



Syllabus: GRAPH 110 Digital Design Tools/Vis Comm - 28249

Course Information

Term: WINTER 2025

Meeting Time and Location: Th Whitehorse Hall Room 0354 (Hybrid)

Credits: 5.00

Modality: Hybrid

Meeting Time Details

This course is a hybrid course. We meet on Thursday evenings from 6:10pm - 8:20pm in Whitehorse 354. As a hybrid course, it is expected that students are completing the independent work assigned in the respective weekly modules.

Instructor Information

Name: Chris Larson

Contact Information: chlanson@everettcc.edu

Office: Whitehorse 315

Hours: By Arrangement

Name: Jennifer Branch

Contact Information: jbranch@everettcc.edu

Office: Rainier 310

Hours: Mondays and Wednesdays, 11:00 a.m. - 12:00 p.m., or by appointment

Course Description

Fundamental skills in digital technology and effective application of visual design. Introduction to visual communication and problem solving experience in the ideation, research, execution and presentation of projects. Recognition of cultural implications of digital creation, appropriation, and distribution. Required course for Graphics ATAs and Studio Art or Photography AFAs. Course part of specialized articulation with WSU Everett's Integrated Strategic Communication program.

Student Learning Objectives

By the end of this course, students will be able to:

- Prepare projects demonstrating fundamental understanding of vector- and pixel-based illustration software.
- Employ photo editing and manipulation software.
- Prepare project demonstrating fundamental application of desktop publishing and typesetting software.
- Prepare a digital image by importing, composing and exporting images.
- Utilize asset and workflow management systems.
- Define the appropriate use tools and hardware across platforms.

Books and Materials

[Everett Community College Bookstore](#)

There are no required textbooks for this course.

Access to Technology

The Library Media Center loans Chromebooks, netbooks, wifi hotspots, and calculators to currently enrolled students. Contact the Circulation desk for availability and check-out procedures: circulation@everettcc.edu. See the [Technology Resources](#) page for how to access free versions of Microsoft Office 365 and for discounts on other hardware and software.

How to be Successful in this Course

The following factors may prove to be essential for your success in this class.

- Work in advance of deadlines;
- Ask questions and seek feedback both in and out of class;
- Take advantage of open lab time to work;
- Participate actively in class discussions;
- Complete all assigned readings;
- Pay close attention during class;
- Avoid missing class;
- Avoid trying to complete assignments too quickly;
- Be open to trying different styles and approaches.

It is expected that your participation will be largely based on your personal interests and goals as they relate to your career goals in design.

More importantly It is the goal of this class to provide specific technical skills and perspective on visual communication and to help you become a better designer from

that experience.

Grades

Grading Scale

A,A- Excellent quality and intellectual initiative
B+,B,B- High quality and intellectual initiative
C+,C,C- Acceptable quality; satisfactory achievement
D Deficient quality; passing
E Failure to meet minimum requirements; not passing
P Pass (with pass/no pass grading)
NP No Pass (with pass/no pass grading)
I Incomplete
W Withdrawal

Late Work

Turn your work in on time. You will have a 1 week grace period to turn in late assignments. Late assignments will automatically receive a 10% reduced grade unless an extension is requested and granted in advance of the due date. If you turn in an assignment later than one week there will be no credit given.

Academic Integrity

As part of an academic community, EvCC students are expected to submit only their own work and avoid occurrences of plagiarism. This includes submitting answers that are not your own on quizzes and exams. The [Writing Center's Avoiding Plagiarism Guide](#) includes resources for understanding what plagiarism is and how to avoid it.

Accidental or intentional use of someone else's work, ideas, research, or writing without attribution of the source may result in a failing grade on the assignment or a failing grade

in the course. This decision will be dependent on the nature and extent of the use. Any incidents of this type will be reported to the Dean of Student Development as a violation of the Student Conduct Code, which is described in the [Student Rights and Responsibilities handbook](#).

Generative AI Statement

Generative AI, such as Chat GPT, Dall-e, Gemini, Claude, etc., may be used as tools to generate ideas and organize thoughts but it should not be used to replace student work for this class. AI is often biased, inaccurate, and is not reflective of you as a learner. You are responsible for analyzing and fact-checking AI-generated results before using them in your work. If AI is used in your work it should be used minimally and cited. Using AI as a replacement for your work, for the majority of your work, and/or not citing the use of AI will be treated as a violation of the Student Conduct Code and reported to the Dean of Student Development (See above).

Course Technology Requirements

Adobe Creative Cloud (*EvCC Provided*)

Important Dates

Registration and payment dates, application and refund deadlines, the final examination schedule and all other information related to the academic year and each individual quarter is available [on the college website](#).

Flexibility Statement

I have attempted to make this syllabus as comprehensive and accurate as possible and I may occasionally need to make small adjustments during the quarter. I will announce any changes in class or notify you in writing and in Canvas.

Support for Students

Students are encouraged to read the [Student Rights and Responsibilities Handbook](#) to be aware of their full scope of rights. Here are a few policies and student support services that are useful for you to know.

