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# Start Here : Syllabus Introduction



Students are expected to review this module in its entirety. To navigate through this module click the "next" button at the bottom of the page. Once you do you will become familiar with the following:

- Learn about [Course Details and Communications](#)
- Learn about [Supplies and Materials](#)
- Become familiar with [Course Policies](#)
- Learn about [Criteria and Assignments](#) in this course
- Learn about [Schedule and Important Dates](#) in this course
- Find out about [Student Resources](#)
- Learn about [Canvas and Canvas Support](#)

## Start Here: Syllabus

By the end of this module you will be expected to do the following:

- Familiarize yourself with all the Syllabus information

After review the syllabus you will access the Week 1 module, where you will be expected to do the following:

- Review the [Week 1 Module](#)

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# Course Syllabus

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**GRA 1109—HISTORY OF GRAPHIC DESIGN**  
3 credit hours

The full course syllabus can be found as a part of the Getting Started Module















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### DISCLAIMER STATEMENT

Changes to the course calendar may be made at the discretion of the professor, and students will be notified of any changes in class and/or via the Canvas Inbox conversations tool.

## Course Summary:

Date	Details	Due
Week 01	<a href="#">Week 1 Text Reading Assignment</a>	due by ---
	<a href="#">Week 1 Discussion: An Introduction (REQUIRED DURING FIRST WEEK FOR ATTENDANCE CREDIT)</a>	due by ---
Week 02	<a href="#">Week 2 Text Reading Assignment</a>	due by ---
	<a href="#">Week 2 Discussion:</a>	due by ---
	<a href="#">Week 2 Quiz</a>	due by ---
Week 03	<a href="#">Week 3 Text Reading Assignment</a>	due by ---
	<a href="#">Week 3 Discussion:</a>	due by ---
	<a href="#">Week 3 Quiz:</a>	due by ---
Week 04	<a href="#">Week 4 Text Reading Assignment</a>	due by ---
	<a href="#">Week 4 Discussions:</a>	due by ---
	<a href="#">Week 4 Quiz</a>	due by ---
Week 05	<a href="#">Week 5 Text Reading Assignment</a>	due by ---
	<a href="#">Week 5 Discussions:</a>	due by ---
	<a href="#">Week 5 Quiz:</a>	due by ---
Week 06	<a href="#">Week 6 Text Reading Assignment</a>	due by ---
	<a href="#">Week 6 Discussions:</a>	due by ---
	<a href="#">Week 6 Quiz:</a>	due by ---
Week 07	<a href="#">Week 7 Text Reading Assignment</a>	due by ---
	<a href="#">Week 7 Discussions:</a>	due by ---
	<a href="#">Week 7 Quiz:</a>	due by ---
Week 08	<a href="#">Week 8 Text Reading Assignment</a>	due by ---
	<a href="#">Week 8 Discussions:</a>	due by ---
	<a href="#">Week 8 Quiz:</a>	due by ---
Week 09	<a href="#">Week 9 Text Reading Assignment</a>	due by ---

	 Week 9 Discussions:	due by ---
	 Week 9 Quiz:	due by ---
Week 10	 Week 10 Text Reading Assignment	due by ---
	 Week 10 Discussions:	due by ---
	 Week 10 Quiz:	due by ---
Week 11	 Week 11 Text Reading Assignment	due by ---
	 Week 11 Discussions:	due by ---
	 Week 11 Quiz:	due by ---
Week 12	 Week 12 Reflection Essay	due by ---
	 Week 12: Student Feedback on Instruction Survey	due by ---
Week 13	 Week 13 Visual Project	due by ---
Week 14	 Week 14 ---- HOLIDAY BREAK	due by ---
Week 15	 Week 15 The Process of Creating	due by ---
Week 16	 FINAL EXAM	due by ---

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# Syllabus : Course Details and Communications

[PRINTABLE SYLLABUS](#) & [DETAILED COURSE SCHEDULE \(click to download\)](#)

## Course Details & Communications

### COURSE DESCRIPTION:

*3 Credit Hours / 3 Contact Hours*  
 This course explores the contemporary, historical, cultural and technological trends and advances which influence graphic design industry practices of today.

