

# DIGITAL ILLUSTRATION COURSE SYLLABUS

FALL 2021 | GRC 316.1001  
University of Nevada, Las Vegas  
3 units | Mon & Wed 11:30am – 2:15pm  
Webex ID:

INSTRUCTOR  
Rebekah Venturini  
rebekah.venturini@unlv.edu  
Office Hours: By appointment

---

## COURSE DESCRIPTION

Welcome to GRC 316! This course initiates the transition from hand-drawn, analog illustration to digitally rendered projects using computer software and digital drawing tablets. Emphasis will be placed on self-generated visuals in a variety of assignments that will test students' ability to communicate a narrative through selective image and text. Basic principles of illustration, such as working through visual metaphor and representational forms, will be employed alongside foundational design skills including typography and layout. Professional practices of the illustration field and portfolio curation are also emphasized.

## COURSE GOALS

This course introduces digital tools commonly used in the field of illustration. Through practical assignments, students will learn how to use Adobe Illustrator, InDesign, and Photoshop to produce visual narratives efficiently and flexibly with digital painting and drawing. Emphasis will be placed on how to streamline workflows, shortcuts, and resolving projects on tight deadlines with clients. In addition to purely digital projects, students will integrate analog techniques into digital work to experiment with varied possibilities and applications. Students will also be introduced to self-promotional strategies, the importance of online portfolios, and uses of social media.

## STUDENT LEARNING OUTCOMES

- Students will become proficient at Adobe Photoshop, Illustrator and InDesign and demonstrate an expanded knowledge of its applications in the field of illustration.
- Students will produce work that integrates digital, and analog techniques to communicate narratives, events, and products in service of both commercial and noncommercial projects.
- Students will document and present their work in a professional manner and ultimately synthesize the semester's work into a digital illustration portfolio.
- Students will develop strong working habits and visual problem-solving strategies through in-class exercises and assignments.
- Through discussions and critiques, students will effectively analyze and formulate feedback on their own illustration work as well as the work of their peers and industry professionals.

## RESOURCE BOOKS

**Adobe Master Class: Illustrator**, curated By Sharon Milne  
**Adobe Illustrator CC Classroom in a Book**, by Brian Wood  
**History of Illustration**, by Susan Doyle, Jaleen Grove, and Whitney Sherman

## REQUIRED MATERIALS (SUPPLY LIST)

Mixed Media Sketchbook  
Basic drawing materials (graphite pencil, colored pencils and/or markers, eraser)  
Flash drive or External hard drive (min 250 GB)

## ACCESS TO

Laptop/Computer  
Adobe Photoshop, Illustrator, InDesign, and XD  
Scanning application  
Drawing Tablet (optional)

## CAMPUS RESOURCES

UNLV Art Department - Design Lab  
GRA 236 / Fall Hours TBD  
<http://bit.ly/artdesignlab>

UNLV Makerspace  
Lied Library / M – Th 9am - 5pm, F 12pm - 5pm  
<https://www.library.unlv.edu/spaces/makerspace>

UNLV Rebel Copy & Send  
Student Union / M – F 8am - 5pm  
<https://www.unlv.edu/print>

## ATTENDANCE POLICY

Attendance is mandatory. Be punctual, prepared, and present. Your success in this course, both artistically and professionally, is determined by your active participation and collaboration with your peers.

- \*Three tardies (15 minutes or more) equals one absence.
- \*\*Three unexcused absences will result in a full letter grade reduction.
- \*\*\*Four unexcused absences will result in a failing grade.

Excused absences include personal, medical emergencies or observance of religious holidays. In the case of emergencies, a physician's note or documentation may be requested.

## NOTES ON REMOTE LEARNING

Please rise to each challenge and actively participate during class. Your camera must be turned on, and please mute yourself while not in active discussion. Please log into class from a work surface (table or desk), and not from bed or your car. I understand there may be distractions at home, and we'll strive to be respectful of each other's time. Let's show up for each other!

## COURSE STRUCTURE

The course is designed as a brief survey of potential illustration projects you may encounter over the course of your career. Most topics will be introduced through a lecture and demonstration, which then leads to a large assignment. You will receive additional instructions and/or hand-outs in Canvas regarding listed assignments and exercises.

