



**Course Syllabus: Graphic Design I – ART 2713**  
**MW 2 pm - 4:50 pm; C115F**  
**Spring 2023**

**Contact Information**

*Instructor: Ann Underwood, Visiting Assistant Professor of Graphic Design*  
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*Pronouns: she/her/hers*

**Course Description**

Prerequisite(s): No prerequisite, but if you are an art major, you must complete Computers for Artists prior to this course.

In-depth exploration of the production of vector and raster graphics. Review of scanning and printing. Design and production of a hand-drawn alphabet and book.

**Objective**

In this course students will:

Demonstrate a knowledge of the Macintosh operating system.

Define the basic computer terminology used in graphic design.

Demonstrate a basic knowledge of the Adobe Creative Suite.

Further their knowledge of scanners and the printing process.

Organize research procedures to solve graphic design problems.

Work with formal design principles in the approach to solutions.

Learn to create a concept to amplify content, while also developing sensitivity to typography, symbolism, language and text.

Create excellent portfolio pieces that visually communicate through the embodiment of form and function.

This class places emphasis on concept, design, execution and presentation. Assignments require more in-depth complex solutions to design, with a focus on advanced problems in layout, color theory, typography, balance, print process and client relationships with an emphasis on clear visual thinking, concept creation and storytelling.

## Required Materials

You will need to download a free version of BookWright for Blurb. You will purchase a copy of your book from Blurb.

## Grading

The grade for each illustration project will reflect on the level of professional design, conception, participation, attitude, effort, creative thinking and the ability to demonstrate a mastery of the requirements of each assignment. The student's final grade for the semester will be determined by the average grade from projects, effort and participation.

### Grade Scale

A.....	4.0 to 3.5.....	100 to 90%
B.....	3.4 to 2.5.....	89 to 80%
C.....	2.4 to 1.5.....	79 to 70%
D.....	1.4 to 1.0.....	69 to 60%
F.....	0.9 to 0.0.....	less than 60%

Artwork/Research.....	60%
Participation .....	20%
Attendance .....	10%
Critiques.....	10%

## Grading

Evaluation Explanation:

A=Superior work. Excellent development in skill, exploration and expression.

B=Above average development in skill; exploration and expression.

C=Average work. Meeting the assignment requirements. Recommend greater need for study in academic comprehension and technical skills.

D=Below average performance. Requires greater study to improve academic understanding, perceptual and technical skills.

F=Performance indicates little or no progress in academic understanding, perceptual and technical skills. Quality of work not on level of necessary time and study. Showing little willingness or effort to improve skills.

## Projects

Project I - hand-drawn typeface

Project II - illustrations and layouts for alphabet book

Project III - layouts complete in InDesign

All work is expected to be completed and ready for presentation at the assigned date. It is EXTREMELY important to stay up to date with assignments and projects. Late work is unacceptable. Every effort must be made to turn projects in on time. YOU are responsible for finding out what work was missed during your absence, and turning in work missed due to an absence. I will not remind you that a project was due during your absence. IF you are absent on a project due date, and IF you are within the three allowable unexcused absences, work is DUE at the beginning of the next class period attended.

### Book Project Dates

Project assigned	Project	Critique dates
Jan. 18	Alphabet book progress critique	Feb. 1
Feb. 6	Alphabet book progress critique	Feb. 20
Feb. 22	Alphabet book progress critique	March 1
March 6	Alphabet book progress critique	March 22
March 27	Alphabet book progress critique	April 26
May 1	Final book due	May 3

*\*project due dates are subject to change*

### Critiques

Critiques are MANDATORY and are a grade. Class critiques are intended to help evaluate the strengths and weaknesses within each project by practicing new vocabulary and design concepts presented in class. They will take place on a regular basis and are designed to encourage the development of your technical and conceptual skills. Your participation and the expression of ideas and opinions in critiques are a major part of this course. Missing critique is equivalent to missing an exam and will be penalized by receiving an F.

### Attendance, Absence, and Lateness: Department – Wide Policy as of Spring 2016

Students enrolled in the Juanita and Ralph Harvey School of Visual Arts must comply with the following department-wide Attendance, Absence, and Lateness Policy:

- Students arriving ten minutes after class begins will be considered late, and will be counted absent.
- THREE late arrivals count as a single absence.
- Students may be absent from class THREE times without penalty and without providing any documentation regarding the absence.
- If students incur a FOURTH absence, their final course evaluation will be reduced by a full letter grade.
- If students are absent or late FIVE times, whatever the reason, they will receive a FAILING GRADE, be dropped from the class roll, and be asked to stop attending class.
- Students are required to remain in class for the entire class session. Students will earn an absence if they leave BEFORE the professor has dismissed class.

*Faculty members have the discretion to make exceptions to this policy based on individual circumstances.*

### Studio Access

**Expected Workload:** The generally accepted ratio of outside-of-class study and preparation for college-level coursework is two to three times the amount of in-class contact your professor. Therefore, you should expect to spend about six to eight hours each week preparing for this course *outside* of class meetings.

