



ARTS 3335 - Digital Media I

Fall 2025 Syllabus, Section 101, CRN 16106

Instructor Information

Analee Paz

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Office: AIC 351

Office Hours:

Tuesdays and Thursdays

9:00AM to 11:30AM (In-Person and Virtual)

Appointment required

Times and Location

MW 9:40am-12:40pm in Fine/Performing Arts Center 227

Course Description

This introductory course provides an overview of digital media design and art fundamentals from a design thinking perspective. Students will explore historical and contemporary interdisciplinary approaches to digital media art and design using industry-standard software. There will be an emphasis on hands-on projects and discussion to develop skills and techniques for digital layout and design, image editing, vector drawing and illustration.

Prerequisite: ARTS 1311 or consent of instructor.

Fine&Performing Arts Department, College of Arts & Sciences

Additional Course Information

Course Format

This course will operate as a studio, blending studio workdays, lectures, and group discussions throughout the development of each project. Discussion is a vital part of the studio environment. As an artist and designer, your ability to speak thoughtfully about your own work—and to engage with your peers' work—is essential. Active participation in critiques, brainstorming sessions, and class conversations is required. These experiences will help you articulate your ideas, evaluate work objectively, and respond to feedback constructively.

Tutorial Labs will focus on learning the technical and software skills necessary to complete your assignments. Studio workdays will give you time to develop or complete your projects with in-class guidance and support. Your attendance on these days is critical, as many assignments will also require additional work outside of class.

Student Learning Outcomes

- Understand the basic terminology and concepts related to digital media, including resolution, file formats, compression, and digital tools.
- Develop the ability to express your authentic creative identity in concepts through digital media.
- Develop skills in critiquing digital art, using appropriate terminology and considering elements like composition, color theory, and visual storytelling.
- Collaborate with peers on digital art projects and explore interdisciplinary approaches to digital media in the arts.
- Analyze how digital media in the arts reflects and interacts with broader cultural, social, and technological trends.
- Apply critical thinking skills to solve artistic challenges and make creative decisions in digital media projects.



- Develop professionalism in artistic practice, including meeting deadlines, adhering to project specifications, and presenting work in a polished manner.
- Participate in advanced discussion sessions, offering and receiving constructive feedback on complex digital media projects.
- Learn how to document and archive digital art projects effectively, preserving the work for future reference or exhibition.
- Craft articulate artistic statements and written reflections that provide context and insight into advanced digital art creations.

Important Dates

Visit the Academic Calendar ([tamui.edu](https://www.tamui.edu/academiccalendar/)) (<https://www.tamui.edu/academiccalendar/>) page to view the term's important dates.

Grading Criteria

Students are required to actively participate in the studio, complete all tutorial labs and readings, and present 3 projects. After grades are posted to Blackboard, you have one week to review and address any concerns grading

Your grade is determined by the following:

- 25% Tutorial Labs
- 75% Projects

Tutorial labs (25%): This portion of your grade is an average of all tutorial labs (in-class and take-home). Tutorials will be graded as Pass/Fail.

Projects (75%): We will spend a significant part of the semester on projects. These projects are your opportunity to put your learning into practice.

Evaluation criteria for projects

- **Concept and Individual Perspective:** Message development and the clarity and originality of your message, demonstrating personal creative authenticity and identity.
- **Process:** Efficient participation and evolution during research, thumbnails, rough critiques, and final presentation.
- **Discussion and Participation:** Constructive feedback during discussion, active voice during discussions, presenting questions, helping find solutions, and active studio lab work.
- **Layout:** Composition effectively communicates the concept.
- **Technique:** Mastery of materials, techniques, tools, and presentation.
- **Submission:** Submission of all required materials (process and final work).

File Labeling

You are required to turn in a digital version of your final and process for each project and exercise via our Blackboard site when the project is due. It's imperative to keep your digital files and maintain a clean archive of your work.

- Project Folder should be labeled: i.e. LastNameFirstNameInitial_Project#
- Within each Project folder, there might be "Thumbs," "Roughs," and "Final" folders neatly organized.
- Each file within the folders should be labeled:

i.e. LastNameFirstNameInitial_P#_Thumbs (or whichever process it holds)

GRADE	PERCENTAGE
A	91-100
B	80-90.9
C	70-79.9
D	60-69.9
F	Below 60

Attendance + Studio Guidelines

Attendance & Participation



Regular attendance is mandatory. You must stay for the entire class — leaving early counts as an absence. After **4 unexcused absences**, your final grade drops **one full letter**. Each additional absence lowers it by another full letter.

If you miss a class, get notes or materials from classmates or Blackboard first. Email the instructor if clarification is needed.

Punctuality matters. Attendance is taken at the start of class. Arriving more than 10 minutes late counts as an absence. Three late arrivals or early exits equal one absence. If you're late, check in with the instructor after class to avoid being marked absent.

Projects & Deadlines

Projects are due at the start of class, unless otherwise stated. You and your work must be present to participate in critiques.

