

# URBDP 573 | CEP 473

# DIGITAL DESIGN

---

## Overview

### SCHEDULE

<b>Tutorial/Lab:</b>	MW 1:30-3:20 pm
<b>Additional Lab:</b>	F 1:30-3:20 pm (Reserved lab time)
<b>Meeting place:</b>	Gould 007F, Digital Commons
<b>Credits:</b>	4/5 (MUP/CEP)

### WEBSITE

**Course Websites:** Canvas login at [www.canvas.uw.edu](http://www.canvas.uw.edu) & [www.sites.uw.edu/digitaldesign2018](http://www.sites.uw.edu/digitaldesign2018)

### INSTRUCTORS

#### Instructor:

Mackenzie Waller, M.LA M.Arch  
wallerm@uw.edu  
Office hours: F 1:30-3:20 pm  
Gould 007F & by appointment

#### Teaching Assistant:

Tianzhe Wang  
wangtz@uw.edu  
Office hours: W 3:30-4:30 pm  
Digital Commons & by appointment

### COURSE DESCRIPTION

Today, design and planning professionals use digital technologies in their everyday work to document, analyze and communicate all facets of the built environment. This course will prepare you to meet the varying challenges of the practice world by making you familiar with some of the digital tools used extensively in the professional world. This is a hands-on survey workshop in which you will develop a working knowledge of a range of software packages using a study area of your choosing.

### COURSE OBJECTIVES

- » To obtain working knowledge of the software packages commonly used in practice and to develop expertise in their analytical capabilities.
- » To learn to communicate using digital graphic media—a useful skill for forging better working relationships with clients and communities

## Course Expectations

### A SAFE AND WELCOMING CLASSROOM

Academic honesty, a commitment to attendance, personal integrity, and treating others with respect are expectations of the course. The classroom is the mutual responsibility of the instructor and the students. Students are expected to share their knowledge, comments, critiques, feedback and alternative opinions in a respectful manner. I am committed to fostering an atmosphere in which the uniqueness of each individual is valued, and ideas can be exchanged freely, without fear of harassment, intimidation, or exploitation. Together we will commit to working through conflicts constructively as they arise.

## ATTENDANCE AND PARTICIPATION

Instructor approval is required for any absences, early departures, or tardy arrivals. Students are responsible for on time submission of assignments during absences unless previously approved for late submission.

## SYLLABUS

This syllabus is a living document that will be updated and changed regularly. The most recent version will be available at all times at the course website on Canvas. If a student has a concern regarding course workload it needs to be addressed immediately with the instructor.

## Structure

### TUTORIALS AND LAB TIME

In the tutorial sessions, students are given guided introductions for each of the software packages and relevant software features. At the beginning of class each Monday there will be team trivia covering the material from the previous week. At the beginning of the quarter you will be grouped into teams of 3. Your participation will be part of your final grade.

During the supervised lab sessions, students have an opportunity to develop their assignments with the instructors available for guidance. All Friday lab times are supervised unless otherwise stated. Participation in Friday sessions is not mandatory for graduate students, but it is recommended, especially if you need individualized assistance with developing your assignments. CEPs are expected to attend all Friday sessions.

### ASSIGNMENTS

Assignments focused on a study area will form the core of the course. Each student will be allowed to select their own study areas, the only requirement is that it is a location where GIS data is readily available to you. We recommend that you focus on your studio site if you are enrolled in a studio course this quarter, or on a studio site from a previous quarter. Assignments will be posted on the class website.

### QUESTIONS/CLARIFICATIONS

If you have any questions/comments about the assignments please post them to the weekly board on the Canvas site. The board will be reviewed once every day and a reply will be posted. You are encouraged to review the boards periodically and to respond to postings as well. Please make sure that you post to the appropriate boards (based on each week in the quarter). **Avoid sending direct emails to the instructors with questions about the assignments/tutorials.**

## Course Materials

### REQUIRED MATERIALS

1. Seattle Public Library Card ([www.spl.org](http://www.spl.org))
2. External hard drive (500 GB minimum)

Expenses: In addition to the reference materials and supplies listed above, other costs include expenses incurred for color printing, and photocopying. If purchasing an external hard drive is financially challenging for you, check in with course instructor.

### SOFTWARE & HARDWARE

The computers in the Digital Commons have all the software you will need for the class. However, if you want to have the flexibility to work on your personal computer, you may consider purchasing some or downloading trial versions (<https://itconnect.uw.edu/wares/uware/>). You are welcome to use your laptop and software if you prefer, but we cannot provide additional assistance for issues related to using your laptop for the course.

## Evaluations:

Your final grade will be based on the following:  
Assignments: 85% (17 assignments, 5 points each)  
Team participation: 15%

## DELIVERABLES:

Each assignment listed in the schedule includes a W, C, or P prefix. Submission of assignments will be based on this notation.

ASSIGNMENT PREFIX	W	C	P
<b>What does that prefix mean?</b>	Web	Canvas	Print
<b>When is my assignment due?</b>	By midnight of date listed	By midnight of date listed	By 1:30pm in class of date listed
<b>Where do I submit my work?</b>	<a href="https://sites.uw.edu/digitaldesign2018">https://sites.uw.edu/digitaldesign2018</a>	Canvas course link	Printed copy due at 1:30pm in class
<b>What format?</b>	.jpg or .png	Varies	Paper
<b>What size file?</b>	10MB	50MB	N/A
<b>How do I name my file?</b>	1.02_Waller.jpg (assignment number_last name.jpg)	2.01_Waller.x (assignment number_last name.x)	N/A

## LATE SUBMISSION POLICY

Exceptions for documented medical situations apply; such situations should be discussed with the instructor.

