion | (213) 891-2315 | TitleIX@email.laccd.edu

The Lactation Room is in: HLRC 3rd Floor Rm 327A

Childcare information can be found at:

<http://www.wlac.edu/child-care/index.aspx>

Additional Resources:

Online Resources

- [Canvas Login Link](https://ilearn.laccd.edu/) <https://ilearn.laccd.edu/>
- [WLAC Library online \(i.e. text, journals, etc.\)](http://www.wlac.edu/Library/index.aspx)
<http://www.wlac.edu/Library/index.aspx>
- [Campus Bookstore](http://www.wlac.edu/Bookstore/index.aspx)
<http://www.wlac.edu/Bookstore/index.aspx>
- [Student Health Center & Wellness Center](http://www.wlac.edu/Health-Center/index.aspx)
<http://www.wlac.edu/Health-Center/index.aspx>
- [Sheriff's Office](http://www.wlac.edu/sheriff/index.aspx)
<http://www.wlac.edu/sheriff/index.aspx>
- [Academic Online Counseling Appointments](http://www.wlac.edu/Counseling/Online-Counseling.aspx)
<http://www.wlac.edu/Counseling/Online-Counseling.aspx>
- [Learning Skills Center \(Tutoring\)](http://www.wlac.edu/learning-center/index.aspx)
<http://www.wlac.edu/learning-center/index.aspx>
- [WLAC Online Learning Help:](http://wlac.edu/online/helpdesk.asp)
<http://wlac.edu/online/helpdesk.asp>
- **24/7 Canvas Tech Support Number:** 844-303-5590

Other Important Materials

- **Computer:** Please review the [Canvas computer specifications](https://guides.instructure.com/m/67952/l/720328).
<https://guides.instructure.com/m/67952/l/720328>
- **Internet Access:** The latest Firefox or Chrome web browser is recommended. Please review [Canvas browser requirements](https://guides.instructure.com/m/67952/l/720329-which-browsers-does-canvas-support).
<https://guides.instructure.com/m/67952/l/720329-which-browsers-does-canvas-support>
- **Office of Disabled Student Programs**
<http://www.wlac.edu/dsps/index.aspx>

Course Content and Schedule:

Week 1: Photoshop Basics and Compositing

- Review syllabus regulations/schedule/requirements
- How to sign in and launch Photoshop
- How to turn in assignments
- Photoshop use for Film Production
- Document Presets
- Introduction to the Photoshop User Interface
- The Move tool
- Tools and the Options Bar
- Resolution and Image Size
- How to copy images from the internet and open them in Photoshop

- How to open photos from your phone in Photoshop
- Saving your work
- Undo and History
- Photoshop tools
- Introduction to layers
- Using the Layers Panel
- Selecting layers in the Layers Panel
- Rearranging layers
- Opacity, Fill, and Transparency
- Transforming a layer or layers and hitting Return
- Scaling, rotating, flipping
- Transforming from center
- Marching ants
- Selecting part of a layer using the Marquee tool, Lasso tool, and Magic Wand tool
- **Project 1, Potato Head**

Week 2: Painting

- The Hand tool
- The Color Picker
- The Zoom tool
- The Pen tool
- Selection tools
- Making a selection of a layer from the layers panel using Command
- Moving a selection
- Applying a gradient to a layer
- Merging layers
- The Clone Stamp tool and the Healing Brush tool
- Blend Modes
- Paint Brush
- Paint Brush Settings
- The Smudge tool
- Blend Modes for Painting
- Command J and pasting a selection into a new layer
- The Quick Selection tool
- Selecting hair and fur
- Select and Mask
- Layer Blend Modes
- The Crop tool
- **Project 2, Painting a Black and White Drawing**

Week 3: Text, Color, Image Adjustments, Advanced Filters

- **Quiz 1**
- The Type Tool
- Point Type vs Paragraph Type
- The Character Panel
- The Paragraph Panel

- Font styles and sizes
- Layer styles for text layers
- Typing in a selection
- Typing along a path
- Warped Text
- 3D Text
- The Shape tool
- **Project 3, Product Displacement**

Week 4: Movie Poster

- **Midterm**
- The Liquify tool
- Billing blocks and Universal Accreditation Font
- Dodge and Burn
- Brightness/Contrast
- Levels, Curves, and Vibrance
- Hue/Saturation
- Color Lookup / LUTS
- Match Color and other image adjustments
- The Filter Gallery
- How to apply more than one filter in the Filter Gallery
- Other Filters
- **Project 4, Movie Poster**

Week 5: Contact Sheet and Scenic Design

- **Quiz 2**
- Actions
- Color Modes
- How to make a contact sheet
- Photoshop Paths
- Lab Color
- Photoshop Channels
- File Formats, psd vs pdf
- Jpeg vs png vs gif
- Settings for printing stills
- Paper stock
- Create Frame Animation
- How to use layers when creating an animated gif
- How to save an animated gif
- **Project 5, Scenic Design, Contact Sheet**

****Disclaimer:** Syllabus/schedule subject to change

Student Acknowledgement:

Student Name

Student Signature

Date