

Introduction to Techniques  
FA 100.2C and FA 100.2D  
prerequisite: FA 100.1  
Cooper Union  
0.5 credits

Spring 2025  
Fridays  
Section C: 11AM - 12:50pm  
Section D: 3 - 4:50pm  
41 Cooper Sq, room 804  
Instructor: Coco Klockner  
coco.klockner@cooper.edu

## 1. COURSE OBJECTIVES

From the course catalog:

An introduction to the physical aspects of working with wood, metal, plaster, and plastics, as well as **an introduction to on-campus computer facilities and resources. A basic introduction to the Adobe interface, specifically Photoshop and Illustrator will be provided.** Year-long course.

Instructor's outline:

*Intro to Digital Techniques* is a survey-style course that introduces a range of digital tools covering a broad scope of utility. You will learn to generate/modify 2D digital images, edit digital video, create 3D models. We will also cover best practices relating to data, file, and storage types along with related image, video, and 3D standards. Each of these lessons will focus on how these tools can apply to artmaking.

**Objectives:** You will create a rudimentary web-based portfolio to organize the material you create in class sessions as the course progresses. Assignments will generally be completed in class, though you will sometimes have minor tasks assigned to prepare for in-class activities, none of which should take more than 30 minutes to complete.

**Requirements:** To successfully complete this course, students are required to follow attendance policy and be present for the full class period, complete in-class assignments, and participate in discussions.

**Outcomes:** After completing the course, each student will have a shared repertoire of digital tools for incorporating into their studio and academic practices.

## COURSE CALENDAR (Fridays, unless otherwise specified)

|   |  |  |
|---|--|--|
| week 1: <u>1/24</u> :<br>Introductions (Syllabus/Computer history) HW: bring in digital media item to reverse engineer. | week 2: <u>1/31</u> :<br>File management concepts (Drive, Backups, Lightroom)    | week 3: <u>2/7</u> :<br>Intro to vectors (Illustrator I)<br>Project 1 start    |
| <u>2/14</u> :<br>No classes — Founder's day weekend   | week 4: <u>2/21</u> :<br>Vectors cont'd (Illustrator II)<br>AACE lab visit (TBD) | week 5: <u>2/28</u> :<br>Intro to 3d modeling (Rhino I)                        |
| week 6: <u>3/7</u> :<br>3D modeling cont'd (Rhino II)   | week 7: <u>3/14</u> :<br>Intro to photography techniques                         | week 8: <u>3/21</u> :<br>Intro to pixels (Photoshop)                           |
| week 9: <u>3/28</u> :<br>Intro to pixels (Photoshop)  | week 10: <u>4/4</u> :<br>Intro to InDesign, printing, color spaces               | week 11: <u>4/8</u> : (Tuesday modified schedule)<br>Intro to video (Premiere) |
| week 12: <u>4/11</u> :<br>intro to web (Github/Cargo)   | <u>4/18</u> :<br>No classes, Spring Break  | week 13: <u>4/25</u> :<br>Web cont'd   |
| week 14: <u>5/2</u> :<br>Free work for final project  | <u>5/9</u> :<br>No classes, Study Period   | week 15: <u>5/16</u> :<br>Final project/portfolio site presentations           |

## 2. GRADING

**This course is graded Pass/Fail.** At the end of every semester each student receives a P or F grade for their semester's work in each area, which will be based on standard letter grade tracking. The grading criteria is as follows:

|                |                       |                          |
|----------------|-----------------------|--------------------------|
| 35% attendance | 35% in-class projects | 30% acquired proficiency |
|----------------|-----------------------|--------------------------|

The meanings for the letter grades are as follows:

**P** Passing, earned a grade in the range from A to D (100%-60%)

**F** Failure to meet the minimum requirements of a subject (<60%)

**I** Incomplete

**W** Withdrawn

**WU** Withdrawn Unauthorized

## 3. ASSESSMENT

Attendance is mandatory, and students are expected to arrive to class on time. The following attendance policies will apply to all students:

- Two unexcused late arrivals (more than 15min) will be equal to one unexcused absence;
- Two unexcused absences will reduce your letter grade by one level;
- Three unexcused absences will require a mid-semester review, after which you may be asked to withdraw from the class;
- More than three unexcused absences may result in an Incomplete or Failure grade.

#### 4. DISABILITY ACCOMMODATIONS

The Cooper Union makes reasonable accommodations and modifications to policies, practices, and procedures to meet the needs of students with disabilities on campus. Students with disabilities seeking any accommodations regarding any aspect of the full Cooper Union experience—including anything pertaining uniquely to one of the Cooper Union's distinct schools—are expected to contact the Office of Student Care and Support to formally register their accommodations requests, demonstrate self-advocacy, and responsibly engage in their learning. **Questions about disability and medical support should be sent to [disability@cooper.edu](mailto:disability@cooper.edu).** The Director of Student Care and Support oversees the student disability and medical accommodation and support processes. For more information visit: <https://cooper.edu/students/student-affairs/disability>

#### 5. SEXUAL MISCONDUCT AND DISCRIMINATION REPORTING REQUIREMENTS

If you are experiencing issues regarding sexual misconduct and discrimination, I am available to listen and can help coordinate a solution, but be aware that I have some reporting requirements as a member of the faculty—specifically, I am required to report the basic facts of the incident to Cooper's Title IX Coordinator, Grace Kendall. **If you would like to speak to the coordinator directly, she can be reached at [gkendall@cooper.edu](mailto:gkendall@cooper.edu), 212-353-4053, or in person on the 3rd floor of the residence hall (29 3rd Avenue).** The Title IX Coordinator will be able to assist you in understanding all of your options and in connecting you to available resources on and off-campus. **Remember that speaking with the Title IX Coordinator does not obligate you to file a complaint or participate in an investigation unless you choose to do so.**

**To speak with someone confidentially about issues of sexual misconduct, you may contact the Student Care Coordinator and Counselor, Cassandra Jolicoeur at [jolicoeu@cooper.edu](mailto:jolicoeu@cooper.edu), 212-353-4006, or in person on the 3rd floor of the residence hall (29 3rd Avenue).** For on-campus confidential support, see counseling below. **Off-campus confidential support for sexual violence is available through the Safe Horizon Crisis Center (212-577-7700) or the RAINN hotline (877-995-5247).**

*For more information: <https://cooper.edu/students/student-affairs/sexual-misconduct> <https://cooper.edu/sites/default/files/uploads/assets/site/files/2020/Cooper-Union-Policy-Upholding-Human-Rights-Title-IX-Protections.pdf>*

#### 6. COUNSELING AND MENTAL HEALTH SUPPORT

Counseling Services at The Cooper Union are coordinated through the Office of Student Affairs. Our Student Care Coordinator and Counselor, Cassandra Jolicoeur, is here to meet with students to provide support and to discuss mental health and counseling needs. **Cassandra can be reached at [jolicoeu@cooper.edu](mailto:jolicoeu@cooper.edu) or at 212.353.4006.**

#### 7. INSTRUCTOR AVAILABILITY

I'm regularly scheduled this semester as staff in the **Architecture Lab (Foundation building, room 714) Tuesdays/Wednesday 2-10PM and Saturdays 12-8PM.** You can locate me at my workstation in the back of the space. You can also reach me via email: **[coco.klockner@cooper.edu](mailto:coco.klockner@cooper.edu)**.