



## **Course Syllabus: Publication Design**

Lamar D. Fain College of Fine Arts  
MCOM 3253 Section 201  
Spring 2021 M/W 11:00-12:20

### **Contact Information**

**Instructor:** Dr. Mitzi Lewis

**Office:** Fain Fine Arts Center D203

**Office hours:** MW 7-9 a.m. | F 7-8 a.m. | *and by appointment*

**Office hours:** [msutexas-edu.zoom.us/j/9403974375](https://msutexas-edu.zoom.us/j/9403974375)

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NOTE: For all e-mail correspondence, please make the subject line look like this:  
PUBLICATION DESIGN: Subject of Message

If you send an email to me, treat it as a professional means of communication. This means it should include a salutation, correct punctuation, and a proper closing.

### **Course Description**

Layout and design principles are used to create eye-appealing and readable flyers, brochures, newsletters, magazines, and newspapers. Theoretical and practical applications of graphics and basic electronic picture editing are incorporated into the course.

This course is an introduction to basic publication design for beginners. No previous knowledge of publication design is presumed. Fundamental design principles will be introduced, explained, and learned through hands-on activities. With design, it is often best to learn through doing. The variety of exercises and projects in this course will provide a well-rounded introduction to the fundamentals of publication design. To become proficient, you will need to practice, practice, practice. Some practice is built into the class, but the rest is up to you. Through this hands-on participation in the design process, you will enhance your basic conceptual thinking and visual skills. The mix of exercises and projects are intended to present you with a realistic view of the timetables required by professionals.

## Objectives

After successfully completing this course, students should be able to:

- Understand, identify, and apply basic publication design principles
- Understand and use basic publication design terminology
- Comprehend the basic design process
- Identify basic problem-solving requirements and client objectives
- Appreciate the role of your creativity in solving design problems
- Develop your own visual esthetic and style
- Understand the importance of "detail" in publication design
- Combine type and image in effective page layouts
- Evaluate publications with a critical eye for design

## Textbook & Instructional Materials

- I have decided not to require a textbook this semester; however, you will receive numerous resources and exercises over the course of the semester.
- Persistence, patience, optimism, and an active mind.

## Technology

- Use of the MSU D2L program is a part of this course. You are expected to be familiar with this program. You can log into D2L through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program.
- The instruction mode for our course is completely online. We will not have any "in-person" meetings.
- We will use D2L for syllabi, course communication, course schedule, attendance, gradebook, and course materials. You should regularly check D2L and the email hosted via D2L for important course information.
- We will meet during our assigned times via Zoom.
- You will need
  - a computer that can accommodate Zoom and D2L
  - access to reliable WiFi
- **If these requirements present problems for you, please contact me immediately.** I will work with you in the hope that you do not have to drop the class as a result of these requirements.

## Teaching and Learning Philosophy

*Students' responsibility:* Take responsibility for your own learning and take advantage of in- and out-of-classroom opportunities

*Professor's (facilitator's) responsibility:* Provide students with meaningful learning opportunities in the classroom and through assignments

### **Grading**

Final grades will be based on the following.

Assignments	Percent
Projects	40%
Assignments and quizzes	55%
Professionalism	5%
Total Percent	100%

Total percent for final grade.

Grade	Percent
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Less than 60%

### **Projects**

Projects are evaluated not only on the final product, but also on the quantity and quality of creative exploration invested during the entire design process.

#### **Project Grading Rubric**

A (100 – 90 percent of project value): Excellent – Professional Quality Work  
Well-crafted assignments that exhibit extraordinary creativity along with strong conceptual, typographic, visual, and layout solutions will be awarded this grade. All assignment requirements must be met and exceeded.

B (89 – 80 percent of project value): Good – Above Average Quality Work  
Work that is above average in craft, conceptual development, typographic, visual, and layout solution will be awarded this grade. All assignment requirements must be met and exceeded.

C (79 – 70 percent of project value): Average – Acceptable Quality Work  
Work that fulfills the basic problem requirements, but lacks strong conceptual or design development will be awarded this grade. Poor craft or sloppy presentation

of assigned project components is often what contributes significantly to this grade. All assignment requirements must be met.

D (69 – 60 percent of project value): Poor – Un-Publishable Work

Work that does not fulfill all the assignment requirements, is of extremely poor conceptual, visual, or craft quality will earn this grade.

F (59 percent of project value or less): Unacceptable

Work not handed in on time, does not fulfill all assignment requirements, and or is of general poor quality will earn this grade.

Completion of all projects is required to pass this class.

Attendance is required; missing class can result in a grade reduction, a failing grade, or being dropped from class.

### **Class Participation and Attendance**

Our class meetings will include activities; they will not be straight lecture. The activities are designed to be interesting and to help you learn. These activities will often have a credit/grade component to them. Therefore, your active participation will affect how much you learn and how well you do in the course.

If emergencies arise or your circumstances change, **please communicate with me**. This will help us work together to try to find a solution for your situation.

The same principles apply to online courses as to on-campus class meetings.