Late work must be submitted by the next class. Work more than two classes late earns no credit.

Come prepared with all required files and tools. You're expected to work outside class and show progress between sessions — this impacts your grade.

Make-up work is only allowed for emergencies or official college conflicts and must be discussed directly with the instructor.

Class Guidelines

- Treat this classroom like a collaborative studio. Help and support each other.
- Always bring required materials and files to class.
- Use headphones when listening to music or tutorials.
- Phones must be silent and put away. No texting, emailing, or social media during class. Be mentally present.
- No food or drinks in the computer lab.
- All work must be your original creation. Do not copy existing artworks or use other artists' photos.
- Leave the space clean. Save your work, log off, and tidy up before you leave.

Use of AI

AI tools are welcome but should be used under instructor guidance and as support tools, not to generate final work.

Use them for:

- Research
- Brainstorming
- Problem-solving

Do not rely on AI to complete core assignments — this course is about developing your own thinking and creativity.

If unsure about AI use, ask. Respect the spirit of the course by committing to your personal growth and integrity.

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Mon	8/25	Syllabus Review Meet and Greet Creative Authenticity Exercise and Discussion Homework: Sign Work Release Form, Syllabus Agreement, bring headphones		
Wed	8/27	Lab: Photoshop for Beginners Mantra Chats	Link on Blackboard along with required assets	
Mon	9/1	Lab: Cont. Photoshop for Beginners Mantra Chats		



Wed	9/3	Lab: Cont. Photoshop for Beginners Introduction to Semester Concepts Homework: Semester Concepts Finish Mantra Chats, if haven't done so yet	
Mon	9/8	Studio: Cont. and submit Photoshop for Beginners Discussion: Semester Concepts	
Wed	9/10	Introduction to Project 1	
Mon	9/15	Discussion: Project 1 Thumbnails	
Wed	9/17	Studio: Project 1	
Mon	9/22	Discussion: Project 1 Roughs (+ Mantra Chats)	
Wed	9/24	Studio: Project 1 (+ Mantra Chats)	
Mon	9/29	Project 1 Presentations	
Wed	10/1	Lab: Illustrator for Beginners	Link on Blackboard along with required assets
Mon	10/6	Lab: Cont. Illustrator for Beginners	
Wed	10/8	Lab: Cont. Illustrator for Beginners	
Mon	10/13	Lab: Cont. and submit Illustrator for Beginners	
Wed	10/15	Introduction to Project 2	
Mon	10/20	Discussion: Project 2 Thumbnails	
Wed	10/22	Studio: Project 2	
Mon	10/27	Discussion: Project 2 Roughs (+ Mantra Chats)	
Wed	10/29	Studio: Project 2 (+ Mantra Chats)	
Mon	11/3	Project 2 Presentations	
Wed	11/5	Introduction to Project 3	
Mon	11/10	Discussion: Project 3 Thumbnails	
Wed	11/12	Studio: Project 3	
Mon	11/17	Course Evaluations Studio: Project 3 Roughs (+ Mantra Chats)	
Wed	11/19	Course Evaluations Studio: Project 3 (+ Mantra Chats)	
Mon	11/24	Studio: Project 3	
Wed	11/26	No Class Meeting	
Mon	12/1	Last Class Meeting!: Studio: Project 3	
Wed	12/3	Final Exam Period: Project 3 Presentations	
Mon	12/8	No Class	
Wed	12/10	No Class	

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

If you have tested positive for COVID-19, please refer to the Student Handbook, Appendix A (Attendance Rule) for instructions.



Required Class Attendance

Students are expected to attend every class in person (or virtually, if the class is online) and to complete all assignments. If you cannot attend class, it is your responsibility to communicate absences with your professors. The faculty member will decide if your excuse is valid and thus may provide lecture materials of the class. According to University policy, acceptable reasons for an absence, which cannot affect a student's grade, include:

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

Students are responsible for providing satisfactory evidence to faculty members within seven calendar days of their absence and return to class. They must substantiate the reason for the absence. If the absence is excused, faculty members must either provide students with the opportunity to make up the exam or other work missed, or provide a satisfactory alternative to complete the exam or other work missed within 30 calendar days from the date of absence. Students who miss class due to a University-sponsored activity are responsible for identifying their absences to their instructors with as much advance notice as possible.

Classroom Behavior (applies to online or Face-to-Face Classes)

TAMU encourages classroom discussion and academic debate as an essential intellectual activity. It is essential that students learn to express and defend their beliefs, but it is also essential that they learn to listen and respond respectfully to others whose beliefs they may not share. The University will always tolerate different, unorthodox, and unpopular points of view, but it will not tolerate condescending or insulting remarks. When students verbally abuse or ridicule and intimidate others whose views they do not agree with, they subvert the free exchange of ideas that should characterize a university classroom. If their actions are deemed by the professor to be disruptive, they will be subject to appropriate disciplinary action (please refer to Student Handbook Article 4).

