

AVT 110 Digital Design Studio

Fall 2025

AB (Art Building)
Three credits
\$\$ 003, 008, 009
AB 1021

Jax Ohashi

he/him/his
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Office hours: They will be
in AB 1021, check Bb.

This course satisfies a **Mason Core Foundation Requirement for Information Technology**

Information technology and computing can significantly augment humans' ability to produce, consume, process, and communicate information. Thus, students need to understand ways to use such technology to enhance their lives, careers, and society, while being mindful of challenges such as security, source reliability, automation, and ethical implications. These factors have made it essential for students to understand how to effectively navigate the evolving technological landscape. IT courses offered in the majors may focus on disciplinary applications and concerns of information technology. **IT courses meet the following learning outcomes:**

1. Students will understand the principles of information storage, exchange, security, and privacy and be aware of related ethical issues.
2. Students will become critical consumers of digital information; they will be capable of selecting and evaluating appropriate, relevant, and trustworthy sources of information.
3. Students can use appropriate information and computing technologies to organize and analyze information and use it to guide decision-making.
4. Students will be able to choose and apply appropriate algorithmic methods to solve a problem

Prerequisites

None!

Course description

Introduces digital software from a graphic design perspective. This course will teach students industry standard software proficiencies in Adobe InDesign, Illustrator, and Photoshop and maybe a few other surprises. Students do not need any prior knowledge of Adobe software to complete this class.

Objectives

Through online lecture and instructional time, students will learn design principles using Adobe software. Students will develop a series of projects from rough schematics to final presentation for their portfolio. Students will be expected to research and utilize external graphic vendors and professionals, and are strongly encouraged to join professional design organizations such as AIGA (www.aiga.org) and ADCMW (www.adcmw.org).

Content

Introduces computing from artist's perspective. Emphasizes computer use for artistic creation and research. Overview of image making and graphic media within the broad context of contemporary art, new media art, and mediated culture.

Textbooks & Required Materials

We do not have any Enterprise Adobe Creative Cloud licenses available for students. However, Adobe Creative Cloud can be found in many computer labs available for student use. **Adobe Software is available in our labs and can be used for free by students. Please create an Adobe account using your personal email address. Please do not use your Mason email to create your Adobe account unless you are purchasing a student subscription.**

Students may also purchase Adobe Creative Cloud subscriptions for personal use with student discounts directly from Adobe. Details for student pricing can be found on Adobe's Creative Cloud for Students page. Eligibility for student pricing requires proof. If a student provides a school-issued email address during the purchase, they are instantly verified.

The School of Art, **Digital Design Studio (Room 1023)** has open studio hours each semester. Our lab offers computers (with Adobe Creative Suite), scanners, photo printers, and 2 risograph machines with 14 colors. Our open studio is available to all active AVT students. We also have large surfaces to assemble work. Please check our website for open hours each semester.

The **Collaborative Learning Hub (CLUB)** supports effective teaching and learning with technology to enhance learning experiences and the quality of work-life at the university for current students, teaching faculty, instructional support staff, and academic units seeking to improve instruction. The CLUB provides training and support for instructional improvement and technology to enhance student learning, to support the use of technology-based courseware in classrooms, and to support instructional initiatives university-wide. Reservations are strongly encouraged, but walk-ins will still be accepted. To reserve collaborative space or the sound space online, select the Reserve Resources button or visit the web checkout portal and log in with your NetID and Patriot Pass Password. Alternatively, you may call the CLUB during open hours to make a reservation. At this time, email reservation requests will not be accepted. Upon entering the lab, guests are required to sign in. The information you supply helps provide the best service possible.

Performance Requirements

Students are expected to be in attendance during the start of class for lecture and/or critique. Students will be expected to spend time outside of class to work on assignments. Students will receive a digital handout through Blackboard for each assigned assignment/exercise/project, and must hold onto this, as it will explain the expectations and specs. All work that is incomplete or does not follow specs will have points deducted.

Participation is 10% of your entire class grade. You will receive the total of 10% toward the final grade if you are in class for each scheduled session and have participated in all class work. Lack of participation during any class will reduce this 10% portion of your total class grade proportionally. Failure to participate in FIVE of the scheduled classes will result in loss of 10% of your total grade. At the discretion of the professor, if a student has an extenuating circumstance that caused the absence, such as an illness, hospitalization, etc. In

such a case, the student must provide proper documentation, such as a doctor's note, etc. in order to be excused.

