Online Course Addendum to Course Online of Record

Date: 10/25/2018  
Cat ID (from COR): 429130.00  
Course Number and Name: DIGITAL PRE-PRESS GD 154  
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Regular and Effective Contact Practices

Establishing Expectations: Identify where or how expectations for frequency and timing of instructor initiated contact and feedback as well as expectations for student participation will be conveyed to students. (Select all that apply. If you select Other, please describe.)

Syllabus

Instructor to Student Contact:

Announcements and/or Email must be selected with a frequency identified. Then, at least one more type of instructor-to-student contact (choices 1-6) must also be identified. Keeping in mind that more than one instructor might teach this class, selections should reflect minimum requirements as determined by the department. Individual instructors can always add more.

1. Announcement: Scheduled Reminders, Current events related to content, Faculty absence  
   Frequency of Announcement (regular contact): Weekly

2. Email: Instructor to Student questions and/or responses, Reminders  
   Frequency of email (regular contact): Daily

3. Individualized Assignment Feedback: Gradebook comments in LMS, Emailed comments, Rubrics with comments, Graded assignments returned to student, Skype or Telephone conversations


5. Office Hours: In Person, Telephone, Virtual
6. **Orientation**: Face-to-face, Online

**Student to Student Interaction:**
1. **Interaction**: Discussion, Collaborative work (e.g. Wiki or Group Project), In class lab work for Hybrid format
2. **Frequency of Student-to-Student Interaction**: Daily, Weekly

**Content Delivery:**
1. **Lecture**: Written Narrative, Video, In class for Hybrid format
2. **External Resources**: Websites, Interactive Website/Lab, Handouts
3. **Lab**: On Saddleback Campus, On location related to class (e.g. hospital or film location)
4. **Field Trip**: Faculty Led, Independent
5. **Supplemental Meetings**: Scheduled reviews

**Course Quality Standards:**
The section below captures representative adaptations to assignments, methods of evaluation or grading criteria that might be utilized when the course is taught online. When there are no differences, the check box in the “same as traditional” area can be used. Keep in mind that this addendum applies to any instructor who teaches the course, so any adaptations described will be representative samples not required elements.

How many course objectives do you have? 1-7

**Objective 1:**
Explain the principles and processes of pre-press production.

1. **Assignment same as traditional**: No
   **Assignment adaptations for online version**: Assignment may be assigned as a discussion topic.
2. **MOEs same as traditional**: Yes
   **Method of Evaluation Adaptations for online version**: No adaptations.
3. **Grading same as traditional**: Yes
   **Rubric/Grading Method of Adaptations for online version**: No adaptations

**Objective 2:**
Define vocabulary related to pre-press and final press runs.
Objective 3:
Demonstrate the principles of pre-press production.

1. **Assignment same as traditional**: No  
   **Assignment adaptations for online version**:  
   Assignment may be submitted as a video presentation.

2. **MOEs same as traditional**: Yes  
   **Method of Evaluation Adaptations for online version**:  
   No adaptations

3. **Grading same as traditional**: Yes  
   **Rubric/Grading Method of Adaptations for online version**:  
   No adaptations

Objective 4:  
Produce line art, halftones, color artwork with graphic design software.

1. **Assignment same as traditional**: Yes  
   **Assignment adaptations for online version**:  
   No adaptations

2. **MOEs same as traditional**: Yes  
   **Method of Evaluation Adaptations for online version**:  
   No adaptations

3. **Grading same as traditional**: Yes  
   **Rubric/Grading Method of Adaptations for online version**:  
   No adaptations

Objective 5:  
Prepare laser proofs as part of the proofing process.
1. **Assignment same as traditional:** Yes  
   **Assignment adaptations for online version:**  
   No adaptations

2. **MOEs same as traditional:** Yes  
   **Method of Evaluation Adaptations for online version:**  
   No adaptations

3. **Grading same as traditional:** Yes  
   **Rubric/Grading Method of Adaptations for online version:**  
   No adaptations

**Objective 6:**  
Create pre-press results.

1. **Assignment same as traditional:** Yes  
   **Assignment adaptations for online version:**  
   No adaptations

2. **MOEs same as traditional:** Yes  
   **Method of Evaluation Adaptations for online version:**  
   No adaptations

3. **Grading same as traditional:** Yes  
   **Rubric/Grading Method of Adaptations for online version:**  
   No adaptations

**Objective 7:**  
Evaluate pre-press results and employ corrections to imposition, cropping, and registration in accordance with industry standards.

1. **Assignment same as traditional:** Yes  
   **Assignment adaptations for online version:**  
   No adaptations

2. **MOEs same as traditional:** Yes  
   **Method of Evaluation Adaptations for online version:**  
   No adaptations

3. **Grading same as traditional:** Yes  
   **Rubric/Grading Method of Adaptations for online version:**
No adaptations

APPROVED