TAMU Honor Code: Plagiarism and Cheating

As a TAMU student, you are bound by the TAMU Honor Code to conduct yourself ethically in all your activities as a TAMU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at <https://www.tamtu.edu/scce/studenthandbook.shtml> (<https://www.tamtu.edu/scce/studenthandbook.shtml>).

We are committed to strict enforcement of the Honor Code. Violations of the Honor Code tend to involve claiming work that is not one's own, most commonly plagiarism in written assignments and any form of cheating on exams and other types of assignments.

Plagiarism is the presentation of someone else's work as your own. It occurs when you:

1. Borrow someone else's facts, ideas, or opinions and put them entirely in your own words. You must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism.
2. Borrow someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism.
3. Present someone else's paper or exam (stolen, borrowed, or bought) as your own. You have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.

Here is another explanation from the 2020, seventh edition of the Manual of The American Psychological Association (APA):

"Plagiarism is the act of presenting the words, idea, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship" (p. 254). This same principle applies to the illicit use of AI.

Plagiarism: Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications (p. 11). For guidance on proper documentation, consult the Academic Success Center or a recommended guide to documentation and research such as the



Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

TAMIU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism:** Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
 - *Caution:* Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
 - *Caution:* Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating:** Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a "zero" for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an "F" in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an "F" in the course be allowed to withdraw from the course with a "W."
 - *Caution:* Chat groups that start off as "study groups" can easily devolve into "cheating groups." Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal:** Faculty will notify students immediately via the student's TAMIU e-mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member's charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member's e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

Use of Work in Two or More Courses

You may not submit work completed in one course for a grade in a second course unless you receive explicit permission to do so by the instructor of the second course. In general, you should get credit for a work product only once.

AI Policies

Your instructor will provide you with their personal policy on the use of AI in the classroom setting and associated coursework.

TAMIU E-Mail and SafeZone

Personal Announcements sent to students through TAMIU E-mail (tamiu.edu or dusty email) are the official means of communicating course and university business with students and faculty –not the U.S. Mail and no other e-mail addresses. Students and faculty must check their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or message from a faculty member, chair, or dean is not accepted as an excuse for failure to take important action.

Students, faculty, and staff are encouraged to download the SafeZone app, which is a free mobile app for all University faculty, staff, and students. SafeZone allows you to: report safety concerns (24/7), get connected with mental health professionals, activate location sharing with authorities, and anonymously report incidents. Go to <https://www.tamiu.edu/adminis/police/safezone/index.shtml> for more information.

Copyright Restrictions

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to \$100,000; criminal penalties include a fine up to \$250,000 and imprisonment. Copyright laws do not allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as article from a journal or a chapter from a book for your own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of your copying should not suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, you may not sell these copies for a profit.



Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

Students with Disabilities

Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student's responsibility to register with the Office of Student Counseling and Disability Services located in Student Center 126. This office will contact the faculty member to recommend specific, reasonable accommodations. Faculty are prohibited from making accommodations based solely on communications from students. They may make accommodations only when provided documentation by the Student Counseling and Disability Services office.

Student Attendance and Leave of Absence (LOA) Policy

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.07) and the Student LOA Rule (Section 3.08), which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook (URL: <http://www.tamiau.edu/studentaffairs/StudentHandbook1.shtml> (<http://www.tamiau.edu/studentaffairs/StudentHandbook1.shtml/>)).

Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. If a student would like to file a complaint for discrimination due to his or her pregnant/parenting status, please contact the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, TitleIX@tamiau.edu, 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site: <https://www.tamiau.edu/reportit> (<https://www.tamiau.edu/reportit/>).

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments. The Office of Equal Opportunity and Diversity (Lorissa M. Cortez, lorissam.cortez@tamiau.edu) can assist the student and professor in working out the reasonable accommodations. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students at the University, contact the Title IX Coordinator. In the event that a student will need a leave of absence for a substantial period of time, TAMIU urges the student to consider a Leave of Absence (LOA) as outlined in the TAMIU Student Handbook. As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule. Both rules can be found in the TAMIU Student Handbook (<https://www.tamiau.edu/scce/studenthandbook.shtml> (<https://www.tamiau.edu/scce/studenthandbook.shtml/>)).

Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041, TitleIX@tamiau.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt, at <https://www.tamiau.edu/reportit> (<https://www.tamiau.edu/reportit/>), and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

Incompletes

Students who are unable to complete a course should withdraw from the course before the final date for withdrawal and receive a "W." To qualify for an "incomplete" and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a "W", and the student must be passing the course;
2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an "Incomplete Grade Contract" and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the "I" to automatically be converted to an "F"; extensions to this deadline may be granted by the dean of the college. This is the general policy regarding the circumstances under which an "incomplete" may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.



WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

Student Responsibility for Dropping a Course

It is the responsibility of the student to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.

Independent Study Course

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.

Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

Final Examination

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar's Office. In the College of Arts & Sciences all final exams must contain a written component. The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it. The Telus app is available to download directly from TELUS (tamiu.edu) (<https://www.tamiu.edu/counseling/telus/>) or from the Apple App Store and Google Play.