Attendance will be taken twice a class.

Evaluation

Attendance/Participation..... 10%

Midterm Exam.....10%

Assignments/Exercises..... 60%

Final Portfolio.....20%

Names and Pronouns

Gender identity and pronoun use: If you wish, please share your name and gender pronouns with me and how best to address you in class and via email. I use he/him/his for myself and you may address me as "Jax" or "Prof. Jax/Ohashi" in email and verbally.

I need to miss class, am I going to miss anything important?

Yes. If you have to miss class or come in late, you are responsible for reviewing the materials for what you missed.

How do I turn in work?

Assignments will be posted onto Blackboard. To submit work for full credit, you will need to upload your original file.

What do I have to do to get a good grade?

In order to get a good grade, you need to show up to every class on time. Students are required to attend all class meetings, to arrive on time, and to stay for the duration of the class period.

- Students are required to notify the professor by email if they will be absent.

- Because class participation may be a factor in grading, instructors may use absence, tardiness, or early departure as de facto evidence of non-participation.

- Students who miss an exam with an acceptable excuse may be penalized according to the individual instructor's grading policy, as stated in the course syllabus.

- It is a student's responsibility to make up any missed information due to absences. Any of the following constitutes a "0" for participation for the class session:

- Arriving more than 15 Mins late to class

- Leaving before the end of class without say

- Not being in class to participate

- Inappropriate behavior and/or lack of participation in class activities, to be determined by the professor. Students in violation of the student code of conduct in the student handbook will be asked to leave the class.

In order to get a good grade, you also need to follow the instructions on assignments/exercise/projects – read directions carefully.

What if I turn in work late?

Late assignments, exercises and projects will not be accepted without valid documentation. The same goes for the midterm. If you are absent during the midterm exam, you must present valid documentation in order to make-up the exam. (Any deviation from this policy will be extremely rare and at the discretion of the professor).

Each assignment, exercise or project will have specific guidelines stated for their deadlines. Work due must be ready prior to date and time specified.

Computer crashes, failure of backing up work, forgetting work at home, not finishing on time, files erased from lab computers, and other excuses will not be accepted. If you are facing an emergency and are unavailable to be in class, you are responsible of notifying the instructor prior to the class time (in person, by phone, or email) in order to discuss a possible alternate arrangement. Students must take full responsibility

for their work and deadlines.

What are the Deadlines and when are the Submission of Work due?

Assignments, exercises and projects are due at the end of the day (11:59 PM) of the due date, unless otherwise indicated.

Assignments, exercises or projects not turned in at the time they are due will receive a grade of an "F." You are required to turn in all materials and files related to each project on time. Late work will not be accepted. You will turn in all files related to your assignments in the proper area indicated by the professor.

Attendance Policies

Students are expected to attend the class periods of the courses for which they register. In-class (including sections that meet online) participation is important not only to the individual student, but also to the class as a whole. Because class participation may be a factor in grading, instructors may use absence, tardiness, or early departure as de facto evidence of nonparticipation. Students who miss an exam with an acceptable excuse may be penalized according to the individual instructor's grading policy, as stated in the course syllabus.

Commitment to Diversity

This class will be conducted as an intentionally inclusive community that celebrates diversity and welcomes the participation in the life of the university of faculty, staff and students who reflect the diversity of our plural society. All may feel free to speak and to be heard without fear that the content of the opinions they express will bias the evaluation of their academic performance or hinder their opportunities for participation in class activities. In turn, all are expected to be respectful of each other without regard to race, class, linguistic background, religion, political beliefs, gender identity, sex, sexual orientation, ethnicity, age, veteran's status, or physical ability.

