

course content

This is your second course in electronic media. This course will focus InDesign to produce a series of multi page projects. We will look at the creative process, project work flow and organization, strengthen comping skills and stress the correct production of design projects. In addition to projects, your semester will contain tutorials, done both in and out of class, quizzes, a midterm, a final- written and computer skills portions.

course objectives

- strengthen applications skill set and hand skills
- understand the authoring of multi piece projects, their organization and concept
- gain understanding of professional expectations and project processes
- incorporate visual vocabulary into critiques and project conversations
- deepen the visual well

project parameters

You are expected to work in class as well as perform outside of class work. All projects are given with steps to be accomplished by the beginning of the next class each week, completely meeting each of these mini-deadlines is part of the overall assignment and plays a major role in you final grade on each project. All final work is due on the assigned date. Projects are due at the beginning of class. For a project to be considered complete when turned in, two things must be present; a file or project folder copied into the appropriate place on the instructor hard drive and a hardcopy as speced on the assignment sheet. You may not work on projects for any other class during this class time.

grading

Grades will be assigned according to the following scale:

- A work well above the general class level, evidence of participation in related activities outside of the classroom, thoughtful participation in classroom discussion and critique
- B work above the general class level, participation in classroom discussion and critique
- C average work, minimal requirements met
- D work below class average, lack of participation and/or poor attendance
- F inferior work, work not turned in, failure to attend class

In addition to project, quiz and test grades, students final grade will also be based on critique participation and application, work ethic, and attitude. These specifications are applied with the following percentages:

- 80% projects
- 10% quizzes/tests
- 10% class participation

lab information

- Absolutely no eating is allowed during class
- No cell phones on in class
- No headphones on in class

Keep all files stored on your own drive

Hard drives will be cleaned throughout the semester

Do not load any type of personnel software onto these computers

Resist this temptation.

Always leave the lab clean

materials and machines

- removable hard drive(USB, ipod, etc.)
- laser printer paper
- current e-mail address on myLeo
- follow me on twitter
- pencil
- tracing paper
- ruler-cork backed
- X-acto knife and #11 blades
- spray mount/UHU glue stick

—3 ring-binder for handouts/assignment sheets-brought every class

Please use your drive as a storage device and for transport only, it is not an additional hard drive. When arriving in class:

-connect your drive

-copy your work to the 416 folder

-disconnect your drive

-work and enjoy class or labtime

-connect your drive

-copy current work on to removable drive any work left on the desktop will be deleted

attendance

Attendance is required and roll will be taken by a sign-in sheet. It is your responsibility to sign the attendance sheet.

I leave handouts for absent students on the instructor desk, but will not re-lecture missed material. If a class is missed, you are required to make an appointment to present the work before the next class period as well as meet the new mini-deadline given.

You may be absent from class twice.

On your first absence you will receive an e-mail warning from your instructor(me) and it will be copied to Lee Whitmarsh(me) and filed.

On your second absence you will receive an e-mail from your instructor (me) and a phone call from Lee Whitmarsh(me), both filed.

On your third absence you will receive an F in the class.

If you wish to drop the class you will receive a drop/fail.

Two tardies of 20 minutes or more equals an absence.

A tardy of 60 minutes equals an absence.

Two late returns from break of more than 10 minutes equals one absence.

If a student is OVER 10 MINUTES late for the final, a full grade will be deducted from his or her final grade. If a student does not show up for the final they automatically fail the class.

There is no distinction between excused and unexcused absences.

If you have an emergency, please feel free to e-mail me:

lee.whitmarsh@tamuc.edu

Academic Integrity and Plagiarism

Texas A&M University-Commerce does not tolerate plagiarism and other forms of academic dishonesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty.

“Academic dishonesty” includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one’s own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material.

Statement on Accommodations for ADA eligible students:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library, Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

Statement on Student Behavior:

All students enrolled at the University shall follow the tenet of common decency and acceptable behavior conducive to a positive learning environment.

(See Student’s Guide Handbook, Policies and Procedures, Conduct)

All students must show respect toward the instructor and the instructor’s syllabus, presentations, assignments, and point of view. Students should respect each others’ differences. If the instructor determines that a student is not being respectful towards other students or the instructor, it is the instructor’s prerogative to ask the student to leave, to refer the student to the department head, and to consider referring the student to the Dean of Students who may consider requiring the student to drop the course. Please refer to pages 42 – 46 of the Texas A&M University-commerce Student guidebook’s Codes of Conduct for details.

Student Conduct/Citizenship

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Code of Student Conduct from Student Guide Handbook). Students are expected, at all times, to recognize constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of their time and effort toward the educational process.