Please:

- behave professionally
- arrive on time
- be prepared
- pay attention
- actively participate
- stay for the full class
- treat others with courtesy and respect
- use language thoughtfully
- wear appropriate clothing (and avoid inappropriate surroundings)

Please make every effort to join class from a suitable, quiet location, with a device that permits full participation in the class activities.

You should NOT join a class while driving a car.

If you miss class, you miss the chance to participate in your education and the education of others in class. Your peers are counting on you to be in class and to participate.

You are responsible for all material presented in every class period, whether present or not. Our class sessions may be recorded and available to you, however, watching the recording is not the same as attending the class and participating; recordings are supplemental and not replacements for attending at the assigned times. Please make arrangements to attend every session.

**Recording Devices:** Recording the class in any way is prohibited, unless it is part of a reasonable accommodation under ADA, or by obtaining written consent by me.

### **Assignments and Quizzes**

You will be asked to complete assignments and quizzes to reinforce concepts you are learning in class.

Please note that the number of quizzes and assignments is not set in stone. This means that it is impossible at the outset of the semester to determine how much each individual quiz or assignment will be worth.

### **Critiques**

Critiques are a vital part of learning. You can learn a lot from reviewing the work of others and evaluating their strengths and weaknesses. Critiques also provide the opportunity to put concepts to words, and to help you learn how to speak intelligently and knowledgeably (a necessary skill for survival in the workplace!). We will critique published work. This will provide you with fresh insights and perspectives. Some of the publications we critique will be examples you bring to class, which may include print ads, brochures, newsletters, magazines, menus, posters, flyers, newspapers, typography, and postcards.

### **Portfolio Requirement**

Please note that all mass communication majors are required to submit a portfolio as part of their Internship course (Internship is a prerequisite to Senior Production). This requirement is a part of MSU's reaccreditation with the Southern Association of Colleges and Schools and is non-negotiable. Through the portfolio, you are required to demonstrate communication competence through the written word and visual communication; two examples of each competency are required.

As you go through this and other classes, you are responsible for saving course work that could be included in your portfolio.

Please see me, your adviser, the department chair or any mass communication faculty member for handouts with more information ("Mass Communication Portfolio Competencies" and "Mass Communication Portfolio FAQ"). These handouts are also available on our department web page.

### **Policies: Classroom/Conduct/Academic Dishonesty**

- Classroom behavior that interferes with either the instructor's ability to conduct the class or the ability of other students to benefit from the instruction will result in the instructor's removing the disruptive student(s) from the class.
- Students are expected to adhere to the Standards of Conduct as published in the Student Handbook. Students should refer to the current MSU student handbook and activities calendar for University policies and Student Honor Creed on academic dishonesty, class attendance, student's rights, and activities.
  - a. The main statement from the MSU Student Honor Creed should be a guiding principal for you: "As an MSU student, I pledge not to lie, cheat, steal, or help anyone else to do so."
  - b. I reserve the right to drop any student with an E if they engage in any form of academic dishonesty. I further reserve the right to recommend other sanctions as may be appropriate. Students are also encouraged to consult the following sources for additional discussion of students' rights and responsibilities regarding cheating, attendance and general conduct:
    - i. The MSU Student Honor Creed
    - ii. *MSU Undergraduate Catalog*
    - iii. *MSU Student Handbook*
  - c. In addition, the university requires faculty to provide this statement to all students: "By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality and authenticity, and educational purposes."
- On the Internet, plagiarism is especially easy. DO NOT give in to the temptation to copy-and-paste other people's work! YOUR WORK MUST BE YOUR OWN. If you plagiarize as a professional and get found out, you will damage if not destroy your own reputation and do great harm to the

reputation of any organization you work for. In this class, plagiarism will have dire consequences.

**Plagiarism:** Plagiarism comes from the Latin word *plagiarius*, which means kidnapper. Webster's Dictionary defines plagiarize as to take (ideas, writings, etc.,) from (another) and pass them off as one's own-plagiarizer. Plagiarism includes the deliberate as well as inadvertent failure to properly attribute. All of the work you do in this class should be the work of you. **Violation of this policy will result in the student and/or group receiving a failing grade for this course. IGNORANCE IS NO EXCUSE...IF IN DOUBT-ASK! Students in this course should adhere to the MSU Student Honor Code.**

Additional guidelines on procedures in these matters may be found at the Office of Student Conduct.

### **Privacy**

Federal privacy law prohibits me from releasing information about students to certain parties outside of the university without the signed consent of the student. Thus, in almost all cases I will not discuss your academic progress or other matters with your parents. Please do not have them call me. Regardless of these important legal considerations, it is my general policy to communicate with the students, not their parents, even when a student has signed a consent form. College students are adults and are expected to behave accordingly.

### **Social Justice**

Social justice is one of Midwestern State University's stated core values, and I consider the classroom to be a place where students will be treated with respect as human beings, regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, or ability. Moreover, diversity of thought is appreciated and encouraged, provided the students can agree to disagree. It is my expectation that ALL students be able to consider the classroom a safe environment.