Academic Standards

Academic Standards exist to promote authentic scholarship, support the institution's goal of maintaining high standards of academic excellence, and encourage continued ethical behavior of faculty and students to cultivate an educational community which values integrity and produces graduates who carry this commitment forward into professional practice. As members of the George Mason University community, we are committed to fostering an environment of trust, respect, and scholarly excellence. Our academic standards are the foundation of this commitment, guiding our behavior and interactions within this academic community. The practices for implementing these standards adapt to modern practices, disciplinary contexts, and technological advancements. Our standards are embodied in our courses, policies, and scholarship, and are upheld in the following principles:

- **Honesty:** Providing accurate information in all academic endeavors, including communications, assignments, and examinations.

- **Acknowledgement:** Giving proper credit for all contributions to one's work. This involves the use of accurate citations and references for any ideas, words, or materials created by others in the style appropriate to the discipline. It also includes acknowledging shared authorship in group projects, coauthored pieces, and project reports.

- **Uniqueness of Work:** Ensuring that all submitted work is the result of one's own effort and is original, including free from self-plagiarism. This principle extends to written assignments, code, presentations, exams, and all other forms of academic work.

Violations of these standards—including but not limited to plagiarism, fabrication, and cheating—are taken seriously and will be addressed in accordance with university policies. The process for reporting, investigating, and adjudicating violations is outlined in the university's procedures. Consequences of violations may include academic sanctions, disciplinary actions, and other measures necessary to uphold the integrity of our academic community.

The principles outlined in these academic standards reflect our collective commitment to upholding the highest standards of honesty, acknowledgement, and uniqueness of work. By adhering to these principles, we ensure the continued excellence and integrity of George Mason University's academic community.

Student responsibility: Students are responsible for understanding how these general expectations regarding academic standards apply to each course, assignment, or exam they participate in; students should ask their instructor for clarification on any aspect that is not clear to them.

AI Policy

Students may only use AI in the ideation stage of projects or at their own risk during open book exams. Generated images used in final work is not acceptable unless from inside Adobe's programs and must have significant change exacted upon them.

Anti-Racism Statement

The School of Art plays an integral role in building an educational environment that is committed to anti-racism and inclusive excellence. An anti-racist approach to higher education acknowledges the ways that individual, interpersonal, institutional, and structural manifestations of racism against Black, Indigenous, and other people of color contribute to inequality and injustice in our classrooms, on our campuses, and in our communities. It strives to provide our community members with resources to interrupt cycles of racism so as to cultivate a more equitable, inclusive, and just environment for all of our students, staff, faculty, alumni, and friends, regardless of racial background. An anti-racism approach is an active and ongoing, long-term process. In all our efforts, we uphold a commitment to creating honest, respectful, supportive, and healing spaces where members of our community can meaningfully dialogue and learn from each other's lived experiences for the betterment of our entire community.

Land Acknowledgement

At the place George Mason University occupies, we give greetings and thanksgivings to these Potomac River life sources, the Doeg ancestors, who Virginia annihilated in violent campaigns while ripping their lands apart with the brutal system of African American enslavement, to the recognized Virginia tribes who have lovingly stewarded these lands for millennia including the Rappahannock, Pamunkey, Upper Mattaponi, Chickahominy, Eastern Chickahominy, Nansemond, Monacan, Mattaponi, Patowomeck, and Nottaway, past, present, and future, and to the Piscataway tribes, who have lived on both sides of the river from time immemorial. We acknowledge the Monacan Nation, including the Manahoac people, the traditional owners of the land and waters upon which our University stands.

Accommodations for Students with Disabilities

Disability Services at George Mason University is committed to upholding the letter and spirit of the laws that ensure equal

treatment of people with disabilities. Under the administration of University Life, Disability Services implements and coordinates reasonable accommodations and disability-related services that afford equal access to university programs and activities. Students can begin the registration process with Disability Services at any time during their enrollment at George Mason University. If you are seeking accommodations, please visit <https://ds.gmu.edu/> for detailed information about the Disability Services registration process. Disability Services is located in Student Union Building I (SUB I), Suite 2500. Email: ods@gmu.edu. Phone: (703) 993-2474.

Student responsibility: Students are responsible for registering with Disability Services and communicating about their approved accommodations with their instructor in advance of any relevant class meeting, assignment, or exam.

FERPA and Use of GMU Email Addresses for Course Communication

The Family Educational Rights and Privacy Act (FERPA) governs the disclosure of education records for eligible students and is an essential aspect of any course. Students must use their GMU email account to receive important University information, including communications related to this class. Instructors will not respond to messages sent from or send messages regarding course content to a non-GMU email address.

