

**LETTERPRESS - ART 497 801 83257 Casey McGarr**  
**COURSE SYLLABUS**

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**INFORMATION**

Instructor: Casey McGarr, Associate Professor Visual Communication  
Office Location: 415  
Office Hours: Office Hours: Monday 1-3, Wednesday 11-4, by appointment only, phone, or email  
Office Phone: 214-954-3636  
Email: casey.mcgarr@tamuc.edu

**CLASS INFORMATION**

Credit hours: 4.0  
Meeting times: Thursday 12:00 p.m. till 4:00 p.m.  
Meeting location: 406 VisCom Press  
Schedule press time by sign in sheet located in classroom

**REQUIRED AND SUGGESTED TEXT BOOKS AND RESOURCES**

Suggested:  
Letterpress Printing, A Manual For Modern Fine Press Printers by Paul Maravelas, \$14.97 + tax  
Printing Digital Type on a Hand-Operated Flatbed Cylinder Press by Gerald Lange  
General Printing by Glen U. Cleeton and Charles W. Pitkin  
<http://www.fiveroses.org/bibliography.html>

**COURSE DESCRIPTION**

This course will serve as an introduction to the basic concepts of letterpress printing through demonstrations and a hands-on experience. Course content will address letterpress history, type anatomy, terminology, formal, and aesthetic issues, tools, materials of the trade, and safety issues. Thumbnail ideation, writing, type setting, and linoleum carving will also be explored.

**COURSE OBJECTIVES**

- Develop a working knowledge of the type, presses, and equipment within the studio environment including preparing for printing, cleaning, general safety, and upkeep.
- Learn to print proficiently
- Consider the historical, present, and future applications of the letterpress
- Combine text and image, and discover new ways to unite the two
- Develop individual ideas into fully realized concepts.

**COURSE STRUCTURE**

The class will be a combination of lecture, in class demonstrations, printing, and critiques. A basic understanding of typography and design will play a crucial role in your letterpress experience. Explore new concept possibilities using limited color to accomplish dramatic letterpress prints.

**TYPE DISTRIBUTION / CLEANUP (POINTS WILL BE TAKEN OFF FINAL GRADE IF STUDENT DOESN'T FOLLOW POLICY)**

- All type must be redistributed as each project is completed.
- Efficient redistribution will allow other students to use the type.
- Distributing furniture, leading, and rags in their proper areas.
- Cleaning ink off presses, tables, and ink knives will maintain a good working pressroom.

**CRITIQUES**

- Critiques are a valuable part of learning a skill and developing as a creative individual.
- Critiques provide an opportunity for the class to gather and create intelligent discussion around the work that has been produced and further the process.
- Students have varying backgrounds and experiences: this is an asset to the class. No student should feel they do not have the knowledge to make a meaningful comment. Concerns of design and layout depend heavily on intuition and impulse: everyone's contributions are valuable.

## **SUPPLIES**

Old clothes or Apron (cheap white)

Basic tools: pencils, erasers, sharpie markers, scissors, ruler, masking and scotch tape, xacto knife and blades

Xacto knife and blades

3 ring Binder

Sketchbook

Tracing paper 9x12

Soft Rubber Brayer 6" and 2"

1-Metal pica ruler, \$8.55 <http://www.dickblick.com/items/55418-1012/>

2-Linoleum Blocks, \$11.39 each, <http://www.dickblick.com/items/40404-1016/>

1-Speedball Linocut Cutter #2, \$12.77, <http://www.dickblick.com/>

2-Ebony Pencil, \$1.19, <http://www.dickblick.com/products/prismacolor-ebony-pencil/>

2-2 in. Plastic Knife, \$.98, Home Depot or Lowes

## **ASSIGNMENTS (ARE SUBJECT TO CHANGE BASED UPON THE NEEDS AND PROGRESS OF THE CLASS)**

Type setting and printing (2 projects)	20%
Linocut and type poster, Music	20%
Linocut and type poster, Food Festival	20%
5 Personal Projects, your choice	20%
Participation Grade	20%

## **ABSENCE POLICY**

You may be absent from class twice.

On your first absence, you will receive an e-mail warning, which is copied to Aerielle Karpinsky and forwarded to Lee Whitmarsh.

On your second absence, you will receive an e-mail and you will be contacted by Lee Whitmarsh.

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.

## **GRADING SCALE**

90 to 100 points: Excellent (work well above the general class level, evidence of participation in related activities outside of the classroom, thoughtful participation in classroom discussion and critique)

80 to 89 points: Good (work above the general class level, participation in classroom discussion and critique)

70 to 79 points: Average (average work, minimal requirements met)

60 to 69 points: Below Average (work below class average, lack of participation and/or poor attendance)

50 to 59 points: Poor (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.

## **GRADE EVALUATION**

Your final grade will be based on an average of all assignments, attendance, and an participation grade. The participation grade is based on: dedication to methodology application, conceptual thinking ability, daily class involvement, and contributions to your classmates, as well as both a desire and capacity to show progress and meet deadlines. Grades will be discussed on an individual basis by office appointment only—not in class.

Note: Violations of class policy with respect to cell-phones, headphones, or other PDAs as well as unauthorized computer use in class with result in a one-point deduction from the current assignment.

## **WORDS TO-THE-WISE**

Show up, be committed in your work, and immerse yourself in the process. It is your show.

DO NOT FALL BEHIND

## **HOLIDAY**

September 5th - Labor Day (Monday)

October 22nd - Mid Term Exam

November 23rd - 25th Thanksgiving Holiday

December 15th - Last day of class

## **STUDENT CONDUCT**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See current Student Guidebook).

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette <http://www.albion.com/netiquette/corerules.html>

## **SCHOLASTIC DISHONESTY**

- Scholastic dishonesty will not be tolerated in any class -related activity.
- Scholastic dishonesty includes, but is not limited to, the submission of someone else's materials as one's own work.
- Scholastic dishonesty may involve one or more of the following acts: cheating, plagiarism, or collusion.
- Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation. Cite your references.
- Cheating is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.
- Collusion is intentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, providing a paper or project to another student, providing an inappropriate level of assistance, communicating answers to a classmate during an examination, removing tests or answer sheets from a test site, and allowing a classmate to copy answers.
- Academic dishonesty could result in expulsion from the University

## **ADA STATEMENT STUDENTS WITH DISABILITIES**

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  
Email: [Rebecca.Tuerk@tamuc.edu](mailto:Rebecca.Tuerk@tamuc.edu)

## **WEBSITE: OFFICE OF STUDENT DISABILITY RESOURCES AND SERVICES**

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

## **NONDISCRIMINATION NOTICE**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

## **TEXAS SENATE BILL - 11**

(Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.