ARTG 4316-001 GRAPHIC DESIGN 6, PRACTICUM, FALL 2014

COURSE INFORMATION
Course title: Graphic Design 6, Practicum
Course prefix and number: ARTG 4316, Section 001, CRN 13506
Course meeting location: Fox Fine Arts lab 349A, studio TBD
Course meeting times: Tuesday and Thursday – 1:30 pm to 4:20 pm

Instructor's name: Clive Cochran
Office: FOXA 348
Office hours: Thursday, 12:00 noon-1:00 pm; or by appointment
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INSTRUCTOR INTRODUCTION
Clive Cochran has practiced graphic design since 1965. His experience covers a wide range of design projects for a broad spectrum of local, regional, and national clients. Over four decades his work has included advertising design in all media, identity design, package design, corporate communications, annual reports, trade show exhibit design, and more. During this time his work has been recognized with numerous awards and has been published in many trade journals, books, and textbooks, including Print Magazine, Graphis Posters, Dynamic Graphics, and several other graphic design publications. He is an American Advertising Federation Silver Medalist. He was previously Associate Creative Director at MithoffBurton Partners, an advertising, marketing, and communications firm. Since 1985, he has lectured in Graphic Design at UTEP. He received a BA from UTEP in 1976.

COURSE DESCRIPTION
ARTG 4316 Graphic Design 6, Practicum

As the name suggests, this advanced communication course emphasizes the practical application of graphic design theory. The course provides a comprehensive review of the design process, including initial client contact, presentation of the design problem, research and analysis, conceptualization, rough “thumbnails”, sketches, and layouts, comprehensive layouts for presentation, presentation to the client, and finished art for publication. All projects are client based and intended for publication. Work selected for actual publication will be determined by the client in consultation with the instructor. Clients will be drawn both from on-campus and selected off-campus, not-for-profit organizations. In some cases, work may include submission to legitimate graphic design competitions. The number and complexity of projects will be determined according to the nature and availability of client work. As in professional design practice, specific projects are not pre-determined but will be proposed throughout the semester. Expect four to five projects.

Projects may be team-executed or individualized, depending on the nature and complexity of each project. When projects require a team approach to problem solving and execution, then team participation and cooperation will be a factor in individual grade evaluation.

Course style can be described as a “hands on” supervised studio/lab with demonstrations, lectures and in-class work. In-class work is structured in order to provide individualized instruction and assistance with the design process. This course will require significant additional work-time outside of class. Students should anticipate spending five hours and forty minutes in class per week and at least an additional six hours outside of class per week to satisfactorily complete this class.

COURSE PREREQUISITE INFORMATION
Students taking ARTG 4316 Graphic Design 6 are required to have a foundation understanding of typography as a design element (tool), logo design, understanding of how to apply body copy and the grid, the elements of design, the principals of composition, style, and content. Additionally, students must have developed fundamental drawing skills and a survey base knowledge of Art History. These skills and knowledge sets are provided through the Department of Art's foundation course sequence including: required prerequisites ARTG 3316, ART 1301, ART 1302, ART 1303, and suggested completion of ART 1304, ARTH 1305 and ARTH 1306. Student’s seeking prerequisite waiver must contact the instructor.

COURSE GOALS AND OBJECTIVES
Goals and objectives targeted in ARTG 4316 Graphic Design 6 include:
• A practical understanding of client expectations, and the application of graphic design technique, skill-sets, and resources to meet those expectations.
• An understanding of a diverse variety of client projects, the unpredictable nature of those projects, and how graphic design skills may anticipate and execute those projects.
• Development of improved self-expression, creative thinking, and planning skills, integrated with a design group or team context.
• Development of client presentation techniques and self-confidence, poise, clarity, and thoroughness in presenting work.

LEARNING OUTCOMES

Students who complete this course are expected to have experience and fundamental competency and confidence in planning, designing, presenting, and executing work for a diverse group of clients.

**Note:** Competency is defined, for this course, as a developed understanding and mastery of skills and knowledge needed to complete a task to a successful beginning level. Competency can be demonstrated while designing a project, researching, etc. Competency is a measure of how well you understand and use a process or skill.

Confidence is defined as a student's willingness and self-trust in their own abilities to use the skills and processes learned during this course. Confidence is the element of each student's progress that allows the student to **know** when help is needed and when it is not. Confidence is built throughout the semester and is demonstrated by the way that a student develops skills or competencies and their willingness to utilize these new skills. Once the student has worked with the process and starts to understand its abilities and procedures the timid feelings are replaced with a sense of control and excitement for the potential of the process as a path for creation.

