Course Description:
Each student will sign up for one section: desktop publishing or web design.

Desktop Publishing:
Goal: To learn the basics of desktop publishing, using Adobe Photoshop, Illustrator and InDesign. By the end of the workshop each student will be able to create professional looking desktop publications from edited photographs, logos, business cards, resumes, and booklets/brochures.  
Time and Location: Wednesday 3:10-4:00PM in Avery 105

Web Design:
Goal: To learn the basics of web design and production using Adobe Photoshop (optional), Illustrator and Dreamweaver. By the end of the workshop each student will have a functional and well designed website.  
Time and Location: Tuesday 12:00-1:15PM OR Tuesday 12:00-1:15PM in Avery 105

Office Hours:
Immediately following class (if permitted) AND/OR by appointment

Grading:
This course is graded pass/fail based on attendance (50%) and completion of assigned work (50%). To pass this class, a student must have no unexcused absences and have successfully completed all assignments.

To get the attendance points, a student must attend every class meeting as an engaged and active participant, paying attention and following the lesson. Students are expected to use workstations to do course work during class, but we expect students not to visit Facebook, Twitter or any other social networking site during class. If a student must miss a class, he or she must send the 300 Coordinator an email in advance (unless prevented by some documentable emergency). A single unexcused absence is grounds to fail the attendance portion and thus the course. Please, email me or come in and talk to me! I’m far more willing to listen if you take the initiative concerning attendance points.

To get the assignment credit, a student must turn in all of the assignments on time (or get an extension from the 300 coordinator) and pass each one. On each assignment turned in, the student will get comments and a grade before the next class period. Note that every assignment must earn a passing grade to receive the assignment credit.

Students with Disabilities: Reasonable accommodations are available for students with a documented disability. If you have a disability and need accommodations to
fully participate in this class, please either visit or call the Access Center (Washington Building 217; 509-335-3417) to schedule an appointment with an Access Advisor. All accommodations MUST be approved through the Access Center.

**ONLINE Faculty:** If you teach a course through WSU Online, please include the following statement in your course syllabi. Thank you for your support of equal access and educational opportunity.

Reasonable accommodations are available in online classes for students with a documented disability. All accommodations must be approved through your WSU Disability Services office. If you have a disability and need accommodations, we recommend you begin the process as soon as possible.

For more information contact a Disability Specialist on your home campus:
- Pullman or WSU Online: 509-335-3417 [http://accesscenter.wsu.edu](http://accesscenter.wsu.edu), [Access.Center@wsu.edu](mailto:Access.Center@wsu.edu)
- Spokane: [http://spokane.wsu.edu/students/current/studentaffairs/disability/](http://spokane.wsu.edu/students/current/studentaffairs/disability/)
- Tri-Cities: [www.tricity.wsu.edu/disability/index.html](http://www.tricity.wsu.edu/disability/index.html)

**Academic Integrity:**
As an institution of higher education, Washington State University is committed to principles of truth and academic honesty. All members of the University community share the responsibility for maintaining and supporting these principles. When a student enrolls in Washington State University, the student assumes an obligation to pursue academic endeavors in a manner consistent with the standards of academic integrity adopted by the University. To maintain the academic integrity of the community, the University cannot tolerate acts of academic dishonesty including any forms of cheating, plagiarism, or fabrication. Washington State University reserves the right and the power to discipline or to exclude students who engage in academic dishonesty.

You are expected to know and adhere to the rules on academic honesty as outlined in the WSU student handbook. If you violate those rules, depending on the degree of seriousness of your breach of academic integrity, you may fail the quiz or exam or the class as a whole and you may be reported to the Office of Student Conduct for further discipline.

For the WSU’s position on Student Conduct in full detail visit, [http://conduct.wsu.edu/default.asp?PageID=338](http://conduct.wsu.edu/default.asp?PageID=338).

**Emergencies:**
Please be aware that the university has a comprehensive safety plan that can be viewed at [http://safetyplan.wsu.edu](http://safetyplan.wsu.edu), as well as one regarding emergencies at [http://oem.wsu.edu/emergencies](http://oem.wsu.edu/emergencies). Emergency alerts are posted at [http://alert.wsu.edu](http://alert.wsu.edu).