#### INSTRUCTOR CONTACT INFORMATION

**John Sousa**  
*Professor*  
 Graphic & Interactive Design

**email:**  
[jsousa@valenciacollege.edu](mailto:jsousa@valenciacollege.edu)

**virtual office hours:**  
 By email or Calendly appt. only  
 Mon-Thur, 10am-4pm

### CONTACTING THE INSTRUCTOR:

The best way to get a hold of me is through email.  
 Emails with specific questions will be answered as soon as possible, usually within 24 hours. Students who need more than a brief response should arrange a meeting. **Messages should consist of your name, your class and class time, and a brief but detailed message.**

### Virtual Office Hours:

Should you need additional help or have concerns, please make an appointment to book a [1-on-1 Zoom meeting](#) with me.  
 If you need to leave something for me: You can leave items with the Lab Asst. (3-151) - Be sure to include a clearly-visible note with my name and your name on it.

### HOW I WILL CONTACT YOU:

All students have a Valencia email account. **Any communication about our course, your progress or the program should come from your Valencia email address, or I cannot reply to it—for your own security.**  
**All communication for the class in general, or to an individual student, will be sent through Atlas email.** It is the students' responsibility to check their Atlas email and general account on a regular basis. I regularly send notices through your ATLAS email accounts!

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# Syllabus : Course Supplies and Materials

WHAT YOU NEED TO PARTICIPATE IN THIS COURSE:  
**Foremost:** the time and desire to succeed.

Throughout this course and the graphics program you will generally experience very demanding course workloads. Students who are able to devote the time and effort required will do well. It is suggested that you allow 6-10 hours study/lab time each week to complete the coursework required. Some students may require additional time and others less.

TEXTBOOK REQUIREMENTS:  
*A History of Graphic Design*, Sixth Ed., by Philip Meggs, and Alston W. Purvis  
Student Companion Site:  
<http://bcs.wiley.com/he-bcs/Books?action=index&itemId=1118772059&bcsId=10075>

**STUDENTS MUST OBTAIN THE TEXT**  
*A History of Graphic Design, Sixth Ed., by Philip Meggs, and Alston W. Purvis*  
**TO COMPLETE WEEK 1 ASSIGNMENT**

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## Syllabus : Course Policies

### ATTENDANCE:

Students are required to log-in and complete the first week's assignment within the first week of the course or they will be withdrawn as a "No Show" in the course. It is expected that students log-in several times a week in order to complete this course satisfactorily.

### PARTICIPATION:

It is expected that students log-in several times a week in order to complete this course satisfactorily. This includes meeting deadlines for reading, posts, responses to posts and quizzes. **STUDENTS ARE RESPONSIBLE FOR REFERENCING AND FOLLOWING THE COURSE SCHEDULE PROVIDED.**

### DISCUSSION POSTS & FEEDBACK:

As college students, you are accustomed to presenting work, receiving and providing constructive feedback. Because this course is online, and discussions figure prominently in the course's workload, we will provide posts and feedback via discussions with the same intelligence and thoughtfulness as we should in the classroom or work environment.

### DUE DATES & MAKE-UP POLICY:

**Deadlines for Assignments:** In the workplace, when projects are due, they are due. They cannot be late. If your assignments are turned in late, you will receive a "0" for the entire assignment.

**Digital files** should be named and organized as noted on rubrics / project description sheets and submitted before expiring due dates.