SKETCHES: Though we will often work from our sketchbooks, during sketch review please scan/photograph and color correct your work so we can evaluate more efficiently during class.

FINAL WORK: Because of our online platform, work is not required to be printed for submission. However specified dimensions, color settings, and file types will be required, and your grade will be affected if these specs are not met. You may want to print some of these assignments for your portfolio in the future.)

# SCHEDULE

The following schedule is subject to change over the course of the semester.

WEEK / DATE	IN CLASS	HOMEWORK
1 / Aug. 23 Monday	<b>Webex Meeting</b> Course Overview What I'm Into Find Answers Worksheet 1 Illustrator walk through Object Creation	What I'm Into Presentation Exercise (Google Slides, Keynote, or Power Point) DUE Wednesday, Aug. 25
1 / Aug. 25 Wednesday	<b>Webex Meeting</b> What I'm Into Presentations Pen Tool Intro Chap Book Exercise Intro	Chap Book Exercise DUE Monday, Aug. 30
2 / Aug. 30 Monday	<b>Canvas Only</b> (no Webex meeting) Leave feedback Chap Book Recycling Shapes Tutorial Bold Outline Character Tutorial Alter Ego Brainstorm Assignment 1 Intro	Sketch Alter Ego Character DUE Wednesday, Sept. 1
2 / Sept. 1 Wednesday	<b>Webex Meeting</b> Alter Ego Sketch Feedback Alter Ego Sidekicks Brainstorm Begin Stickers – Lab Time w/Me	Find Answers Worksheet Sketch Two Sidekicks DUE. Wednesday, Sept. 6
3 / Sept. 6 Monday	<b>Labor Day Recess – NO CLASS</b>	
3 / Sept. 8 Wednesday	<b>Webex Meeting</b> Sidekicks Feedback Cleanup and Finalize Sketches Work on Stickers – Lab Time w/Me	Finish Assignment 1 DUE Monday, Sept. 13
4 / Sept. 13 Monday	<b>Webex Meeting</b> <b>Assignment 1 Critique</b> Assignment 2 Intro	Study Find Answers Worksheet QUIZ Wednesday, Sept. 15
4 / Sept. 15 Wednesday	<b>Canvas Only</b> (no Webex meeting) Quiz 1 Find Answers Worksheet 2 Bunny Girl Tutorial Sport Shoe Tutorial	Sketch Nursery Rhyme Characters DUE Monday, Sept. 20

5 / Sept. 20 Monday	<b>Webex Meeting</b> Characters Sketch Feedback InDesign and Spread Intro Begin to Sketch Background	Finalize Character Sketches Finish Draft of Background Sketch DUE Wednesday, Sept. 22
5 / Sept. 22 Wednesday	<b>Canvas Only</b> (no Webex meeting) Using Opacities Tutorial Colorful Fantasy Tutorial	Digitally Illustrate Characters Only DUE Monday, Sept. 27
6 / Sept. 27 Monday	<b>Webex Meeting</b> Background Sketch Feedback Finalize Background Sketch Lay out text in InDesign Lab Time w/Me	Digitally Illustrate Background DUE Wednesday, Oct. 4
6 / Sept. 29 Wednesday	<b>Canvas Only</b> (no Webex meeting) Playful Cat Tutorial Colorful Fish Tutorial Digitally Illustrate Background	Digitally Illustrate Background DUE Monday, Oct. 4
7 / Oct. 4 Monday	<b>Optional Webex Meeting</b> Assemble Spread in InDesign Tutorial Work on Spread – Lab Time w/Me	Finish Assignment 2 DUE Wednesday, Oct. 6
7 / Oct. 6 Wednesday	<b>Webex Meeting</b> <b>Assignment 2 Critique</b> Assignment 3 Intro	Study Find Answers Worksheet 2 QUIZ Monday, Oct. 11 Choose Three Cover-Worthy Recipes DUE Monday, Oct. 11
8 / Oct. 11 Monday	<b>Canvas Only</b> (no Webex meeting) Quiz 2 Find Answers Worksheet 3 Intro to Photoshop Tutorials Bulge Effect Tutorial	Write 500 Words on Your Experience with Your Chosen Food DUE Wednesday, Oct. 13
8 / Oct. 13 Wednesday	<b>Webex Meeting</b> Copy Writing Feedback Sketch Layout Spreads	Edit Copy DUE Monday, Oct. 18 Work on Digital Illustrations
9 / Oct. 18 Monday	<b>Canvas Only</b> (no Webex meeting) Opacities Tutorial Additional Type Tutorials	Work on Digital Illustrations
9 / Oct. 20 Wednesday	<b>Webex Meeting</b> InDesign Tutorial – Lab Time w/Me	Work on Digital Illustrations
10 / Oct. 25 Monday	<b>Canvas Only</b> (no Webex meeting) What Makes a Good Game?	Finish Assignment 3 DUE Wednesday, Oct. 27

