GRFX 1220 **Master Document + Design**
TTh 930-1045 Rm 204 ET *(Spring 2024)*

Master Document / Design emphasizes visual problem-solving skills and personal productivity concepts using industry standard computer software. Course includes an introduction to computer graphics software using the following Adobe Creative Suite software: InDesign as a "master document," Photoshop, and Illustrator. **PR: GRFX 1111 (Imaging Foundations)**

Course Outcomes:

- Demonstrate basic functionality of industry standard software for layout and documentation.
- Generate design solutions coordinating the proper working relationship between multiple software programs.
- Manage design assets across multiple platforms as in-process and finalized formats

COURSE MATERIALS

- No textbook
- Most course materials will be provided resources (links, PDFs, etc.) and/or student-led research and discovery.
- Some classwork may require additional materials or incur cost, such as printing needs. These will be assigned as needed with each project.
- Recommended you have something for note-taking, whether analog or digital.

TECHNOLOGY REQUIREMENTS

- **Computer capable of running Adobe Creative Cloud**
- **Access to Adobe Creative Cloud (account)**
- **Internet access**
- **Class portals: must be checked daily**
    FSU email
    Blackboard
    GRFX.site

As long as campus and labs remain open, you have access to computers, internet, and Adobe CC. Should we have to pivot to remote learning, you will be expected to have personal access to a computer, internet, and Adobe CC.

- Recommended: Cloud storage (such as OneDrive, Google Drive, etc.)
- **DO NOT SAVE FILES TO LAB COMPUTERS AS PERMANENT STORAGE. Lab computers will be wiped weekly.** Use a thumb drive or cloud storage. Loss of work files on lab computers is not an acceptable late-work excuse.

ADOBE CREATIVE CLOUD

ET Labs 204+206 come equipped with Adobe Creative Cloud.

- You MUST create a free account with Adobe to use the University license (This is different from your UCA).
- You MUST sign in/out of Adobe each time to use lab CC
- ***Do NOT use a personal subscription account in the lab.*** Use an alternate email from any personal Adobe CC subscription you may have.

LAB / CLASSROOM POLICIES

Lab access: You may get your ID card keyed for access to 204 + 206. Details / lab hours TBA.

- **NO FOOD at computer stations**. You may have closed containers beverages. Clean up after yourself.
- **Hand washing/sanitizing recommended.**

COURSE DELIVERY

This is an in-person course. Class-time will be split between lectures, discussion/critiques, and work time.

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professor
Katie Sickman

email - preferred
ksickman@fairmontstate.edu
* Please prioritize FSU email (Outlook) over Blackboard messaging. Do not use personal email.

Office + hours
201C ET
Mon-Thurs, 8-9am

Communication is key!
If you are beginning to struggle or fall behind, let me know as soon as possible so we can problem solve together.

If something comes up prohibiting assignment completion or attendance/participation, you must notify me immediately so that **IF** possible or applicable, an alternative approach may be used. Let me know as soon as possible. **Leniency or alternative assignments will not be given weeks after the fact.**

Fairmont State Policies/Statements:
www.fairmontstate.edu/academics/ affairs/syllabus-statements.aspx

Office of Accessibility:
www.fairmontstate.edu/student-services/accessibility

Career Development Center
www.fairmontstate.edu/student-services/career-development

LEAD (tutoring, writing center, etc.)
www.fairmontstate.edu/student-services/lead-center

Library
library.fairmontstate.edu/home

I reserve the right to make changes to the syllabus during the semester, including the tentative course schedule.

- Content such as notes, project outlines, resource links, discussion boards, and other class documentation will be posted regularly through Blackboard and/or the class site: grfx.site.
- Some class time will be set aside for work in class. Unless otherwise noted, attendance is still expected.

COURSE ASSESSMENTS AND OUTLINE

Grades in this course will consist of a mixture of smaller, lesson-relevant assignments, exercises, and quizzes; a few larger design projects; critique and discussion; and other evaluations as assigned (TBD).

- Most work will center around design application but may include or prioritize research and writing as well.
- Other graded content may be assigned as needed. TBD
- You will be given some time in to work in class most weeks but expect to work outside of class as well.
- General outline (tentative):
    Week 1: Syllabus overview, syllabus quiz, and warm up assignment
    Weeks 2~6: Lessons, tutorials, and small assignments/exercises; possible quizzes
    Midterm (6~7): Midterm project + critique
    Weeks 8~12: Lesson and assignment continuation, possible quizzes
    Final (13-15): Final project; possible critique
      >> FINAL scheduled for 8am, Thursday, May 9 (University scheduled exam slot)
- Due dates: Posted with each assignment, generally set as "by end of day (11:59pm)." Assignments or projects spanning longer than a week may include check-in or draft due dates scheduled ahead of the final submission due date.
- ALL due dates and times will be clearly indicated with each assignment or project.