### USE OF CAMERAS & RECORDING DEVICES:

As your professor, I'm committed to giving you as many opportunities and resources to support your learning as possible. Therefore, you may find it beneficial to record class lectures to review later. Students may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a planned presentation by a college faculty member or instructor, during a scheduled class, delivered for the purpose of transmitting knowledge or information that is reasonably related to the pedagogical objective of the course in which the student is enrolled. Recording class activities other than class lectures, including but not limited to class discussions, student presentations, labs, academic exercises involving student participation, and private conversations, is prohibited. Recordings may not include the image or voice of other students in the class, may not be used as a substitute for class participation and class attendance, and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the College's Student Code of Conduct.

### COMPUTER COMPETENCY & LAB USAGE:

#### Basic Technical Requirements for Canvas:

<https://community.canvaslms.com/docs/DOC-10721-67952720328>

This is an Online Course. You will find that success in an online course requires excellent time management skills. All of the course content will be delivered via reading in the course modules and the text book on a weekly basis. Students will also create original discussion posts, respond to 2 or more classmates posts, and take weekly quizzes to assure progressive learning. This work is time-consuming when done appropriately and to college-level requirements.

To be successful in this course students **must have daily access to a computer with internet access.** Students may utilize the campus graphics labs during open lab periods, the campus library computers, public library computers and/or their own home computer to meet required weekly due dates.

Open lab hours will be posted at the beginning of each semester in all labs. As a graphics student you have access to all Valencia College Graphics Open Labs (East, West and Osceola campuses)

**A MINIMUM OF 6 HOURS OUTSIDE OF CLASS TIME IS A MINIMUM FOR SUCCESSFUL MASTERY OF COURSE OBJECTIVES.**

***Online learning is more convenient, but not necessarily easier.***

Daily access to a computer and internet is a requirement to complete this course. Computers & internet access is available on campuses.

#### WITHDRAWAL DEADLINE:

Students may only withdraw themselves up until the withdrawal deadline for a grade of W. **Students who do not withdraw themselves prior to the withdrawal deadline will be given whatever grade was earned for the course as their final grade.**

If a student misses the final exam they will receive the grade earned (including point deductions for participation and a zero for the final exam.)

Students who miss the final exam due to a qualifying and documented reason should contact the instructor &/or Division Dean for consideration of an INCOMPLETE for the course. If granted, your grade will be marked as an "I" and you will be required to arrange and complete the coursework the following semester or the INCOMPLETE will automatically be switched to a FAIL grade. This includes summer terms and is not reversible.

#### ACADEMIC HONESTY:

Cheating of any kind will not be tolerated. Below are details, though may not be limited to this. If caught cheating students will have earned an automatic "0" for that assignment, and may be withdrawn from the class.

**Creative Design:** A large amount of work in graphic design is creative. During the planning stage students are encouraged to interact, utilize resources including the Internet, but all work should still be done by the student turning in that project.

You should not allow anyone to use your mouse or keyboard to complete any part of your work. Lab personnel may assist you if you are having problems with the operation of the computer or to answer questions concerning software applications, but they are not to do any part of your work.

In a Graphic Design course utilizing design templates, copying Internet or print resources is considered cheating. If you are unsure if your creative work is too close to another's concept, please ask.

#### Plagiarism and/or Copyright Infringement:

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive. All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression.

Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment, a second offense will result in a class grade of F.

#### What is Plagiarism?

- Copying a website or textbook verbatim without using quotation marks and/or providing an in text citation and Works Cited page.
- Submitting another student's paper as your own work.
- Changing words or paraphrasing from a textbook or website without giving credit to your source (i.e. providing a Works Cited page and in text citations).
- Supplying incorrect information about your sources.

**Copying software, fonts, or files to/from the computer** is not allowed in the lab unless assigned as part of an assignment. You may not delete or copy files other than your own; these activities could be considered cheating.

**Utilizing or identifying another's work as your own, in part or full, is cheating** and will result in a zero for the assignment and possible withdraw from the course.