10 / Oct. 27 Wednesday	<b>Webex Meeting</b> <b>Assignment 3 Critique</b> Assignment 4 Intro	Study Answers Worksheet 3 QUIZ Monday, Nov. 1 Make a List of Favorite Shows DUE Monday, Nov. 1
11 / Nov. 1 Monday	<b>Canvas Only</b> (no Webex meeting) Quiz 3 Royal Jelly Tutorial	Pick Your Show and Answer Game Questions DUE Wednesday, Nov. 3
11 / Nov. 3 Wednesday	<b>Webex Meeting</b> Breakout Groups Game Pitch Feedback Intro to XD	Team Assignments Sketch Your Elements DUE Monday, Nov. 8
12 / Nov. 8 Monday	<b>Optional Webex Meeting</b> Small group check-in Individual Meetings	Compare and Adjust Elements DUE Wednesday, Nov. 10
12 / Nov. 10 Wednesday	<b>Webex Meeting</b> Small group check-in Individual Meetings	Digitally Illustrate Elements
13 / Nov. 15 Monday	<b>Optional Webex Meeting</b> Small group check-in Individual Meetings	Digitally Illustrate Elements
13 / Nov. 17 Wednesday	<b>Webex Meeting</b> Small group check-in Individual Meetings	Digitally Illustrate Elements
14 / Nov. 22 Monday	<b>Webex Meeting</b> XD Tutorial – Lab Time w/Me	Layout Game in XD Assign Presentation Roles
14 / Nov. 24 Wednesday	<b>Optional Webex Meeting</b> Small group check-in Individual Meetings	Finish game Layout Finish Creating Your Presentation DUE Wednesday Dec. 8
15 / Nov. 29 Monday	No Meeting STUDY WEEK Open office hours	Practice Your Presentation DUE Wednesday Dec. 8
15 / Dec. 1 Wednesday	No Meeting STUDY WEEK Open office hours	Practice Your Presentation DUE Wednesday Dec. 8
16 / Dec. 8 Wednesday <b>10:10 AM – 12:10 PM</b>	<b>Webex Meeting</b> <b>Assignment 4 Presentations and Critique</b>	HAVE A GREAT BREAK!

## KEY ASSIGNMENTS & DUE DATES

Exercise 1, Aug. 25

Exercise 2, Aug. 30

Assignment 1 – Stickers, Sept. 13

Assignment 2 – Children’s Book Spread, Oct. 6

Assignment 3 – Lucky Peach Spread, Oct. 27

Assignment 4 – Game / Final Presentation – Dec. 8

## GRADE BREAKDOWN

Assignments – 50%

Tutorials & Homework Submissions/Quizzes - 50%

Letter grades break down as follows:

100%= A	75% = C+
95% = A-	70% = C
90% = B+	65% = C-
85% = B	60% = D
80% = B-	below 60% = F

Qualities I am considering during assessment:

- **TIMELINESS:** Late assignments will automatically be lowered by one full grade. Late assignments will only be accepted with prior arrangement.
- **RESEARCH:** Depth and evidence of planning visually and verbally
- **CREATIVITY:** Exploratory development of concepts unique to your process
- **WORK HABITS:** Consistent effort and thoughtful use of time and materials
- **EXECUTION:** Effective articulation of ideas/visuals and application of concepts
- **CRAFTSMANSHIP:** Professional presentation

## UNLV POLICIES

### Academic Misconduct

Academic integrity is a legitimate concern for every member of the University community. We all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy, and are encouraged to always take the ethical path whenever faced with choices. Students enrolling at UNLV assume the obligation to conduct themselves in a manner compatible with UNLV’s educational mission. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another person, from the Internet or any other source without proper citation of the source(s). See the [Student Conduct Code](https://www.unlv.edu/studentconduct/student-conduct), <https://www.unlv.edu/studentconduct/student-conduct>.

