

## Letterpress Art 465 801 88184 Casey McGarr

### Course Syllabus

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#### Information

Instructor: Casey McGarr, Professor of Visual Communication  
Office Location: 1918  
Office Hours: Wednesday 1:00-5:00 or Thursday 11:00-3:00, Email for an appointment,  
Office Phone: 214-954-3636  
Email: casey.mcgarr@tamuc.edu

#### Class Information

Credit hours: 4.0  
Meeting times: Tuesday 12:30 p.m. until 4:30 p.m.  
Meeting location: 1905 VisCom Press

#### Suggested textbooks and resources

Alan Kitching: A Life in Letterpress  
Letterpress Printing, A Manual For Modern Fine Press Printers by Paul Maravelas  
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. All carving should be done outside of class which allows for printing in class. If time allows print 4 personel projects.

#### 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.

#### Your weekly participation grade will be based on the upkeep of the pressroom which includes the following.

- 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.
- **DO NOT USE PAPER TOWELS TO CLEAN TYPE**

#### 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.

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**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.

**Required Supplies: Students will purchase the Letterpress Kit for \$132.40 through VisCom, see Ramona Wates**

**Kit includes**

- 2-12"x18" Blick Golden-Cut Linoleum
- 2- 10" x 16.25" Hard Maple Wood
- 2- 11.5" x 8.25" Polymer Plate
- Speedball Deluxe Soft Rubber Brayer - 3" and 6"
- Speedball Linoleum Cutter Kit plus 5 blades
- Use of letterpress ink and mineral spirits for the semester
- Pica Ruler

**Additional supplies not included:**

- 20 - 12x18 sheets of paper - \$15 per project or you may bring your own paper
- Laser cutter use is \$12.00 per hour
- Black Nitrile Industrial Power-Free Disposable Gloves (100) various sizes: (\$9.70)
- Old clothes
- Essential tools: drawing pencils, erasers, sharpie marker, scissors, masking, and scotch tape
- Xacto knife and blades
- Three-ring Binder & Sketchbook
- Tracing paper 9x12

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

Quote: Setting Multiple Lines of Type.....	14.28%, Due: September 13
Type Setting Part 2 Overprinting .....	14.28%, Due: September 27
Expressive Lettering .....	14.28%, Due: October 25th
Invitation using photopolymer or laser engraver .....	14.28%, Due: November 15th
Mid Term Exam .....	14.28%,
Poster using laser engraver .....	14.28%, Due: December 13th
Participation Grade .....	14.28%

**University is Closed**

Labor Day: September 4th  
Thanksgiving: November 23-24

**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 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.

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#### 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)

Zoom Video Conferencing Tool

[https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom\\_Account.aspx?source=universalmenu](https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu)

#### 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>

#### 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

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

- 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.
- The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution (quotation and citation). This includes using AI tools to develop or provide the foundation for work without proper citation of its reuse. You are required to cite your AI prompts with your work. Plagiarism can be intentional or unintentional. ALWAYS 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.

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- 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

### AI policy

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text and image, or suggest replacements for text and image, as determined by the instructor of the course. Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism). Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed. In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

### 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/>