FOR COLLEGE-WIDE REQUIREMENTS, REFER TO VALENCIA'S STUDENT CODE OF CONDUCT:

<http://www.valenciacollege.edu/policies/policydetail2.cfm?PolicyCatID=10&PolicyID=3>

#### COLLEGE POLICIES

##### No Show Policy

Class attendance is required for face-to-face classes beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a "no show." Class attendance is required for online classes; students who are not actively participating in an online class and/or do not submit the required attendance activity or assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no show". If you are withdrawn as a "no show," you will be financially responsible for the class and a final grade of "WN" will appear on your transcript for the course."

##### Withdrawal Policy

Per [Valencia policy](#), a student who withdraws from a class before the established deadline for a particular term will receive a grade of "W". A student is not permitted to withdraw after the withdrawal deadline. A faculty member will withdraw a student up to the withdrawal deadline for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W". After the withdrawal deadline, faculty will not withdraw a student and the student will receive the grade earned at the end of the course.

Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F."

If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date.

#### **College Student Conduct Policy**

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the Student Code of Conduct.

#### **Academic Honesty**

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive. All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression.

Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment, a second offense will result in a class grade of F.

#### **What is Plagiarism—Again?**

- Copying a website or textbook verbatim without using quotation marks and/or providing an in text citation and Works Cited page.
- Submitting another student's paper as your own work.
- Changing words or paraphrasing from a textbook or website without giving credit to your source (i.e. providing a Works Cited page and in text citations).
- Supplying incorrect information about your sources.

#### **COLLEGE LINKS**

[College Catalog](#)

[Valencia Policy Manual](#)

[Student Handbook](#)

[Microsoft Office Instructions for free software](#)

[Course Support](#): onsite, online tutoring, writing help, etc.

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# Syllabus : Grading Criteria and Assignments

## GRADING CRITERIA:

### ASSIGNMENTS & WEIGHTS:

#### REQUIRED READING

Each Learning Module will have required reading from within Canvas and from the textbook.

**To participate in this class you must complete both readings each week.**

#### DISCUSSION BOARDS (Weeks 1–11, 45% of Final Grade)

After you've completed the required reading, you'll participate in 2 discussions each week. Weeks 2–13 will count toward your grade as 3 points each.

- *Discussion postings should be courteous, thoughtful, and carefully written. To ensure that postings are informative and concise, initial postings should be **between 50 – 100 of your own words and include images to support your viewpoint.***
- *Properly cite any imagery and thoughts that are not your own creation and the source for the images/information/ideas.*  
*(Students will utilize The Chicago Manual of Turabian-style Citation Format. [Learning Module 1 contains information on citing artwork by Turabian-style Citation.](#))*
- *Reply to a minimum of 2 of your classmate's posts (thoughtfully) to receive any credit for the week's discussion board. Responses between 25 – 50 words.*
- *Students should consider the following when participating in discussions online:*
  - **Include the original questions in your post.**  
This helps classmates recall what we are discussing and helps you to keep on the correct train of thought.
  - **Consider composing your responses offline in a word doc.**  
This allows you to compose thoughtfully and correct spelling and grammar before going live.
  - **Always include examples of work you are referring to in your post.**
  - **Consider inserting video media of yourself delivering your post, rather than typing it.**
  - **When replying to a classmate, consider posing a question in response to what they have written.**
  - **Always return to the discussion to read responses and answer any follow up questions.**
  - **Always provide proper citation of all material shared in your posts.**
- **Discussion board timeline:**  
Create original posts between Monday–Thursday  
Responses to 2 or more classmates: Thursday–Saturday.  
Revisit discussion by Sunday to review responses.

#### WEEKLY MODULE QUIZZES (Weeks 1–12, 30% of Final Grade)

There will be Weekly Module Quizzes—administered through Canvas. Quiz questions will focus on reading material—both in Canvas and in the textbook.

#### REFLECTION PROJECT (Weeks 12–14, 15% of Final Grade)

There will be a 3-part reflection project weeks 12–14 that will consist of writing a reflection essay week 12, a visual project week 13, and process reflection week 14, with discussion participation each week included.