### Auditing Classes

Auditing a course allows a student to continue attending the lectures and/or laboratories and discussion sessions associated with the course, but the student will not earn a grade for any component of the course. Students who audit a course receive the same educational experience as students taking the course for a grade, but will be excused from exams, assessments, and other evaluative measures that serve the primary purpose of assigning a grade.

### Classroom Conduct

Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn, or of instructors to teach. Use of devices such as cellular phones and pagers, or other potentially disruptive activities are only permitted with the prior explicit consent of the instructor. Students are specifically prohibited to record classes without instructor authorization, including online/remote classes (either audio only, or video and audio). The instructor may rescind permission at any time during the class. If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative withdrawal of the student from the course.

Since the COVID-19 pandemic forced some instruction to be delivered remotely starting in Spring 2020, numerous students have asked instructors to record their synchronous classes, so that they can access them at their convenience. Instructors who agree to record their classes (audio only, or video and audio) should inform students in advance. Recorded lectures may not be broadly released to anyone, but made available exclusively to those students enrolled in the class during the particular academic term. Recorded lectures must be stored securely, and are subject to the Nevada System of Higher Education's Records Retention Policy, meaning that the recordings can only be deleted 120 days after the end of class (i.e., after grades are posted). Once this requirement is met, the recordings should be deleted. Class recordings are protected from disclosure, as they are deemed part of an educational record under the Family Educational Rights and Privacy Act (FERPA).

### Copyright

The University requires all members of the University Community to familiarize themselves with, and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you, nor assume any responsibility for student or employee violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional [copyright policy information](https://www.unlv.edu/provost/copyright) is available at <https://www.unlv.edu/provost/copyright>.

### Disability Resource Center (DRC)

The [UNLV Disability Resource Center](https://www.unlv.edu/drc) (Student Services Complex, SSC-A, Room 143, <https://www.unlv.edu/drc>, telephone 702-895-0866) provides resources for students with disabilities. Students who believe that they may need academic accommodations due to a permanent disability, temporary or permanent medical need, or academic support due to pregnancy are encouraged to contact the DRC as early as possible in the academic term. A Disabilities Specialist will discuss what options may be available to you. Students who are already registered with the DRC should request their accommodations online each semester, and make an appointment to discuss their accommodations with their instructors.

### Final Examinations

The University requires that final exams given at the end of a course occur on the date and at the time specified in the Final Exam schedule. The Final Exam schedule is typically available at the start of the semester, and the classroom locations are available approximately one month before the end of the semester. See the [Final Exam Schedule](https://www.unlv.edu/registrar/calendars), <https://www.unlv.edu/registrar/calendars>.

### Identity Verification in Online Courses

All UNLV students must use their Campus-issued ACE ID and password to log in to WebCampus-Canvas. UNLV students enrolled in online or hybrid courses are expected to read and adhere to the [Student Academic Misconduct Policy](#), which states that “acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment” is a form of academic misconduct. Intentionally sharing ACE login credentials with another person may be considered an attempt to use a substitute, and could result in investigation and sanctions, as outlined in the Student Academic Misconduct Policy. UNLV students enrolled in online courses are also expected to read and adhere to the [Acceptable Use of Computing and Information Technology Resources Policy](#), which prohibits sharing university accounts with other persons without authorization. To the greatest extent possible, all graded assignments and assessments in UNLV online courses should be hosted in WebCampus-Canvas or another UNLV-managed platform that requires ACE login credentials for access.

