TCOM 3430: Foundations of Graphics
Syllabus Spring 2013

Instructor
Leslie Hankey, Instructor
Michael Hallock, Teaching Assistant
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Phone: 678-915-7202
Office location: J346 Atrium Building
Class time and location: Mondays 6:00PM – 8:45PM, J-212
Office hours: By appointment

If you need to communicate with me privately, please see me before or after class to set up a time or send me an email, and I will respond as quickly as possible. I will normally respond within 24 hours except for weekends or holidays when I may not be as readily available. I prefer to be reached by email, but you may contact me by phone in case of emergency.

To learn more about me, go to http://educate.spsu.edu/lhankey/

Course outcomes
- Learn principles of design and how to apply them to graphs and print documents
- Create, scan, manipulate, edit and use appropriately digital bitmap images and vector graphics
- Using design principles, competently and skillfully plan, design, layout, and produce within desktop publishing applications graphs, 1-page documents, spreads, and creative resumes

Textbooks
Non-designer's Design Book and Type Book, Deluxe Edition
Author: Robin Williams

Design Elements: A Graphic Style Manual,
Author: Timothy Samara
Technical requirements
Students will need access to the Adobe CS6 programs including InDesign, Photoshop, Illustrator, and Acrobat. Because we have a site wide license for the Adobe Creative Suite, you will find Adobe programs installed on many computers around campus. (Please note that files are not backwards compatible, and in some cases older versions may be installed, so you will need to plan for projects accordingly.) We will also use Microsoft Word, and Excel. Although you may use other programs to complete some assignments, you will find it most helpful to use these Adobe programs, and in many cases you will be required to use these programs.

If you don’t own a scanner, you will need access to one. You may use the scanners and the computers in the Graphics Lab J-212 when not occupied by classes. Your Student ID, obtained through the office of Auxiliary Services, will allow you access to the Graphics Lab J-212 when you are authorized through the ETCMA office. Access authorization will be initiated on the first day of class but will take a few days to process. If you have problems accessing the lab, you may contact Administrative Assistant Donna McPherson in the ETCMA office (678-915-7202 or dmcphers@spsu.edu).

Note: This is not presented as an online class, but some resources will be available through our D2L site.

Grading

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<table>
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<tbody>
<tr>
<td>Portfolio Projects</td>
<td>40%</td>
</tr>
<tr>
<td>Tests and assignments</td>
<td>25%</td>
</tr>
<tr>
<td>Participation in class</td>
<td>15%</td>
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<tr>
<td>Final portfolio of assignments</td>
<td>20%</td>
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The class is based on a “portfolio” system that allows continuous improvement of assignments. The theory behind this method is that a student learns more if he/she is allowed to correct the mistakes and redo an assignment based on expert feedback and additional information learned. Using this method, you will earn a grade for the first submission of each portfolio assignment, which will be returned to you with feedback and suggestions for improvement. A few weeks after the first submission, you will re-submit each portfolio assignment, with your corrections and improvements, for another grade. Failure to resubmit will result in a zero (0) (unless your first submission grade is “A”).

Late entries will not be accepted, unless prior arrangement is made with the instructor. The first submission grade will count as 50% of your grade for the assignment; the revision will count 50%. This final submission will go in your professional portfolio that you will put together at the end of the semester. The final portfolio is required. Grading rubrics are provided in each module that will explain the grading criteria for your portfolio projects.

PLEASE NOTE: Re-submissions that fail to correct problems indicated earlier will be subject to much harsher grading. Failure to follow instructions on any assignment will result in reduced credit. If you make an “A” on the first submission, you do not have to re-submit. I will not accept late assignments or assignments that are submitted improperly. You must also name your files per instructions in the assignment. It’s YOUR responsibility to double-check to make sure that your submissions are properly and successfully posted or published.
Course outline
A general outline of the course content and dates for each module follows. Also included are the first due dates for the Portfolio Projects. For a more detailed list of the project due dates including first drafts, second drafts and Final Portfolio, as well as a list of reading assignments, please see the document labeled 3430_Assignments_Spring12 in the “Start here” folder.