ASSIGNMENTS

Assignments in Graphic Design 6 are designed to replicate, as much as possible, the type of projects encountered by a working designer in a typical practice. As noted above, these assignments will be provided by on- and off-campus clients, and are intended for implementation. Because projects selected for publication will be determined by specific client needs, teams and individuals will present their work on a competitive basis.

As client work becomes available, it will be added to the course calendar. All deadlines will be determined according to client needs.

**NOTE, IDENTIFY YOUR WORK**

All work must be clearly identified with the name of the designer, (your name), designer group name if applicable, (team name), and the course description, (ARTG 4316-001, GD 6, Practicum), semester, (Fall, 2014), the date, and a brief project description. If a project requires several designs, each must be individually identified.

The proper format is a label attached to the back of the work. Where this is not practical, such as a catalogue, book, or package design, the appropriate information should be incorporated inconspicuously but clearly as part of the design, (example, on the back cover flap of a book jacket, or following the ingredients on a label design, or on the colophon/credits page in a catalogue).

If work is not identified, it cannot be evaluated and may be discarded: **No name, no credit.**

RETRIEVAL

Work must be picked up on the day it is returned in class. If you are absent when work is returned, the work will be left in the classroom. If the work is not retrieved in a timely manner, it will be discarded. If you cannot be present when work is returned, please contact me to make arrangements to retrieve your work. Work cannot be released to someone other than the designer without written consent.

Arrangements for retrieval of the final project will be provided prior to final critique.

GRADING STANDARDS AND CRITERIA

- **A** Outstanding work and is reflective of works and performance of exceptional ability and absolute quality.
- **B** Above average performance, going beyond expectation.
- **C** Average and adequate work that fulfills requirements and expectations (the majority of students start at this level). This is the minimum grade required to continue on to the next graphic design level.
- **D** Represents less than average performance and is considered underachieved. Credit given.
- **F** Unacceptable performance. The student will receive no credit.
- **I** Will be considered for students completing satisfactory or better work and having serious legitimate situations beyond their control requiring additional time to complete the course requirements. All "I" grades are at the discretion of the instructor and the approval of the department chair.
- **W** The withdrawal option must be completed on or before the final drop date (Oct. 28). Students hold the full responsibility for withdrawing from this course if that procedure is elected. The instructor may recommend a student to withdraw but is not responsible to withdraw a student from the class.

Grades are based on a four point system, where **A** = 4 points, **B** = 3 points, **C** = 2 points, **D** = 1 point, and **F** = no points. The final course grade is based on the average grade of each assignment according to its weight, plus criteria listed below under Evaluation.
Graphic Design 6 is a grade-based course and is not available for audit or pass/fail options.

**EVALUATION:**

Note that, as a rule, the client selects the final work to be produced. However, client selection, while important, does not guarantee a passing grade. In other words, work not selected may receive a higher grade than work selected. Work will be evaluated according to traditional graphic design criteria:

1. Assignments are evaluated according to both concept and execution. In general, except where noted, both have equal weight in determining the grade for that assignment. Good ideas cannot overcome poor execution, and strong execution will not save a weak idea.
   Concept is determined by four related criteria: originality, clarity, relevance, and memorability. Execution is determined by overall craft, layout, typographic treatment, color treatment, thoroughness, and presentation.
   When several pieces or a series are assigned, consistency and coordination are also considered. Note that presentation plays an especially significant role, especially in preparing work for client presentation. The care and concern shown in preparing work for presentation may determine the success or failure of the project.

2. In addition to the above criteria, class participation, attendance, and performance improvement will be considered in the final evaluation. When the overall grade is on the cusp, these factors can play a positive or negative role. Also, anticipate work-in-progress critiques, when appropriate, on projects outlined above. Note that work presented during in-progress critiques will be factored into the final grade for those projects. Therefore the final grade for each project includes not only the final, formal critique, but also work leading up to that critique.

**PUNCTUALITY, ATTENDANCE, AND OTHER CRITERIA**

1. Students are expected to finish projects by the deadlines set. Work turned in after class critiques are considered late and will be graded accordingly. A letter grade will be deducted for each day that an assignment is overdue. One half a grade point will be deducted for work that is tardy for critique. See the note below regarding punctuality.
   Participation in critiques is mandatory. A letter grade will be deducted for failing to attend in the critique. Even if the work is not ready, it is to your benefit to attend the critique.
   A major part of a studio class is participation with energy, intellectual curiosity and enthusiasm. Non-participation in critique and discussion is considered poor classroom performance.

