

## Grading Policy

You will be graded on the following:

2 Quizzes	40%
Lab Assignments	60%

All work must be turned in by the last day of class. I total all points at the end of the semester and *may* use a modified curve for grading. Due to the ease/difficulty of tests and labs, I reserve the right to adjust this scale:

90-100 %	A
80-89	B
70-79	C
60-69	D
Below 60	F

A "Credit/No Credit" option is available; credit is awarded for work which would have earned a grade of "C" or better. Courses taken with the Credit/No Credit option are not counted into the student's GPA at SRJC. You have to sign up for this option soon at the Admissions & Records office or via TLC.

## Very Important!

If you are unable to attend a scheduled test, you must make arrangements with me beforehand to reschedule, otherwise a score of 0 will be posted.

You are responsible for dropping class before the deadline or you will receive failing grade. Should you miss 2 or more classes without notification, I *may* drop you. Additional instructions for labs (available only to those in attendance) may be given during lectures. This class will be taught using Illustrator 10 and you will need this version for some of the tools and features covered.

## Special Note

The lecture notes used in this class, as well as some of the labs, are written and published by Cyndi Reese. Thanks to Cyndi for these wonderful materials. Be sure to sign up now for the More Illustrator class! ★★★★★

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## The Lab

The CIS department provides a lab of Macintosh and Pentium computers for your assigned work, complete with scanners, color printers, and Zip drives. Even if you work at home, there will be times when you may be required to use the CIS lab to retrieve a document for an assignment from the CIS server. You must log onto the Timekeeper computer when you use the lab (don't forget to log out). The CIS department receives funding for the time you spend in the CIS lab. You can use the lab whenever it is open and I suggest you reserve a computer in advance. You can work from home as long as you have version 10. If you work in the lab, you'll want to use a Zip disk or removable hard drive for saving on the Macs. Our PC lab computers now save on CDs- be sure you get instruction on this process. Although Illustrator files are typically quite small, imported raster images add to storage space requirements. Remember to make a backup of your work.

The CIS lab laser and color printers are to be used for class work only. The \$5 printing fee you paid during registration entitles you to a punch card for 8 color pages of print in the CIS lab. Bring proof that you have paid for the class to receive your print card. All of your lab work will need to be printed in color and additional punch cards can be purchased as needed. Help save paper and limit the number of hardcopies you print.

## And Finally...

Illustrator is an amazing program and I think you will be pleasantly surprised with what you can produce in a short amount of time. You won't be an Illustrator expert at the end of class, but you will understand those mysterious bezier curves. Share your discoveries and have **fun!**