



Professor: Meg Curtiss

office phone: 407.582.1452

office: west campus, 5-135

email: mcurtiss@valenciacollege.edu

GRA 2310C

Graphic Reproduction Processes

spring 201520 | crn 24866 | fridays | 9 am – 12:45 pm

Course Description

3 Credits / 1 lab hours

Prerequisites: Minimum grade of C in GRA 2121C or department approval. Fundamentals of single and multi-color layout and pre-press production will be introduced. Traditional production techniques and current usage of a personal computer, software, and peripherals will be studied. Course includes lecture and field trips to local graphic arts production and printing facilities.

(Special Fee: \$65.00)

- Graphic Reproduction: history, present and future
- Graphic reproduction planning, processes and quotes
- Prepress production
- Printing processes, substrates, inks
- Post press, finishing and binding
- Scanning and computerized image generation
- Career opportunities

Required text:

A Guide to Graphic Print Production,

Johansson, Lundberg, & Ryberg (Authors), Wiley (Publisher) ISBN-13: 978-0471761389

Available in the campus bookstore & online.

Suggested additional resources:

Available online.

Forms, Folds and Sizes, Second Edition:

All the Details Graphic Designers Need to Know but Can Never Find [Vinyl Bound]

Sherin, & Evans (Author), Rockport (Publisher)

ISBN-13: 978-1592534616 (an affordable reference)

SpecLogix Compendium of Paper and Printing,

SpecLogix / Susan Gibbs (ed). (Author),

ISBN-13: 978-0981562803 (kinda pricey)

Supplies:

- External media or a supply of CD-R
- Loupe: 12X recommended, 8X minimum
- B/w and Color Prints (available in lab)
- 9" x 12" envelopes for turning in projects

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. Questions such as "What did we cover in class?" will not result in a response.

Obtaining missing or additional copies of course materials: You will find PDF copies of assignments on the graphic lab server in our course take-out box, for your convenience, should you lose the original handouts.

Visit me at my office: West campus: 5-135

My open office hours are posted each term outside my office. Should you need tutoring or to meet up, please make an appointment. Appointments can be arranged in person or via Google Hangouts.

If you need to leave something for me: (west campus)

You can leave items with the Lab Asst. (5-130), or at our Division Office, Arts & Humanities, in building 5-146.

How I Will Contact You:

All students should have an Atlas email account. Any communication for the class in general, or to an individual student, will be sent through Atlas email. Per college policy, any notification concerning excessive absence, getting behind in your work, being withdrawn, etc., is sent through Atlas. It is the students responsibility to check their Atlas email and general account on a regular basis.

Not doing so is not an excuse for missing information I send you and/or any class notifications that I might send.

I regularly send notices through your ATLAS email accounts!

Description of Grading Considerations

- A** = Exceptional achievement, demonstrated in work of keen understanding and optimal mastery of course competencies. Earned for exemplary work, clearly beyond the requirements
- B** = High achievement, demonstrated in work of consistent effort, intelligence and mastery of course competencies
- C** = Satisfactory completion of course requirements and mastery of essential course competencies
- D** = Less than satisfactory performance that meets minimum standard for passing
- F** = Failure to perform required work or to master required course materials and competencies

Special Requirements:

Students with disabilities who qualify for academic accommodations must provide a letter from the office for students with disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The office for students with disabilities determines accommodations based on appropriate documentation of disabilities.

Baycare

Valencia College is interested in making sure 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. Free face-to-face counseling is also available.

Support Services

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

Smarthinking online: on-demand student support site:
<http://www.smarthinking.com>

Valencia College offers a variety of SkillShops, short semi-

nars 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>

Attendance & Participation:

Regular and punctual attendance is expected. **IF A STUDENT MISSES MORE THAN 2 CLASSES THE STUDENT WILL BE GIVEN THE OPTION TO BE WITHDRAWN FOR EXCESSIVE ABSENCES OR TO HAVE THEIR FINAL GRADE REDUCED BY 10 POINTS FOR EACH ABSENCE OVER THE 2 ALLOWED. NOTE:** This is even if absences are due to documented and legitimate reasons, such as doctor appointments! Students not taking the course with sincerity and seriousness enough to come to class are encouraged to withdrawal to prevent a reduction in their overall GPA. Lengthy late attendance, early departure or sleeping during class may result in you being considered not in attendance for that day. Arriving late three times is equivalent to one absence. **YOU MUST COMMUNICATE WITH YOUR PROFESSOR TO BE CONSIDERED FOR WITHDRAW AFTER THE WITHDRAW DEADLINE.**

Make-up Policy:

There is no make-up for missed quizzes. Quiz scores will be averaged for your grade. If you are absent for a field trip or guest speaker you should get with another student for notes, etc., as you will be responsible for material presented, even if you are not present.

Academic Honesty:

All work in this course is considered individual effort; any submissions that are too similar for coincidence will receive no credit.

Students are responsible for preparing for class by reading pre-assigned readings and completing assignments. Students who are absent are fully responsible for all material covered in class.

Students may collaborate on preliminary creative process, design and technical issues. This does NOT include duplication of technical work or final design solutions. Collaboration should be used to improve visual communication or to solve technical problems. Copying a design solution completely or partially is considered cheating, and a student's inability to describe the process and solution of a submitted assignment will be considered evidence of cheating. All students involved in incidents of cheating will be given a zero ("0") for that assignment/quiz/exam/project without regard to who did the original work or who may have benefited.

Expected Student Conduct

Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty.

Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

Critiques/Oral Communication: At times critiques of projects will be conducted. When held you will be expected to come prepared with comments about your projects and provide constructive praise and criticism of your fellow classmates projects. Good oral communication skill and participation will be considered when grading assignments.

Grading Considerations

Projects are subject to change. Complete description/grading criteria will be given upon assignment.

Quizzes (4): 10% each, for a total of 40%

Project 1: Image and type selection 05%

Project 2: Specifying for Quotes 05%

Project 3: Imposition/DieCut 05%

Project 4: Proofing, Preflighting & Press Checks 10%

Project 5: Graphic Reproduction Resource Book 05%

Participation: In-class & Online Discussions, Field Trips...05%

TVCA Evaluation: 05%
(includes meeting deadlines and attendance)

Final Exam 20%

Important Dates:

DROP / REFUND DEADLINE:

January 20, 2015 by 11:59 PM

NO SHOW REPORTING:

January 21st–30th, 2015

WITHDRAWAL DEADLINE:

March 27th, 2015, by 11:59 PM

It is the student's responsibility to withdraw themselves through Atlas, by deadlines noted above.

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 a F for this course.

College Closures

Martin Luther King, Jr. Day: Monday, January 19th

Learning Day: Friday, February 13th

Spring Break: March 9th–15th

Graphics Hangouts

Spring: Thursdays, 5-130 from 1–2 pm