Modesto Junior College Master Shell, with Start Here! Module. The Master Shell is included in every Canvas course.
About Your Instructor *

Introduce yourself to your students and welcome them to the course. Doing this helps humanize the online learning environment for students. Here are some suggested strategies. Keep it brief to keep them focused and at a distance.

- **Welcome Paragraph:** Write a paragraph welcoming the students to the course and give a brief introduction. Convey your enthusiasm for the course and the semester ahead.
- **Welcome Photo:** You might include a picture of yourself (do this, click on the mountain on the second row of tools and then choose the "Fusuma my computer" button).
- **Video Introduction:** Welcome. Create a short video (about one min) introducing yourself and/or the course.
- **Check out this community college colleague’s approach at Linnell Community College.**
- **Make sure your introduction video is engaging.**
- **Show me your classroom in a video.**
- **Show me your college campus in a video.**
- **Show me your college campus in a video.**
- **Show me your college campus in a video.**
- **Show me your college campus in a video.**

Instructors, this is an example. Please delete this video and replace with your own, if you create one.

Students, click on the "Next" button in the lower right corner of your screen to move to the next page.
Course Syllabus, Outcomes, and Materials *

Syllabus

Instructions: The syllabus will be shared with students via the course learning management system. Students are expected to read and follow the syllabus as outlined, and are responsible for any reading or materials not referred to in the syllabus or announced by the instructor. The course syllabus serves as a contract between student and instructor of the course. It establishes key information such as deadlines, textbooks, materials, course policies, and major assignments or exams. Please read the syllabus to be clear on the expectations of the course and feel free to contact the instructor if you have any questions. Click the link below to view the syllabus for this course:

Lee U. resolution Course Syllabus [PDF] View the required coursework for this course below.

Course Description and Learning Outcomes

Instructors, use this document for guidance for the ACTIVE or AYP/ED-AWAITING ACP/ED-AWAITING ACTIVITY version of the official Course Outline for this course. Click on the IVR link to open the Course Learning Outcomes (CLO) report. Copy and paste the CLOs into the course area. For further assistance, contact your local Course Coordinator at the instructor office. (209) 794-5910.

The following course information appears in the 2015-2016 K.C. Catalog:

CMED 217—COMPUTER ILLUSTRATION SOFTWARE, 3.0 HSUs

3-0-0 Lecture Hours, 5.00 Lab Hours

Recommended for Success: Before enrolling in this course, students are strongly advised to be able to demonstrate basic computer skills such as creating and navigating folders and files.

Introduction to Illustration software as applied to visual and data presentation, explorations the techniques and tools used by artists, designers, and illustrators to produce artwork for print, publishing, multimedia, graphics, web page design or illustration. Field trips may be required. (A, F or AYP Transfer (C-ID)

Upon satisfactory completion of this course, the student should be able to:

1. Comprehend and apply the principles used to create and modify artwork using a vector-based program.
2. Apply elements of illustration visually in order to incorporate type in drawing images.

Required Course Materials and Technology

1. A computer no more than six years old (you can use an older laptop or desktop computer, but a computer is recommended. Search “computer” in your app store. After installation, search “materials Junior College”)
2. A current operating system no more than three years old
3. An updated, current web browser
4. A reliable, high-speed Internet connection
5. Adobe Illustrator software. Version CS6 (either “class” or “student” version will prevent you with challenges. It is not advised.)
6. Textbook:
   - Title: Adobe Illustrator CS6 Classroom in a Book
     - Series: Classroom in a Book
     - Publisher: Adobe Press
     - Edition: 5 (June 4, 2012)
     - ISBN: 1118552406
Course Structure

[Instructors, direct your students to your course structure to ensure that students know how to navigate your course.]

**Screenshots**
- Windows Users: Search the web to learn how to capture screenshots on your operating system. Many use the PrintScreen function.
- Mac Users: Fire COMMAND + SHIFT + 4 to capture a selection of your screen and save it to your desktop, or use the Grid application.

**Video**
Video using traded screen capture is an excellent way to tour your students through your course.

- Screenshot of a link is the best tool for this. It's free and easy to use.
- Windows users: See [this](link) of how to use Snipping Tools to create PowerPoints and give students an orientation to your course, as in the example at the bottom of this page.
- Camtasia is an excellent video editing tool. There is a free thirty-day trial. If you decide to purchase, look for discount codes through the [Foundation for Carolina Community Colleges](link) site, the search bar to find Camtasia.
- Mac Users can use Quicktime Player to create narrated screen "recordings."