### **Managing Stress**

You may experience situations or challenges that can interfere with learning and interpersonal functioning including stress, anxiety, depression, alcohol and/or other drug use, concern for a friend or family member, loss, sleep difficulties, feeling hopeless or relationship problems. There are numerous campus resources available to you including:

- MSU Counseling Center (940-397-4618),
- Vinson Health Center (940-397-4231), and
- Bruce and Graciela Redwine Student Wellness Center (940-397-4206).

If you are experiencing an emergency, call 911 or the MSU Police Department at 940-397-4239. If you or someone you know is in a domestic violence or sexual assault crisis situation and wants information on what to do, call the 24 Hour Crisis Hotline: 1-800-621-8504.

Additional mental-health resources are available at <https://mwsu.edu/student-life/counseling/mental-health-resources>.

Furthermore, if you have outside circumstances that may affect your performance in this class – including but not limited to difficulty affording groceries or accessing sufficient food to eat every day, inadequate housing, family issues – please contact me if you are comfortable in doing so. I may be able to refer you to on-campus resources that will help you address the situation.

Please note that all information provided to me remains confidential.

### **Special Accommodations**

If you need course adaptations or accommodations because of a disability, if you have emergency medical information that needs sharing, or if you need special accommodations in case the building must be evacuated, please make an appointment with me as soon as possible. Please also contact Disability Support Services at 940-397-4140 in Clark Student Center, room 168, to document and coordinate reasonable accommodations for students with disabilities if you have not already done so.

### **Research and Creative Activity Opportunities at MSU**

Enhancing Undergraduate Research Endeavors and Creative Activities (EURECA) is a program that provides opportunities for undergraduates to engage in high-quality research and creative activities with faculty. EURECA provides incentives and funding through a system that supports faculty and students engaged in collaborative research and creative works. For more information contact the Office of Undergraduate Research at (940) 397-6274 or by email at [eureca@mwsu.edu](mailto:eureca@mwsu.edu). You can also stop by the UGR office located in the atrium of the Clark Student Center, room 161. Information and resources are also available at the EURECA web page.



## **Undergraduate Research Opportunities and Summer Workshop (UGROW)**

Like EURECA, UGROW provides opportunities for students to conduct research with faculty. However, the research occurs in the summer. For five weeks UGROW students experience the authenticity of scientific research as well as research and creative activities in art, music, theater education, business, health and social sciences, English, history, etc. in a highly interdisciplinary environment. Students work on projects of their choice and present their findings at the end of program and the MSU Undergraduate Research and Creative Activity Forum. If you have any questions, contact the Office of Undergraduate Research at (940) 397-6274 or by email at [eureca@mwsu.edu](mailto:eureca@mwsu.edu). More information and resources are available at the UGROW web page.

## **Council on Undergraduate Research**

To support undergraduate research and creative activities, Midwestern State University holds an enhanced institutional membership with the Council on Undergraduate Research (CUR). This institutional membership includes unlimited memberships for any interested faculty, staff, and students. Students may find information on benefits and resources at

[http://www.cur.org/resources/for\\_students](http://www.cur.org/resources/for_students)

and sign up *at no cost* at

[http://www.members.cur.org/members\\_online/members/newmember.asp](http://www.members.cur.org/members_online/members/newmember.asp).

CUR Undergraduate Resources Webpage contains:

- Research Opportunities;
- Presentation Opportunities;
- Undergraduate Research Journals;
- CUR-Sponsored Student Events;
- The Registry of Undergraduate Researchers;
- And more!

## **Topics**

Course topics support achieving our course objectives. Course topics include:

- ⇒ Introduction, Getting Started
- ⇒ Design process
- ⇒ Design principles
- ⇒ Design tools

## Suggestions

- Attend class regularly.
- Remember I am available to help you. Ask for help immediately if you don't understand something. Waiting to "get it later" doesn't always work and could get you into trouble.
- Back up your work. Have two backups.
- Consider saving your work under different names literally each time you work on a project. It just takes one click and could save you lots of time and frustration.
- Expect the unexpected.
- Try to do work for this class ahead of time. This will give you some cushion in case you have problems.
- Sometimes things will go smoothly, other times they won't – the important thing is to have fun and practice thinking and working with both sides of our brains.
- This is **your** class; we can do (or try) almost anything you want; be creative!

### Final Caveats:

I reserve the right to drop any student with an E or lower their grade, up to an F, if they have excessive absences, engage in disruptive behavior, have a poor attitude, or in any other way are clearly not taking the class seriously. At the same time, I will work with all students to my fullest ability to ensure a worthwhile educational experience.

Given the unprecedented times we are experiencing, everything in this course could change with very little notice. That means deadlines, projects, even weighted percentages for each component of the course could change. If this happens, I will consult with you and use your input to the extent practicable in making decisions about how to proceed. Do not hesitate to contact me with questions, concerns and, even better, great suggestions. I go out of my way to be fair to all.

By accepting this syllabus and staying enrolled in this course, you are indicating that you understand and accept the terms of this syllabus.

*Thanks to Dr. Jim Sernoe for sharing his work, some of which is included here.*