2. The 4th absence in the course of a semester will lower final grade by one letter. Tardiness constitutes one half of an absence. The student is responsible for any information missed while away from class.
   Attending class but not working in class, and early withdrawal from a class are all regarded as being absent.
   Participation in all brainstorming, group discussions and critiques is the nature of a studio class. It cannot be made up or substituted.

3. Individual consultation with the instructor is always welcome. Students are encouraged to discuss with the instructor progress of their projects. When the instructor is unavailable, correspond via e-mail.
   Where possible, accommodations will be made for students who wish to stay and work beyond class time.

**A Note About Punctuality**

The tardiness policy is clear. Two unexcused late arrivals equals one unexcused absence. Four unexcused absences results in the loss of one letter grade for the semester.

This policy applies during critiques as well as throughout the normal class schedule. However, be aware that during a critique, an additional lateness penalty applies. Any work introduced after the critique has begun will be regarded as late. One half-letter grade (1/2 a grade point) will be deducted from the grade earned for that assignment.

A few minutes is always allowed at the beginning of the critique period for last minute adjustments, etc. It is a time to catch your breath, gather your thoughts. However, once the critique has begun, it should not be interrupted.
   Tardiness at any time is disruptive, unprofessional, and discourteous. This is even more pertinent during critique. Late work is unfair to those whose work is ready on time, and late work disrupts the critique process, as the entire class must now consider work that it has not had the opportunity to review.

Note that this policy applies to *unexcused* absence or tardiness. As a rule, only personal or family emergencies constitute a valid excuse for absence or tardiness. Things happen. Everyone has had the experience of getting stuck in an unanticipated traffic jam, or car trouble, illness, etc. Remember that excuses should be documented.

**COURSE PARTICIPATION:**

Participation in all discussions, critiques and class days is required for this course.

Development and execution of class projects must be accomplished during and outside of class meetings.
However, projects executed *solely* out of class will not be accepted. In other words, significant progress on all projects must be accomplished during class meetings.

Participation in the collaborative group environment of the studio is essential.
LATE ASSIGNMENTS AND MAKE-UP WORK

Late assignments and make-up work are only afforded in the case of excused absences by arrangement and approval of the instructor. Because of the course focus on client work and preset deadlines, make-up work may not be presented to the client, and may require alternative assignments.

CLASS CONDUCT

A successful career in graphic design requires more than talent, skill, and knowledge. By definition, a professional designer observes professional standards. Among other things, these standards demand a commitment to the work and respectful, courteous behavior towards one’s colleagues, clients, competitors, service providers, and audience — in other words, everyone. Professional standards should always prevail in the workplace, the studio, and the classroom. Without an understanding of professional standards, no designer, no matter how skilled, is likely to succeed.

- Students enrolled in this course are expected to behave in a professional manner. Your classmates are your colleagues; treat them with the respect they, and you, deserve. Disruptive and/or inattentive behavior is inappropriate; as a rule, such behavior will be treated as an absence.
- Class time is devoted to the development and execution of class projects, to lecture, class discussion, demonstrations, and critiques. Projects executed solely out of class will not be accepted. Participation in the collaborative group environment of the studio is essential to the successful completion of this course.
- Class time, including both studio and lab time, is provided for work on projects assigned in this course. Work on projects assigned in other courses, without permission, will be treated as an absence.
- When using the lab, always observe the posted lab rules. Never enter a studio or a lab when another class is in session without the instructor’s permission, (as a rule, it is best to get that permission ahead of time).
- Students must act in a safe and reasonable way at all times in the studio and computer lab.
- Talking on a cell phone, texting, instant messaging, tweeting, etc. are disruptive and disrespectful.
- Surfing the internet, unless it is related to research for a class project, is inappropriate.
- I-pods, MP3 players, and other personal entertainment devices are allowed during work periods, so long as the volume is adjusted so that it doesn’t disturb your colleagues. In other words, if your neighbor can hear your music, it’s too loud. Turn it down.
- I-pods, MP3 players, and other personal entertainment devices are not allowed during lecture, demonstrations, class discussion, or critique. Remove the ear buds and pay attention. Remember that inattentive behavior will be treated as an absence.
- The class meets for two hours and 50 minutes. Breaks will be provided. Leaving early, without permission, will be treated as an absence. Failure to return promptly from a break will be treated as an absence.
- Cell phones should be silenced, turned off, or put on the vibrate mode. If you absolutely need a cell phone for an emergency, please alert the instructor.
- Plagiarism in any form will not be tolerated. Work completed in another class may not be substituted for work assigned in this class, and will be treated as plagiarism. See the note concerning University policy below.
- Any questions regarding safe and reasonable behavior and practices should be directed to the instructor and only the instructor.