#### Incomplete Grades

The grade of “I” (Incomplete) may be granted when a student has satisfactorily completed three-fourths of course work for that semester/session, but cannot complete the last part of the course for reason(s) beyond the student’s control and acceptable to the instructor, and the instructor believes that the student can finish the course without repeating it. For undergraduate courses, the incomplete work must be made up before the end of the following regular semester. Graduate students receiving “I” grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the period indicated, a grade of “F” will be recorded, and the student’s GPA will be adjusted accordingly. Students who are fulfilling an Incomplete grade do not register for the course, but make individual arrangements with the instructor who assigned the “I” grade.

#### Library Resources

Librarians are available to consult with students on research needs, including developing research topics, finding information, and evaluating sources. To make an appointment with a subject expert for this class, please visit the [Libraries’ Research Consultation](#) website. You can also [ask the library staff](#) questions via chat and text message.

#### Missed Classwork

Any student missing class, quizzes, examinations, or any other class or laboratory work because of observance of religious holidays will be given an opportunity during that semester to make up the missed work. The make-up opportunity will apply to the religious holiday absence only. It is the responsibility of the student to notify the instructor within the first 14 calendar days of the course for Fall and Spring courses (except for modular courses), or within the first 7 calendar days of the course for Summer and modular courses, of their intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit the Missed Work policy, under Registration Policies, on the [Academic Policies](#) webpage.

In accordance with the policy approved by the Faculty Senate regarding missed class time and assignments, students who represent UNLV in any official extracurricular activity will also have the opportunity to make up assignments, provided that the student provides official written notification to the instructor no less than one week prior to the missed class(es).

The spirit and intent of the policy for missed classwork is to offer fair and equitable assessment opportunities to all students, including those representing the University in extracurricular activities. Instructors should consider, for example, that in courses which offer a “Drop one” option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the Faculty Senate’s policy, and an infringement on the student’s right to complete all work for the course.

This policy will not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the University that could be reasonably avoided. There should be a good faith effort by both the instructor and the student to agree to a reasonable resolution. When disagreements regarding this policy arise, decisions can be appealed to the Department Chair/School Director, College/School Dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to: academic



recruitment activities, competitive intercollegiate athletics, fine arts activities, liberal arts competitions, science and engineering competitions, and any other event or activity sanctioned by a College/School Dean, and/or by the Executive Vice President and Provost.

#### Rebelmail

Rebelmail is UNLV's official email system for students and by University policy, instructors and staff should only send emails to students' Rebelmail accounts. Rebelmail is one of the primary ways in which students receive official University communications, information about deadlines, major Campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the University. Emailing within WebCampus-Canvas is also acceptable.

#### Tutoring and Coaching

The Academic Success Center (ASC) provides tutoring, academic success coaching, and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, please visit the [ASC website](https://www.unlv.edu/asc), <https://www.unlv.edu/asc>, or call 702-895-3177. The ASC building is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC A, Room 254. Drop-in tutoring is located on the second floor of the Lied Library, and on the second floor of the College of Engineering building (TBE A 207).

#### UNLV Writing Center

One-on-one or small group assistance with writing is available free of charge to UNLV students at the [Writing Center](https://writingcenter.unlv.edu/), <https://writingcenter.unlv.edu/>, located in the Central Desert Complex, Building 3, Room 301 (CDC 3-301). Walk-in consultations are sometimes available, but students with appointments receive priority assistance. Students may make appointments in person or by calling the Center, telephone 702-895-3908. Students are requested to bring to their appointments their Rebel ID Card, a copy of the instructions for their assignment, and two copies of any writing they have completed on their assignment.

#### Diversity Statement

As an institution of higher learning, UNLV represents a rich diversity of human beings among its faculty, staff, and students, and is committed to aspiring to maintain a Campus environment that values that diversity. Accordingly, the University supports understanding and appreciation of all members of its community, regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, gender identity, marital status, pregnancy, genetic information, veteran status, or political affiliation. Please see [University Statements and Compliance](#).

A successful learning experience requires mutual respect and trust between the students and the instructor. Accordingly, the instructor asks that students be willing to listen to one another's points of view, acknowledging that there may be disagreements, keep discussion and comments on topic, and use first person, positive language when expressing their perspectives.