Student responsibility: Students are responsible for checking their GMU email regularly for course-related information, and/or ensuring that GMU email messages are forwarded to an account they do check.

Honor Code

To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University Community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this Honor Code: Student Members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work. <https://oai.gmu.edu/mason-honor-code/>

School of Art Social Media Accounts

IG: gmusoa
FB: gmusoa
TW: gmusoa

Counseling & Psychological Services (CAPS)

CAPS provides a wide range of free services to students. CAPS offers crisis, counseling, and psychiatric services virtually, and limited services in person. Services are provided by a staff of licensed clinical psychologists, licensed professional counselors, licensed social workers, doctoral-level trainees, and a board-certified psychiatrist. Our individual and group counseling, workshops, and community education programs are designed to enhance students' personal experience and academic performance. For distance learners, please see our Resources for Distance Learning page. We also provide consultation to faculty and staff who have concerns about a student

CAPS provides short-term mental health services for enrolled students. When a student's needs require a different level of care, CAPS works with students to transition care to community providers. If a student is currently seeing a professional in the community for therapy and can continue to work with them, we encourage the student to continue care

with their current provider.

To begin services with CAPS, please call us at 703-993-2380 during our business hours. Due to the rise in COVID cases, we are only offering services via telehealth during this time.

If you are experiencing a crisis after our business hours or on weekends or holidays, please call us at 703-993-2380. Please select option 1 in our phone system to be connected to an after-hours crisis counselor.

If you are interested in connecting with a provider in the community for long term counseling, please visit our Find a Community Provider page for our database of community provider options and other options for connecting with a therapist. If you have student health insurance through Aetna, you may also choose to access services through TelaDoc.

Responsible Employee Disclosure

As a faculty member, I am designated as a "Responsible Employee," and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason's Title IX Coordinator per University Policy 1202. If you wish to speak with someone confidentially, please contact one of Mason's confidential resources, such as Student Support and Advocacy Center (SSAC) at 703-380-1434 or Counseling and Psychological Services (CAPS) at 703-993-2380. You may also seek assistance from Mason's Title IX Coordinator by calling 703-993-8730, or emailing titleix@gmu.edu.

Title IX Resources and Required Reporting

As a part of George Mason University's commitment to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community, the University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. Accordingly, all non-confidential employees, including your faculty member, have a legal requirement to report to the Title IX Coordinator, all relevant details obtained directly or indirectly about any incident of Prohibited Conduct (such as sexual harassment, sexual assault, gender-based stalking, dating/domestic violence). Upon notifying the Title IX Coordinator of possible Prohibited Conduct, the Title IX Coordinator will assess the report and determine if outreach is required. If outreach is required, the individual the report is about (the "Complainant") will receive a communication, likely in the form of an email, offering that person the option to meet with a representative of the Title IX office.

For more information about non-confidential employees, resources, and Prohibited Conduct, please see University Policy 1202: Sexual and Gender-Based Misconduct and Other Forms of Interpersonal Violence. Questions regarding Title IX can be directed to the Title IX Coordinator via email to TitleIX@gmu.edu, by phone at 703-993-8730, or in person on the Fairfax campus in Aquia 373.

Student opportunity: If you prefer to speak to someone confidentially, please contact one of Mason's confidential employees in Student Support and Advocacy (SSAC), Counseling and Psychological Services (CAPS), Student Health Services (SHS), and/or the Office of the University Ombudsperson.

Cultural Inclusion & Belonging

The School of Art plays an integral role in building an educational environment that is committed to creating inclusion for all of our members in both our classrooms and

communities. An inclusive approach to higher education acknowledges the ways that individual, interpersonal, institutional, and structural manifestations of oppression contribute to inequality and injustice in our classrooms, on our campuses, and in our communities. It strives to provide our community members with resources to cultivate a more inclusive, and just environment for all of our students, staff, faculty, alumni, and friends, regardless of racial background. This approach is an active and ongoing, long-term process. In all our efforts, we uphold a commitment to creating honest, respectful, supportive, and healing spaces where members of our community can meaningfully dialogue and learn from each other's lived experiences for the betterment of our entire community.