Academic Grievance Procedure

If a student has evidence that they have been: Unfairly treated in matters related to grading, course policies or expectations; falsely accused of cheating; or inappropriately penalized for alleged cheating; they may be said to have an academic grievance. Students can approach any member of the campus community whom they trust for guidance on following the formal and informal [academic grievance procedures](#).

Accessibility

In accordance with the [Americans with Disabilities Act Policy](#), EvCC is committed to ensuring that classes are accessible to all students, including those with visible and invisible disabilities. If at any point a student is not able to access the space, content, or experience of a course they should contact the [Center for Disability Services](#) (425-388-9272, or cds@everettcc.edu).

Basic Needs

It can be challenging to do your best in class if you have trouble meeting basic needs like safe shelter, sleep, or nutrition. [EvCC's food pantry](#) is available for walk-ins and by appointment. [Student Emergency Assistance Grants](#) are also available for unexpected emergencies.

Civility

As outlined in the [campus civility statement](#), Everett Community College is committed to providing a safe learning and working environment. The expectation is that all students will conduct themselves in a civil, respectable and appropriate manner as a responsible member of the college community. [The Student Rights and Responsibilities Handbook](#) identifies and describes college expectations, students' rights, and outlines the process for resolving disciplinary matters, including Student Code of Conduct violations. The provisions of the Student Code of Conduct apply to all students whenever they are on the college campus, in college housing, or engaged in college-sponsored activities and functions.

Counseling

Everett Community College Counseling & Student Success (CSS) offers appointments for currently enrolled students with professional counselors for Academic/Educational Counseling, Career Counseling, and free short-term Personal Counseling, as well as referral to community resources to help students adjust to, cope with, and succeed in college. To make an appointment, visit Parks Student Union, 3rd Floor, call 425-388-9263, or email counseling@everettcc.edu.

Faith and Conscience Leave

Everett Community College students are entitled to [two days of excused absences](#) per academic year (summer quarter through the end of spring quarter) for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. Such absences must be requested in writing within the first two weeks of the class or the first week for a late start class and may not incur additional fees for students.

Help with Technology

For help with Canvas, Panopto, or Zoom, contact eLearning at elearning@everettcc.edu or visit the [eLearning website](#). For help with logins,

passwords, and email, contact IT at helpdesk@everettcc.edu or visit the [IT help desk website](#).

Non-Discrimination Statement

Everett Community College offers equal opportunity in education and employment. For more information, visit the Equal Opportunity and Title IX website:

EverettCC.edu/EqualOpportunity.

Pathways Coaches

Pathways coaches are available to help you navigate your college experience, including helping you navigate academic resources and services and build out a success plan.

They are available to meet in person or over Zoom. See the [EvCC Pathways Coaches page](#) for contact information for your Pathways coach.

Title IX Policy and Procedure

As outlined in EvCC's Title IX Policy, the college recognizes its responsibility to investigate, resolve, implement corrective measures, and monitor the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of sex, as required by Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Violence Against Women Reauthorization Act, and Washington State's Law Against Discrimination, and their implementing regulations. As outlined in the [Title IX Procedure](#), any employee, student, applicant, or visitor who believes that they have been the subject of Sexual Harassment should report the incident or incidents to Everett Community College's Title IX Coordinator: titleixcoordinator@everettcc.edu or 425-388-9271.

Land and Labor Acknowledgements

We are taking this opportunity to acknowledge that the land Everett Community College campuses reside on are the traditional and ancestral lands of the Tulalip (ta-lay-lup) Tribes, the Sauk-Suiattle (sock swa-ttle) Indian Tribe and the Stillaguamish (still-agwamish) Tribe of Indians. The main campus is built upon the ancestral territory of the Hibulb (hee-bulb) Village, which once stood as a rich cultural, economic, and political center for the Snohomish (sna-hoe-mish) Tribe. After European American arrival, the Snohomish (sna-hoe-mish) people, along with several other tribal nations, negotiated the Treaty of Point Elliott and relocated to what is now the Tulalip (ta-lay-lup) Reservation. It is our goal that by remembering the nations who have been here since time immemorial, we acknowledge the truth of our past and join together in building bridges of understanding and collaboration for the empowerment of indigenous students and their communities.

We acknowledge that so much about our country—its culture, its economic growth, and its development—has been made possible by the labor of enslaved Africans and both their ascendants who suffered the horror of the transatlantic trafficking and chattel slavery, and their descendants who suffered the long shadow of Jim Crow. We acknowledge the transgenerational legacy of the violence they endured and its impact that continues to burden lives today. We likewise acknowledge our nation's historical and continuing exploitation of and reliance upon immigrant and migrant labor, workers who to this day toil in difficult, dirty, and dangerous working conditions, making the American way of life more accessible and affordable for the majority while socioeconomically able to enjoy but few of the fruits of their own labor. Let us embrace the responsibilities for transformative action—both individual and collective—implicit in these acknowledgements.