<table>
<thead>
<tr>
<th>Module</th>
<th>Week Dates</th>
<th>Content/Activities</th>
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<tbody>
<tr>
<td>Start here</td>
<td>01/07</td>
<td>Orientation and introduction to course</td>
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<tr>
<td>Module 01—Introduction to Graphics and 1-Page Document</td>
<td>01/14, 01/21 (holiday) 01/28</td>
<td>Introduction to graphics and software, reading assignments, 1-Page Document activities, Portfolio Project 1 D1 due 01/28</td>
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<tr>
<td>Module 02—Graphs</td>
<td>02/04, 02/11</td>
<td>Graphs activities, reading assignments, Portfolio Project 2 D1 due 02/11</td>
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<tr>
<td>Module 03—Creative Resume</td>
<td>02/18, 02/25</td>
<td>Creative Resume activities, reading assignments, Portfolio Project 3 D1 due 02/25</td>
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<tr>
<td>Module 04—2-Page Spread</td>
<td>03/04, 03/18</td>
<td>2-Page Spread activities, reading assignments, Portfolio Project 4 D1 due 03/18</td>
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<tr>
<td>Module 05—Logo/Business Set</td>
<td>03/25, 04/01</td>
<td>Logo activities and assignments, Portfolio Project 5 D1 due 04/01</td>
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<tr>
<td>Module 06—Vector graphics</td>
<td>04/15, 04/22</td>
<td>Tablet activities and assignments, Portfolio Project 6 D1 due date 04/22</td>
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<tr>
<td>Module 07—Final Portfolio</td>
<td>04/29</td>
<td>Final portfolio due in class on 04/29</td>
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Expectations, participation, assessment and other Expectations, participation:
Attendance is required. Students are not permitted to miss class unless they have written proof/authorization for a medical purpose or emergency. This class requires students to keep up with the content. Missing class causes students to fall behind in the course, which in turn requires more of the instructor’s time and class time. If you miss more than two classes, you will automatically fail this class.

Students are expected to be on time to class, and to participate fully as required by class activities. Repeated lateness to class will merit a reduction in the student’s overall grade and could result in failure of the course.

You should expect to spend three to five hours each week on coursework.
Support resources are provided for this class in D2L; however, not all information that is presented in class is presented online. If you miss a class, it is your responsibility to contact a classmate to determine what you missed. You may request extra help from the instructor. Additionally, the teaching assistant or the lab assistant may be able to help you.

**Assessment strategies:**
- Individual portfolio projects and final portfolio as a whole
- Assignments and tests submitted in class or online
- Participation in class including class activities, critiques, and discussion

**Late assignments:**
Portfolio projects must be printed and submitted in class by the due dates. Please do not submit any work via email. Late assignments will not be accepted unless by prior arrangement with instructor. A schedule of assignment due dates is provided in the D2L course site. Those due dates are subject to change.

**Files:**
It’s your responsibility to back up your files to your flash (thumb) drive, CD-RW, or external hard drive in addition to storage on your personal computer. Files uploaded to D2L will be in PDF format, unless otherwise specified. If you are requested to submit files to instructor at the end of the semester, these files must be on CD or DVD discs.

**Clip art:**
You are not allowed to use the clip art. You’ll learn how to create your own “clip art.”

**Contacts for help:**
- For D2L Technical Support, go to [http://spsu.edu/d2l/ststudent/](http://spsu.edu/d2l/student/) or call 678-915-HELP
- For Wimba Technical Support, go to [http://www.wimba.com/services/support/](http://www.wimba.com/services/support/)
- If there is an emergency and you can’t reach me via phone or email, call Donna McPherson in the ETCMA office (678-915-7202 or dmcphers@spsu.edu).

**Communication:**
Face-to-face conversations or synchronous telephone conversations are preferred. Emails from you explaining late assignments do not constitute excuses. These matters must be handled either face-to-face or in a synchronous phone conversation prior to the event. As stated above, please use my SPSU account to email me; that’s lhankey@spsu.edu.

**Use of cell phones in the lab is not allowed.**

**Policies**

**Academic honesty:**
“A faculty member reserves the right to remove any student from his or her course if the student’s behavior is of a disruptive nature or if there is evidence of academic dishonesty.” *(SPSU Catalog)*
(PLEASE NOTE: Material quoted or paraphrased without citation is academic dishonesty, and the instructor reserves the right to remove from the class with an “F” any student who commits plagiarism.)

Disability statement:
“A student at Southern Polytechnic State University who has a disabling condition and needs academic accommodations has a responsibility to voluntarily identify him/herself as having a disability by scheduling an appointment with the Disability Services Coordinator as soon as possible.” (SPSU Catalog). The coordinator can be contacted at 678-915-7244.

Please note that this syllabus may be changed at any time at the discretion of the instructor. You will be advised of any significant changes to the syllabus.