Supporting an Inclusive Community

This class will be conducted as an intentionally inclusive community that celebrates diversity and welcomes the participation in the life of the university of faculty, staff and students who reflect the diversity of our plural society. All may feel free to speak and to be heard without fear that the content of the opinions they express will bias the evaluation of their academic performance or hinder their opportunities for participation in class activities. In turn, all are expected to be respectful of each other without regard to race, class, linguistic background, religion, political beliefs, gender identity, sex, sexual orientation, ethnicity, age, veteran's status, or physical ability.

The School of Art is committed to fostering and supporting our diverse community of students, staff, and faculty. We are a community of diverse perspectives and experiences, which contribute to varied approaches to artistic and creative expression. We know that excellence in art education and creative practices is strengthened by the inclusion of varied cultural traditions, identities, and ways of knowing. As such, students are encouraged to connect with university resources as they develop and deepen in their studies within our supportive and inclusive community. • Disability Services: <https://ds.gmu.edu/> • Academic Advising Services: <https://plan.connect.gmu.edu/>

• Connect with School of Art Administrator, Director of Art Education, Director of Studio Art, Director of Graphic Design: avt@gmu.edu

School of Art Safety Manual

George Mason University has developed the Art Safety Manual for the purpose of establishing mechanisms, methods, engineering controls, administrative controls and work practice controls that employees must use to safely create and display art. This document outlines George Mason University's Art Safety Program and describes specific policies and procedures designed to satisfy federal and state safety and health requirements. The components and information required by Virginia Occupational Safety and Health and federal Occupational Safety and Health Administration Standards as they relate to the hazards involved in creating art are contained within this document.

Writing Center and Library Resources

The University Writing Center supports writers at George Mason University through one-to-one consultations at any stage of the writing process, from brainstorming to the final phases of polishing. In these consultations, writers can try out ideas and approaches with a well-trained student staff comprised of attentive readers and listeners from a variety of disciplines. The Writing Center helps writers develop strategies

and knowledge that make them stronger writers in the long term through both online and in-person sessions. For online sessions, writers can choose between meeting their tutor in real time on Zoom or uploading a draft for their tutor's written feedback. Please send your questions to wcenter@gmu.edu

Provisions Research Center for Art & Social Change is in Room L001 of the Art & Design Building. This student resource assists students in exploring and engaging new models for artmaking that lead to a more inclusive and connected society. Provisions is also a hub for developing art projects through Mason Exhibitions, the Mural Brigade, and art partners throughout the metropolitan area, and beyond. Contact Don Russell for more information: drusse10@gmu.edu

Art and Art History Librarian

Stephanie Grimm. Contact sgrimm@gmu.edu for appointments and virtual office hours.

Labor Day : University Closed Mon. Sept 1

Last Day to Add: All Individual Sections Forms Due Tue. Sept 2

Last Day to Drop: With 100% Tuition Refund Mon. Sept 8

Last Day to Drop: With 50% Tuition Refund Tue. Sept 16

Mid-term Evaluation Period: 100-200 level classes - Grades Available

via PatriotWeb Mon. Sept 22 - Fri. Oct 17

Selective Withdrawal Period - Undergraduate Students Only (100%

Tuition Liability) Wed. Oct 1 - Mon. Oct 27

Fall Break (Classes Do Not Meet) Mon. Oct 13

Incomplete Grade Changes from Spring/Summer 2024 Due to Registrar Fri. Oct 31

Incomplete Work from Spring/Summer 2025 Due to Instructor Fri, Oct 24

Election Day No Classes Tue. Nov 4

Dissertation/Thesis Deadline Fri. Dec 5

Thanksgiving Break No Classes Wed. Nov 26 - Sun. Nov 30

Last Day of Class Mon. Dec 8

Reading Day(s): Reading days provide students with additional study

time for final examinations. Faculty may schedule optional study

sessions, but regular classes or exams may not be held. Tue. Dec 9

Examination Period Wed. Dec 10 - Wed. Dec 17

Winter Commencement Thu. Dec 18

Degree Conferral Date Sat. Dec 20

First Day of Fall Classes: Mon. Aug 25