

Syllabus: GRA 110g History of Graphic Design

Summer 2019 | Online

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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.

CONTACTING THE INSTRUCTOR:

The best way to get a hold of me is through email.
mcurtiss@valenciacollege.edu

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.

Visit me at my office: bldg. 3, Room 150a

My open office hours are posted each term outside my office. Should you need tutoring or to meet up, please make an appointment. We can also arrange 'virtual' meetings via Google Hangouts.

If you need to leave something for me: You can leave items with the Lab Asst. (3-151), or at our Division Office, Arts & Humanities, in building 5-150.

HOW I WILL CONTACT YOU:

All students have an 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!

WHAT YOU NEED TO PARTICIPATE IN THIS COURSE:

Foremost: the time and desire to succeed.

Throughout your college career 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.

STUDENTS MUST OBTAIN THE TEXT

A History of Graphic Design, Fifth Ed.,
by Philip Meggs, and Alston W. Purvis

TO COMPLETE WEEK 1 ASSIGNMENT

TEXTBOOK REQUIREMENTS:

A History of Graphic Design, Fifth Ed.,
by Philip Meggs, and Alston W. Purvis

Student Companion Site:

<http://bcs.wiley.com/he-bcs/Books?action=index-&itemId=1118772059&bcsId=10075>

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.

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 Graphic & Interactive Design 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.

Discussion postings should be courteous, thoughtful, and carefully written. To ensure that postings are informative and concise, initial postings should be between 50 – 100 words, with visuals embedded and properly cited, to support your position. Responses to classmates should be between 25 – 50 words. You are responsible for writing your own post, and replying to a minimum of 2 of your classmate's posts (thoughtfully) to receive any credit for the week's discussion board.

Cite and Reflect: Properly cite the title, creator (if known) and date of the example you attached and the source. (Students will utilize The Chicago Manual of Turabian-style Citation Format. Learning Modulal 1 contains information on citing artwork by Turanian-style Citation.)

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. No exceptions!

Digital files should be named and organized as noted and submitted before expiring due dates.

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 textbook 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 any campus computer lab during open lab periods, the campus library computers, public library computers and/or their own home computer to meet required weekly due dates.

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

Ownership of a Macintosh computer and/or Adobe software is NOT a requirement for this course.

WITHDRAWAL DEADLINE:

Students may only withdraw themselves up until the withdrawal deadline for a grade of W. After that, instructors may only withdraw a student for excessive absences, therefore; 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 attendance 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 are 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.

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.

ASSIGNMENTS, GRADING CRITERIA & WEIGHTS:

REQUIRED READING

Each Learning Module will have required reading from within Canvas and from the textbook. Students must read both to participate in discussions and quizzes.

DISCUSSION BOARDS (36% of Final Grade)

After you've completed the required reading, you'll participate in 1-2 discussions.

- Discussion postings should be courteous, thoughtful, and carefully written.
- To ensure that postings are informative and concise, initial postings should be between 50 – 100 words and responses between 25 – 50 words.
- You are responsible for writing your own post, and replying to a minimum of 2 of your classmate's posts (thoughtfully) to receive any credit for the week's discussion board.

- Cite and Reflect: Properly cite the title, creator (if known) and date of the example you attached and the source. (Students will utilize The Chicago Manual of Turabian-style Citation Format. Learning Module 1 contains information on citing artwork by Turabian-style Citation.)

WEEKLY MODULE QUIZZES (44% of Final Grade)

There will be 11 Weekly Module Quizzes

A REFLECTION PROJECT (10% of Final Grade)

There will be 1 reflection project towards the end of term.

FINAL EXAM (10% of Final Grade)

A comprehensive final exam will be administered via Canvas.

EXTRA CREDIT:

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/or submission of a brief written synopsis.

One point extra credit can also be earned by attaining perfect attendance (perfect means NO absences and NO tardies and NO leaving early).

Other extra credit opportunities TBA.

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)

Smartthinking 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>

IMPORTANT DATES:

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

Drop/Refund	Mon., May 13	
Memorial Day	Mon, May 27	Campuses Closed
No Show	May 14-23	
Graduation App. Deadline	Fri., May 24	
Independance Day	Thurs., July 4	College Closed
Withdraw Deadline	Fri., July 4	
Final Exam Due	Tues., July 30,	by 12, noon
Summer Break	Aug 2-25	Campuses Open

COURSE SCHEDULE: (Refernce Weekly Module Check List for specifics)

week/mod # date	reading (canvas + text chapters)	discussion	quiz
week 1 May 6- 12	Canvas wk 1, Text: Preface	Canvas wk 1	Canvas wk 1
week 2 May 13- 19	Canvas wk 2, Text: 01,02,03	Canvas wk 2	Canvas wk 2
week 3 May 20- 26	Canvas wk 3, Text: 04, 05, 06	Canvas wk 3	Canvas wk 3
week 4 May 27- Jun 2	Canvas wk 4, Text: 07, 08	Canvas wk 4	Canvas wk 4
week 5 Jun 3- 9	Canvas wk 5, Text: 09	Canvas wk 5	Canvas wk 5
week 6 Jun 10- 16	Canvas wk 6, Text: 10, 11	Canvas wk 6	Canvas wk 6
week 7 Jun 17- 23	Canvas wk 7, Text: 12, 13, 14	Canvas wk 7	Canvas wk 7
week 8 Jun 24- 30	Canvas wk 8, Text: 15, 16, 17	Canvas wk 8	Canvas wk 8
week 9 Jul 1- 7	Canvas wk 9, Text: 18, 19	Canvas wk 9e	Canvas wk 9e
week 10 Jul 8- 14	Canvas wk 10, Text: 20, 21	Canvas wk 10	Canvas wk 10
week 11 Jul 15- 21	Canvas wk 11, Text: 22, 23, 24	Canvas wk 11	Canvas wk 11
week 12 Jul 22- 28	Canvas wk 12: Reflection Project	Canvas wk 12: Feedback to Peers	Canvas: FINAL EXAM
week 13 Jul 29- 30	Canvas : FINAL EXAM: SUMBIT BY NOON, TUESDAY, JULY 30		