The Mac lab is available for your use whenever scheduled classes are not in session.

IF YOU ARE IN THE BUILDING AFTER CLASS HOURS, YOU MUST BE ABLE TO PROVIDE YOUR STUDENT ID AND PROOF OF ENROLLMENT IN CLASS IF AN OFFICER ASKS FOR IT. IF YOU HAVE A PROBLEM AND NEED ASSISTANCE, CALL THE CAMPUS POLICE AT 940-397-4239.

### **Studio Maintenance**

General studio clean-up will be the last 15 minutes of each class session. Students will maintain discipline in studio safety precautions, maintenance and up keep throughout the semester. The instructor will drop those students not willing to take active part in those goals. Follow lab rules posted in the lab.

### **Health and Safety**

Department of Art will endeavor to comply with the intent of state laws or acts and the University Health and Safety Program in an effort to maintain a safe academic and working environment.

The mission of the Midwestern State University Counseling Center is to provide opportunities for students to know themselves as individuals, to form deeper relationships with their peers, and to increase their wellness. The staff of the MSU Counseling Center provides these opportunities through individual and group counseling services, consultation, and mental health educational programs focused on key student development issues and reflecting concern for holistic health and wellness. As providers of mental health services to the student population, the staff is guided by the highest professional and ethical standards of their professions. Our personal, academic, and career counseling services are directed towards enhancing the skills which students bring with them to MSU and encouraging the development of skills which will increase their success both at MSU and beyond.

### **Meeting the Counseling Needs of MSU Students**

#### **LOCATION**

Corner of Hampstead and Louis J. Rodriguez Drive

#### **Hours of Operation:**

8:00 a.m. to 6:00 p.m. Monday and Thursday

8:00 a.m. to 5:00 p.m. Tuesday, Wednesday and Friday

**Phone:** 940-397-4618

### **Academic Dishonesty and Student Creed**

The university policy and procedures for academic dishonesty are outlined in the current Student Handbook in Appendix E. No cheating, collusion, or plagiarism will be tolerated in this class. Any student engaging in an academic dishonest act will be sanctioned appropriately.

Enrollment in this class constitutes an acceptance to adhere to the Student Honor Creed and all other student conduct policies outlined in the university Student Handbook.

[Student-life and Conduct](#)

[Student Handbook 2017-18](#)

### **Conduct Statement**

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, either temporarily or permanently (instructor drop), and receive a final lower grade, up to and including an F. Electronic devices (i.e. cell phones, iPods, iPads, personal computers, etc.) are not allowed to be used in class except with the expressed authorization of the instructor. Absolutely no texting will be tolerated. The use of any recording devices or recording

media during the class and lectures is strictly prohibited. Students in violation to these rules will be sanctioned at the discretion of the instructor, and penalties may include lowering of the student's grade, up to and including an F, and to include an instructor drop.

**The instructor reserves the right to initiate an instructor drop with a grade of W, WF, or F, as specified in the Student Handbook (see link above) for reasons to include attendance issues, academic performance in the class, indifferent attitude, or disruptive conduct.**

### **Change of Schedule**

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

### **Refund and Repayment Policy**

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

### **Services for Students with Disabilities**

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

### **Student Handbook**

Refer to: [Student Handbook 2017-18](#)

### **Academic Misconduct Policy & Procedures**

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Student Handbook 2017-18](#)

### **College Policies**

#### **Campus Carry Rules/Policies**

Refer to: [Campus Carry Rules and Policies](#)

#### **Smoking/Tobacco Policy**

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

#### **Alcohol and Drug Policy**

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place

which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on university property or at University-sponsored activities.

### **Covid-19 Pandemic Policy**

You must wear a face mask that covers your nose and your mouth in the classroom. C115F is not conducive to maintaining 10 feet of distance from each other. Neck gaiters and face shields are unacceptable. If you do not adhere to this policy, you will be required to leave the classroom. If you forget your mask at home, our art secretary has masks available at her desk.

D2L is an official means of communication and repository for this class's recordings. Please check D2L content and email daily.

**Cleaning Protocol:** As stated previously, use hand sanitizer before using the E26 spray bottle to clean your keyboard and mouse before and after use.

**MSU Coronavirus policies and updates can be found here:**

<https://msutexas.edu/coronavirus/index.php>

**Social distancing:** You must maintain 6 feet of social distance from your peers and faculty in this room at all times.

### **Grade Appeal Process**

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [Undergraduate Catalog](#)

### **Notice**

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

### **Social Justice Defined**

Social justice is one of Midwestern State University's stated core values. The classroom is a place where students will treat and be treated with respect as human beings, regardless of their worldview, gender, race, ethnicity, national origin, religious or spiritual affiliation or lack thereof, sexual orientation, political beliefs, age, or ability. Diversity of thought is the keystone of effective intellectual and academic pursuits. The expression of differences of opinion is valued and encouraged.

A comprehensive schedule of the course will be distributed with each new project rubric and will include in-class exercises.