Penalties for late submissions are:

- » Up to 1 day late: -1 point
- » 2-7 days late: -2 points
- » After 7 days: No credit

## LOST WORK

You will not receive any accommodation for lost or damaged files. Back up your work regularly using both an External Hard Drive (1) and either Google Drive, U Drive, or other cloud service.

## PLAGIARISM:

This class is governed by all of the University's student policies, including those regarding plagiarism and multiple submissions. It is your responsibility to be familiar with these. More information can be found at: <https://depts.washington.edu/grading/pdf/AcademicResponsibility.pdf>

## Policies

### CELL PHONES, INTERNET & DISTRACTIONS:

Please be courteous. Use of cell phones and the internet are *not* prohibited from use during class time so long as they do not become a distraction to your fellow students.

### ACADEMIC ACCOMMODATIONS

#### DISABILITY

At the University of Washington we are committed to ensuring access to classes, course material, and learning opportunities for students with disabilities. Your experience in this class is important to us, and it is the policy and practice of the University of Washington to create inclusive and accessible learning environments consistent with federal and state law. If you experience barriers based on a disability or temporary health condition, please seek a meeting with DRS to discuss and address them. If you have already established accommodations with DRS, please communicate your approved accommodations to your instructor at your earliest convenience so we can discuss your needs in this course. If you have not yet established services through DRS, but have a temporary health condition or permanent disability that requires accommodations (this can include but not limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts), you are welcome to contact DRS at 206-543- 8924 or [uwdrs@uw.edu](mailto:uwdrs@uw.edu) or [disability.uw.edu](http://disability.uw.edu)

#### RELIGIOUS ACCOMMODATIONS

Please inform me ahead of time if you expect to miss class or assignments in relation to your religious observance and you will be provided with a reasonable alternative opportunity to complete your academic responsibilities.

Please provide me with written notice within the first week of the quarter and you will be offered an opportunity to make up the work, without penalty, within a reasonable time, as long as you made prior arrangements. Please let me know immediately of any other religious accommodations you need as well.

## Counseling Resources:

The UW Counseling Center offers free and confidential short-term, problem-focused counseling to UW Students who may feel overwhelmed by the responsibilities of school, work, family and relationships. Counselors are available to help students cope with stresses and personal issues that may interfere with their ability to perform in school. To schedule an appointment, please call 206-543- 1240 or stop by 401 Schmitz Hall. More information at: [<http://www.washington.edu/counseling/>]

# DETAILED SCHEDULE

Date	Topic	Resources	Tasks Due
<b>WEEK 1</b>			
M 3/26	Introduction to Course Study Areas		
W 3/28	File Organization Assignment submission: P, W, F Intro to ArcGIS: Data		Study Area Selection Seattle Library Card Reading: Technical Communication Ethics
F 3/30	ArcGIS: Basic Mapping		C 1.01: Data for Study Area (List only, save data on external hard drive)
<b>WEEK 2</b>			
M 4/2	ArcGIS: Analysis		C 2.01: Base Maps (.ai)
W 4/4	ArcGIS: 3D		
F 4/6	Lab		W 2.02: Analysis Map
<b>WEEK 3</b>			
M 4/9	Intro to Adobe Illustrator: Vectors		W: 3.01 3D Map
W 4/11	Adobe Illustrator: Plan & Section		
F 4/13	Lab		W: 3.02 Diagram
<b>WEEK 4</b>			
M 4/16	Intro to Sketchup: 3D Modeling		
W 4/18	Sketchup: Materials, Entourage, Exporting		
F 4/20	Lab		W 4.01: Plan & Section C 4.02: Topics for Week 5 & Survey
<b>WEEK 5</b>			
M 4/23	Review Topic 1 (selected by students)		
W 4/25	Review Topic 2 (selected by students)		
F 4/27	Lab		W & C 5.01: 3D View
<b>WEEK 6</b>			
M 4/30	Intro to Rendering: Lumion		
W 5/2	Intro to Rasters: Photoshop		

UNIVERSITY OF WASHINGTON  
DEPARTMENT OF URBAN DESIGN & PLANNING

**URBDP 573 | CEP 473**  
**DIGITAL DESIGN**

**W:** Web upload (.jpg or .png, max file size 10MB)  
**C:** Canvas submission (file type varies, max file size 50MB)  
**P:** Printed (bring to class printed document)

F 5/4	Lab		W: 6.01 Lumion Image C: 6.02 Lumion Export
<b>WEEK 7</b>			
M 5/7	Adobe Photoshop: Overview		
W 5/9	Adobe Photoshop: Filters & Effects		
F 5/11	Lab		W: 8.01 Photoshop Image
<b>WEEK 8</b>			
M 5/14	Intro Adobe InDesign: Layouts		P: 8.02 Graphic Design Precedents
W 5/16	Adobe Indesign: Styles, Palettes, Templates		
F 5/18	Lab		
<b>WEEK 9</b>			
M 5/21	Intro to Data Visualization: Excel & Tableau		W: 9.01 InDesign Report Template
W 5/23	Final Project Overview & Lab		
F 5/25	Lab		W: 9.02 Data Visualization
<b>WEEK 10</b>			
M 5/28	<b>Memorial Day</b>		
W 5/30	Lab		
F 6/1	Class Celebration / Gallery Walk		P & W: 10.01 Final Project