Cheating/Plagiarism: Cheating is unethical and illegal. Plagiarism is using information or images in a project without giving credit to the source of that information or image. Do not submit work under your name that you did not do yourself. You may not submit work for this class that you did for another class. If you are found to be cheating or plagiarizing, you will be subject to disciplinary action, per UTEP catalog policy. Refer to http://www.utep.edu/dos/acadintg.htm for further information.

Instructor’s note: Plagiarism occurs when someone attempts to pass off someone else’s work as one’s own. This includes tracing or copying images and/or ideas from other sources. While accidental duplication of ideas may be unavoidable, intentional copying is unethical, unprofessional, and unacceptable. Under certain circumstances, plagiarism may have legal consequences. For the purpose of this course, anyone caught plagiarizing will receive a failing grade for the course.

MATERIALS AND PERSONAL EQUIPMENT

NOTE: The materials listed below will be useful for most of your graphic design courses. If you are a graphic design major or minor, it is prudent to invest in good quality supplies; the additional expense will pay off in the long run. They could last for your entire academic career and beyond.

Shop around. Most of the items listed are available at local art supply stores and on-line through outlets such as amazon.com, Blick Art Materials, Hobby Lobby, and others. Also, many stores publish online coupons; the savings can be substantial. Plus, quantity discounts may be available on many items, so consider ordering as a group.
External drive to store your digital files. Example: USB keys, I-pods, etc.

100 sheet box of Epson photo quality ink jet paper, (Epson S041069 Photo-Quality Inkjet Paper (13x19, 100 Sheets), size A3/B, or 3-star. **DO NOT USE GLOSSY PAPER.** This paper may be ordered online at [www.epson.com](http://www.epson.com), amazon.com, officemax.com, and other online sources. It may also be available locally at Office Max.

Aerosol spray adhesive, (spray mount) or other approved adhesive. Note that all aerosol spray adhesives and fixatives must be used in a well-ventilated area, preferably a “spray booth”. The Department of Art provides a spray booth in room 352. This area should be kept clean, and the filters must be replaced when clogged.

Appropriate drawing, assembly, and presentation materials, including pencils, pens, sketch and layout pads for thumbnails, T-square, triangles, cork-backed ruler, self-sealing cutting surface, matte knife, utility knife, spare blades, adhesives, and mounting boards, etc. Note the preferred format for mounting boards is black, 15” by 20” board. Occasionally, neutral colors other than black are appropriate, depending on context, project, etc.

Note that due to the unpredictable nature of client projects, these materials may need to be supplemented to meet specific client requirements.

**CALENDAR Fall, 2014: to be determined**

Because projects in this course depend upon actual client availability and requirements, it is not possible to provide a complete schedule for critiques and client deadlines. Just as in actual design practice, expect last minute schedule changes and project adjustments. Also understand that projects may overlap; in other words, expect to work on more than one project at a time.

**Disabilities:**

I will make any reasonable accommodations for students with limitations due to disabilities, including learning disabilities. Please see me personally before or after class in the first two weeks or make an appointment, to discuss any special needs you might have. If you have a documented disability and require specific accommodations, you will need to contact the Disabled Student Services Office in the East Union Bldg., Room 106 within the first two weeks of classes. The Disabled Student Services Office can also be reached in the following ways:

- **Web:** [http://www.utep.edu/dsso](http://www.utep.edu/dsso)
- **Phone:** 915-747-5148
- **Fax:** 915-747-8712
- **E-Mail:** [mailto:dss@utep.edu?subject=Disabled%20Student%20Services](mailto:dss@utep.edu?subject=Disabled%20Student%20Services)

Please read this syllabus thoroughly and return a copy of the following syllabus acknowledgement by the next class meeting. If you have any questions regarding the content of this document, please ask the instructor for clarification.

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**ARTG 4316 Graphic Design 6 syllabus acknowledgement and course contract acceptance.**

I have received and reviewed the attached syllabus. I have had the opportunity to ask questions for clarification and I understand and agree to the conditions of this syllabus.

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<th>Section #</th>
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Name (print) ________________________________________________________

Signature ___________________________________________________________________

UTEP Student ID # __________ - __________ - ____________________