

**LETTERPRESS ART 465 801 82786** Casey McGarr

**COURSE SYLLABUS**

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**INFORMATION**

Instructor: Casey McGarr, Associate Professor Visual Communication  
Office Location: 415  
Office Hours: By appointment only, phone, or email  
Office Phone: 214-954-3636  
Email: casey.mcgarra@tamuc.edu

**CLASS INFORMATION**

Credit hours: 4.0  
Meeting times: Thursday 12:30 p.m. until 4:30 p.m.  
Meeting location: 405 VisCom Press Studio  
Schedule press time by sign in sheet located in classroom

**SUGGESTED TEXT BOOKS AND RESOURCES**

Alan Kitching: A Life in Letterpress  
Letterpress Printing, A Manual For Modern Fine Press Printers by Paul Marvelas, \$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

**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 be explored.

**COURSE OBJECTIVES**

- Develop a working knowledge of 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.

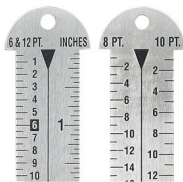
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**SUPPLIES**

- Old clothes
- Basic tools: pencils, erasers, sharpie markers, scissors, masking, and scotch tape
- Xacto knife and blades
- Three ring Binder
- Sketchbook
- Tracing paper 9x12
- Soft Rubber Brayer 6" and 2"
- Alternate carving tools: Flexcut #6 Sweep 5/16" sku FR306, #5 Sweep 2.5 mm sku FR802, and V Carve 70° 1/8" sku FR603,



1 - 12" or 18" Metal pica ruler, dickblick.com



Golden Cut or Battleship Gray Linoleum Blocks: Sizes to be determined dickblick.com



1 - Speedball Linocut Cutter dickblick.com/



2 - 2" Plastic Knife for mixing ink HomeDepot or Lowes

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

Type setting and printing (2-3 projects)	20%
Chromatic Alphabet	20%
Linocut and type poster	20%
Five Personal Projects, your choice	20%
Participation Grade	20%

**CLASS POLICY**

Computers, cell-phones, ear buds, or other personal technology (8.5 Gill sans Light, all caps). Devices may not be turned on or used in class without the permission of the instructor.

First offence: (a pass)

Subsequent offence(s): (this will affect your participation grade)

**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**

A	90 to 100 points: Excellent (superior effort and results above and beyond)
B	80 to 89 points: Good (significant effort and hard work)
C	70 to 79 points: Average (minimal class requirements met)
D	60 to 69 points: Below Average (below class average expectations)
F	50 to 59 points: Poor (inferior work and attitude)

**GRADE EVALUATION**

Your final grade will be based on an average of all assignments, attendance and your participation grade. The participation grade is based on: dedication to methodology application, conceptual thinking ability, craftsmanship, daily class involvement and contributions to your classmates, as well as both a desire and capacity to show progress and meet deadlines from week to week. Grades will be discussed on an individual basis by office appointment only—not in class please Note: Violations of class policy with respect to unauthorized use of computers, cell-phones, ear-buds, or other technology will result in point deductions from the current assignment. The instructor reserves the right to alter this policy if class disruptions become an on-going problem and class distraction.

**WORDS TO-THE-WISE**

Show up, be committed in your work, and immerse yourself in the process. It is your show enjoy!  
IF YOU FALL BEHIND, RUN LIKE HELL TO CATCH UP! ALSO, PLEASE LET ME KNOW IF YOU NEED TO COME SEE ME. I AM HERE TO HELP.

**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  
StudentDisabilityServices@tamuc.edu

**TEXAS SENATE BILL-11**

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.

**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.

**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**