ATTENDANCE

Come to class. To succeed in this course, you need to "show up."

I will take attendance every class for my own records. However, there is no penalty for an absence. If you do miss, it is your responsibility to obtain notes and other information from a classmate (Translation: don't email me asking what we did.)

- Perfect attendance will be rewarded with a bonus: 2 percentage points added to your final grade.
- Tardiness and/or leaving class early will negate eligibility for the perfect attendance bonus.
- Participation: I expect quality, active participation in the classroom, potential group activities or collaboration, work days in class, critique, discussion posts, check-ins/draft dates, etc.

LATE WORK

All work is due at the beginning of session or during the allotted time frame specified online for digital submissions.

You have up to ONE WEEK from the original due date to turn in late work unless otherwise noted (small assignments may not be eligible for late submission).
      – Next class day late = 10% deduction; One week late = 20% deduction.
      – Late work will not be accepted after one week.

There will be NO MAKEUP PROJECTS/GRADES. It's on time, it's late, or it's a 0.

STUDENT RESPONSIBILITY

More than ever, it is absolutely necessary you stay connected through all delivery portals: FSU email, blackboard, and grfx.site. You are responsible for checking these regularly and will be held accountable for any information posted there. A general overview:

- **FSU email:** Class announcements and virtual office communication between student and professor (except for grades)
- **Blackboard:** Class announcements; file submissions; project specs; quizzes; discussion boards; grades; grade communication
- **GRFX.site:** Class calendar; project spec sheets; class notes; general advising information; program updates

Your diligence and good ethics as a student allow me the flexibility to tailor the course to optimal outcomes for each of you. As always, I expect respectful interaction and constructive criticism/feedback at all times.

PROFESSOR RESPONSIBILITY

I do my best to deliver quality course content. This sometimes means an adjustment to my original plans, which are done in your best interest to ensure maximum value for you. Changes will be made clear with adequate notification. Content will be posted in a timely manner with assignment requirements, check-ins, deadlines clearly outlined, and I will respond to contact as quickly as I can.

GRADING

- **Final** grades recorded with the registrar will be on the following scale:

A 90 and above	4.0
B 80 – 89	3.0
C 70 – 79	2.0
D 60 – 69	1.0
F 0-59	0.0

All grades will be posted on Blackboard. **I will not discuss any specific grade details via email; ONLY through blackboard messaging or private (in-person or video call) discussions.** Grades will be updated regularly, to the best of my ability.

- **Major projects**, designated as 50 or 100pts, will be evaluated on a A-F, +/- scale (outlined below). This evaluation reflects the quality of design work and meeting the creative and functional needs of the project. Other assignments will be graded on a "points possible" scale depending on size.

PROJECT GRADING SCALE

This scale/rubric is relevant to 100 or 50 point projects within the course. Final grades posted for the course are still under the regular A-F scale with no +/- distinctions. These descriptions are intended as a general outline of scale; individual projects will dictate specific feedback or edits.

A			
	A +	98 , 49	**Excellent, superior.** Work stands out and displays excellent judgment and/or original thinking. Demonstrates extensive grasp of subject matter. Design outlines/conditions have been met with minor or no deviation. Minimal edits suggested. A+ indicates work is above and beyond expectations.
	A	95 . 47	
	A -	90 , 45	

B			
	B +	88 , 44	**Good.** Work is above average and grasps subject matter with room for improvement. Minimal errors in meeting design outlines. Minor but significant edits suggested.
	B	85 , 42	
	B -	80 , 40	

C			
	C +	78 , 39	**Average.** Work is of average quality. Understanding of subject matter is reasonably evident. Design requirements have missed the mark or were not included. Mixture of minor and significant edits suggested.
	C	75 , 37	
	C -	70 , 35	

D			
	D +	68 , 34	**Marginal pass.** Lowest 'passing' grade. Demonstrates poor quality of work with minimal evidence of subject understanding. Design conditions mostly missed or not included. Several significant edits required and/or elements replaced.
	D	65 , 32	
	D -	60 , 30	

F			
	F	0- 50 , 25	**Failure.** Insufficient quality of work and understanding of subject matter. Limited or lack of adherence to outlined designed conditions. Significant portion of design and/or creative direction requires adjustment or replacement.