#### FINAL EXAM (10% of Final Grade)

A comprehensive final exam will be administered via Canvas.

#### EXTRA CREDIT:

#### GRADING SCALE:

A student's final grade in this course will be determined by scores earned on required projects, tutorials, quizzes/exams and a core competency skills (TVCA) evaluation. The following is Valencia College's grading scale and shall be applied to scores earned in this course

##### A = 100 - 90

Exceptional achievement, demonstrated in work of keen understanding and optimal mastery of course competencies. Earned for exemplary work, clearly beyond the requirements.

##### B = 89 - 80

High achievement, demonstrated in work of consistent effort, intelligence, and mastery of course competencies.

##### C = 79 - 70

Satisfactory completion of course requirements and mastery of essential course competencies.

##### D = 69 - 60

Unsatisfactory completion of course requirements and an unacceptable grade for prerequisite or graduation requirements.

##### F = 59 or less

Failure to perform required work or to master required course material and competencies.

**A final grade of "C" or better is required for this course** in order to meet prerequisite requirements for higher-level courses, or to be used as credit towards an A.S. degree in Graphic & Interactive Design.

1. One point extra credit may be earned by attendance at a gallery opening; reception; or pre-approved workshop, conference, seminar, etc., related to this course. Proof of attendance will be required by signing in on the guest pad and submission of a brief written synopsis via Canvas or email. Online or virtual events are acceptable forms for extra credit, but must be pre-approved by the instructor via email.
  2. Other extra credit opportunities TBA.
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# Syllabus : Course Schedule and Important Dates

## COURSE SCHEDULE:

### Suggested Reading timeline:

Monday-Wednesday

### Discussion board timeline:

Create an original posts between Monday-Thursday  
Responses to 2 or more classmates: Thursday-Saturday.  
Revisit discussion by Sunday to review responses.

### Suggested Quiz timeline:

Wednesday-Sunday (due by 11:59)

[All due dates](#) for assignments can be found on the Course Summary section of the Syllabus page

## IMPORTANT DATES:

Full College Calendar at: <http://valenciacollege.edu/calendar>

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# Syllabus : Student Resources and Tutoring

## STUDENTS WITH DISABILITIES:

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. [The Office for Students with Disabilities \(OSD\)](#) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability. Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a *Notification to Instructor* form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-2229.

## BAYCARE ACCESS:

Valencia College strives to ensure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. [BayCare Behavioral Health Student Assistance Program \(SAP\)](#) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

## SUPPORT SERVICES:

Various tutoring services are available in west campus building 7-240 (extension 1633)

Smarthinking online: Through ATLAS (Smart Thinking tutoring now includes access to Adobe Software help.)

Valencia College offers a variety of SkillShops, short seminars covering a variety of topics which deal with student success, goals and purpose. To check out Valencia's Skillshop offerings, go to: <http://valenciacollege.edu/student-services/skillshops.cfm>

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# Syllabus : Learn Canvas



## Canvas 101

Students can self-enroll in this free, self-paced course. The course offers students an opportunity to learn Canvas tools through videos, tutorials, and hands-on activities.

Students can earn a series of knowledge badges by completing [Canvas 101](#).

## Canvas Account Settings

Students can review how to make choices and add information to their [Canvas account settings](#).

## Canvas Tutorials

For more Canvas help and tutorials, please see the [Canvas Student Guide](#).

### How-to Video Tutorials

Below you will find video tutorials for frequently used course tools:

- [Assignments Overview](#)
- [Assignment Submissions](#)
- [Calendar](#)
- [Communication](#)
- [Discussions](#)
- [Grades](#)

## Canvas Mobile App

It is recommended that you install the Canvas app on your phone to receive notifications and alerts.

- There are [Canvas Apps for Android](#) and [Apple devices](#).

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