

## **Letterpress - Art 465 301 81810 Casey McGarr**

### **Course Syllabus**

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#### **Information**

Instructor: Casey McGarr, Associate Professor of Visual Communication  
Office Location: 318  
Office Hours: By email for Zoom appointment  
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: 316 VisCom Press Studio  
Schedule press time by sign-in sheet located in the classroom

#### **Suggested textbooks and resources**

Alan Kitching: A Life in Letterpress  
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

#### **Course Description**

This course will introduce the basic concepts of letterpress printing through demonstrations and 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, typesetting, 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 original ideas into fully realized concepts.

#### **Course Structure**

The class will be a combination of lectures, 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 a student does not 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.
- 10 Points will be taken off your assignment grade if the type is not distributed back into type cases after printing is complete.

#### **Attendance**

- Attendance will be taken at the start of class
- You may be absent from class twice.
- In your first absence, you will receive an email warning, which is copied to Lee Hackett.
- In your second absence, you will receive an email, and Lee Hackett will contact you.
- In 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 15 minutes or more equal one absence. Absent is absent.
- A tardy of 60 minutes equals an absence.
- Two late returns from a break of more than 10 minutes equal 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.

#### **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 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: Students will need to have all of their supplies by the first class meeting.**

**Dick Blick**

Speedball Brayer: 1 – 3” and 1 – 6” soft rubber

[https://www.dickblick.com/products/speedball-soft-rubber-brayers/?clickTracking=true&cwmcp=pla&cwmcid=items&cwmckw=40104-1004&gclid=EAIaIQobChMIveKA1fA6gIViYbACh0iWAKBEAQYASABEgIpufD\\_BwE](https://www.dickblick.com/products/speedball-soft-rubber-brayers/?clickTracking=true&cwmcp=pla&cwmcid=items&cwmckw=40104-1004&gclid=EAIaIQobChMIveKA1fA6gIViYbACh0iWAKBEAQYASABEgIpufD_BwE)

Linoleum Roll: Golden Cut, 1 packs (each pack comes with 6) (Dick Blick)

<https://www.dickblick.com/items/40413-1012/>

1 - Flexcut Lino cutters: Speedball \$45 ea. (Dick Blick)

<https://www.dickblick.com/products/flexcut-lino-relief-printmaking-set/>

**Amazon**

1 - Pica Ruler 12”

[https://www.amazon.com/Stainless-Steel-Pica-Pole-Ruler/dp/B073V56CTR/ref=sr\\_1\\_3?dchild=1&keywords=printers%2Bruler&qid=1596058724&sr=8-3&th=1](https://www.amazon.com/Stainless-Steel-Pica-Pole-Ruler/dp/B073V56CTR/ref=sr_1_3?dchild=1&keywords=printers%2Bruler&qid=1596058724&sr=8-3&th=1)

**Lowe's**

2 – 2” Putty Knife: \$.98 ea.

Old clothes

Essential tools: drawing pencils, erasers, sharpie marker, scissors, masking, and scotch tape

Xacto knife and blades

Face Masks, 25 count \$14.94 at Walmart

Nitrile Disposable Gloves, Latex-Free, 100 Count \$14.99 at Walmart

Three-ring Binder & Sketchbook

Tracing paper 9x12

**Assignments: are subject to change based upon the progress of the class**

California Job Case 1 week .....14.3%

Quote: Setting Multiple Lines of Type 3 weeks .....14.3%

Type Setting Part 2 Overprinting 3 weeks .....14.3%

Halloween Monster Movie Poster 4 weeks.....14.3%

Mid Term Exam .....14.3%

Music Poster 4 weeks.....14.3%

Participation Grade .....14.3%

**University is Closed**

Labor Day: September 7th

Thanksgiving: November 26-27 No Letterpress Class on Thursday 26th.

**Class Policy**

Violations of class policy with respect to the 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.

**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)

In addition to the project, quiz, and test grades, students' final grade will also be based on critique participation and application, work ethic, and attitude. All exercises and projects are given with weekly steps to be accomplished by the beginning of the next class meeting. Meeting these mini-deadlines is part of the overall assignment and plays a major role in project grades. All work is due on the assigned date. Late work is accepted at the instructors discretion. You are responsible for turning in work on time, regardless of attendance. Late projects will be accepted with one letter grade off for everyday assignment is late.

**Grade Evaluation**

Your final grade will be based on an average of all assignments, attendance, and participation. The participation grade is based on dedication to methodology application, conceptual thinking ability, craftsmanship, daily class involvement, contributions to your classmates, and both

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a desire and capacity to show progress and meet deadlines from week to week. Grades will be discussed individually by email for a Zoom appointment only—not in a class.

**Words To-The-Wise**

Show up, be committed to your work, and immerse yourself in the process. It is your show to enjoy!  
If you fall behind, run like hell to catch up! Also, please email for a Zoom appointment. I am here to help.

**Technology Requirements**

**LMS**

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

**LMS Requirements:**

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

**LMS Browser Support:**

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

**YouSeeU Virtual Classroom Requirements:**

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

**Access And Navigation**

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

**Communication And Support**

If you have any questions or are having difficulties with the course material, please contact your Instructor.

**Technical Support**

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

Interaction with Instructor Statement

**Course And University Procedures/Policies**

**Course Specific Procedures/Policies**

**Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

**University Specific Procedures**

**Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

**TAMUC Attendance**

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

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**Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03  
Undergraduate Student Academic Dishonesty Form

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

**Graduate Student Academic Dishonesty Form**

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

**Students with Disabilities-- ADA Statement**

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

Velma K. Waters Library Rm 162

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

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@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.

**Campus Concealed Carry Statement**

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 the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

Web url: <http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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.

**A&M-Commerce Supports Students' Mental Health**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

**Department of Art, Health & Safety Guidelines**

<https://sites.tamuc.edu/art/resources/healthandsafety/>

**Health & Safety Form (to be signed online by all students in studio courses)**

<https://dms.tamuc.edu/Forms/ArtLabPolicy><https://dms.tamuc.edu/Forms/ArtLabPolicy>