**Screenshot Example** (Instructors, this is just an example. Please delete and replace with a screenshot of your course):

1. Click on the "Course" link to find our course.
2. Click on "Modules".
3. Click on the first page of the first module.

**Narrated Video Example** (Instructors, this is just an example. Please delete and replace with a tour of your course):
Instructor Contact Info and Grading Policy

Instructors in this section, decide your availability and communication policy for students. Here's an example:

Like you, I’m juggling work responsibilities every day, so I have limited availability during traditional business/college hours, but I want to help you succeed in this course. Here are the ways you can make contact with me outside of the Blackboard learning environment.

This table lists methods of contacting your instructor:

<table>
<thead>
<tr>
<th>Method</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Hours</td>
<td>Add your office location and hours here</td>
</tr>
<tr>
<td>Online Chat</td>
<td>Add video that contains hours here</td>
</tr>
<tr>
<td>Telephone</td>
<td>Add your office phone number here</td>
</tr>
</tbody>
</table>

Waiting for my feedback? Here’s what to expect.

During the week, I will do my best to return your phone calls and emails within 24-36 hours. Over the weekend, I may not get back to you quite as quickly. If you do not hear back from me in two days, please message me again. I will get back to you!

Feeling impatient?

Your question to your classmates using the Collaborations discussion thread. This forum is designed for you to help each other with specific questions. Often, one student may have a skill that other students may not. Don’t be shy!

Grading Policy

This table shows the course grading work:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>% of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Participation</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Weekly Assignments</td>
<td>80</td>
<td>16%</td>
</tr>
<tr>
<td>Mid-term Project</td>
<td>100</td>
<td>30%</td>
</tr>
<tr>
<td>Final Project</td>
<td>200</td>
<td>24%</td>
</tr>
<tr>
<td>Total</td>
<td>1000</td>
<td>100%</td>
</tr>
</tbody>
</table>

Late Work Policy

Late assignments will be accepted for up to a maximum of 50% of the total points possible. If your work is late, the most you can get is 50%. Remember, that equates to a "C." It’s important to submit work on time!

Plagiarism

Some students have trouble understanding what plagiarism is, so let’s get straight right away. Plagiarism includes copying writing or merely ideas from the published or unpublished work of another person without full, clear acknowledgment of the source. If you paraphrase or summarize what someone else has said, you must acknowledge that source even when you put those ideas into your own words. You are plagiarizing if you cut and paste text and pieces of writing from the Internet or any other source and make it appear as if you wrote these words (i.e., if you don’t use quotation marks and cite the source). Plagiarism also includes copying from yourself—that is, turning in material that you wrote for another class.

In this course, plagiarism detectors will be used on assignments you submit. If you’re not sure what plagiarism is, check out the MJC Library "Avoid Plagiarism" guide. It includes brief videos and tutorials.

Any assignment where academic dishonesty is involved will automatically receive a zero (0) grade, which may result in the student failing the course. A report may be filed. For additional information, see the MJC Student of Student Conduct website.

Oh yeah, I’m far from perfect.

You may notice technical glitches, dependencies, and inconsistencies in how this course is run. Discussion forums for the mailing environment at MJC are a bit buggy.
Participation Policy

How much time and work is required?

Be prepared for about 10 hours of work, including class time, per week in this course. A three-unit "lecture" course, by virtue of what is known in the Campus Log® nomenclature as a constant, the amount of work expected from a student (and the instructor) is a 16-week course. California state law upholds this.

<table>
<thead>
<tr>
<th>Type of Unit</th>
<th>Hours Per Unit</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>3</td>
<td>54</td>
</tr>
<tr>
<td>2 hours homework per hour of lecture</td>
<td>3</td>
<td>108</td>
</tr>
<tr>
<td>Hours of work per week</td>
<td>16</td>
<td>108</td>
</tr>
<tr>
<td>Hours of work per week</td>
<td>16</td>
<td>108</td>
</tr>
</tbody>
</table>

Are you ready to be an online student?

Take this quiz to see if you have the skills to be an Online Student:

![Online Readiness Quiz](quiz.png)

Participation Policy

Federal and state regulations require online students to participate regularly. Logging in by itself is not sufficient. If you miss three consecutive assignments, you may be dropped. Please contact me in advance should any issue arise that may require your inability to participate. Participation is for the benefit of you and your classmates. Participation includes:

- Posting to discussion boards
- Lating assignments
- Taking quizzes and exams

Drop Policy

If you stop participating, you may be dropped from the course. If you are ill or have a family emergency that prevents you from participating for more than a week, contact your instructor.

If you miss 5 (3) (3) Instructor's discretion) consecutive assignments, you may be dropped. Please contact me in advance should any issue arise that may require your inability to participate.

Netiquette

This is a college course. You will likely find opinions in this course that are different than your own. We strive to create a safe learning environment for everyone, so please follow the Core Rules of Netiquette when interacting with your instructor and your fellow students.

Impersonal conduct in any course-related communication will not be tolerated. Despite the comfort you may feel communicating in other formats like social media and texting, remember this is an electronic classroom. Ask yourself, "Would I say this if I were in my desk at school?" If you are experiencing a communication problem with another student, please bring it to my attention.
Student Support Services

Canvas Help Desk
Click on the "Help" question mark in the lower-left corner of your screen for current help desk hours, phone numbers, and Canvas tutorials.

Student Services
Check out the MUC Student Services Website for further information about Counseling, Health Services, Career Center, Veteran Services, Student Government, and other resources. Let MUC help you succeed!

Library
The MUC Library and Learning Center is here to help you with your research needs. It's a great place to study, and they also have computers you can use. The Tutoring Center is located inside the library as well. Check it out!

Tutoring Center
There is no need to struggle on your own. Tutoring is free at MUC and can pave the way to success in your courses. Sign up for an individual appointment or stop in for one of the free walk-in workshops.

Financial Aid
Secure the financial resources you need to succeed at MUC.

Disability Services
Are you struggling in your course? Disability Services can help you.

If you have a physical, psychiatric/emotional, medical, learning or other disability that may affect your ability to carry out assigned course work, Disability Services is here to help you. The Disability Services team will review your concerns and work with you to determine what accommodations are appropriate. They can also refer you to care providers if you are not sure whether you have a disability. All of your information is kept confidential. They will give you information to share with me so I can ensure your needs are accommodated in this course.

- Location: East Campus, Advising Building, Room 140
- Website: http://www.muc.edu/studentservices/disability
- Phone: (203) 575-4235
- Fax: (203) 600-9917
- Email: disability@muc.edu

Hours:
- 8:00 a.m. - 5:00 p.m., Monday-Friday (Fall, Spring)
- 7:30 a.m. - 5:00 p.m., Monday-Thursday (Summer)

Discrimination and Sexual Harassment
MUC strives to create a safe, welcoming environment for its students. Discrimination and sexual harassment will not be tolerated. Students have the right to file a complaint with the Vice President of Student Services.

Contact Information:
- Phone: (203) 575-4000
- Email: info@muc.edu
- Website: www.muc.edu

For more information, visit the MUC Student Services Website or contact the Office of Student Services at (203) 575-4000.
Student Contract *

We're entering into a contract.

By enrolling in an online course, you are entering into a contract with your instructor and Modesto Junior College. All online students at MJC must agree to the terms in this contract in order to participate in online courses. By completing this profile module and the syllabus quiz, you agree to the terms set forth in the contract.

Modesto Junior College Student Academic Contract for Online Courses

Online college courses are different from traditional classroom-based learning in that they require a more participatory and collaborative effort on the part of both faculty members and students.

Online courses require at least as much study time and effort as regular classroom courses.

Students can benefit far more from the online learning experience if they understand what is required for effective learning and if they actively and enthusiastically participate in all aspects of the online learning experience.

To promote student understanding and to promote maximum student participation, Modesto Junior College requires that each online student read and agree to the following commitment.

By enrolling in this Modesto Junior College online course, I agree to abide by the following conditions:

I agree to:

1. Update my computer so that it is able to run software required for the course.
2. Complete the online "Student Responsibility Quiz."*
3. Log online at least three times every week to check assignments.
4. Actively participate in threaded/online class discussions.
5. Work cooperatively with fellow student(s) or group assignments.
6. Spend sufficient time during the course to complete the required readings, tests, and assignments on schedule.
7. Notify the faculty member in advance of any unexpected class absences.

In return, your faculty member has agreed to:

1. To be regularly online and available to students.
2. To respond to student inquiries promptly.
3. To monitor and, when appropriate, to participate in threaded online discussions.
4. To provide prompt evaluations of student assignments and tests.

* Canvas Instructor Guide

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Syllabus Quiz *

Instructions: It's a good idea to let students take and submit a syllabus quiz until they receive a perfect score. The quiz can teach them what they need to know about your course and it also teaches them what it's like to take a quiz in Canvas. Set prerequisites on the first couple of modules limiting access to those who have received a perfect score on the syllabus quiz.

Canvas Instructor Guide

- What is a Quiz? (link to an external site) *
- Canvas Video Guide
  - Quiz Creation (link to an external site) *
- Quiz Creation (link to an external site) *
- Canvas Prerequisites
  - How to set prerequisites to students who receive a perfect score on a syllabus quiz below advancing to the next module (link to an external site)

After you create the quiz and set the prerequisites, come back to delete this slide.