

**GRA 140 Publication Design -- Syllabus**  
**Three Rivers Community College, Fall Semester - 2017**  
**CRN #31275 ONLINE**

**Instructor:** Kevin Amenta  
**Email:** [kamenta@threerivers.edu](mailto:kamenta@threerivers.edu)  
**Office Hours C-136:** Monday & Wednesday 4:30-6:00pm or by appointment.

**Required Instructional Materials:**

- ✓ The Design Collection Revealed, Botello, 2015.
- ✓ Non-Designers Design Book, Williams, 3<sup>rd</sup> Ed, 2008.
- ✓ Access to Photoshop, Illustrator and InDesign software programs
- ✓ Handouts and tutorials posted on Blackboard Learn.

**CATALOG COURSE DESCRIPTION**

This computer course provides an overview of applications used in the field of Graphic Design: Photoshop, Illustrator, InDesign and Acrobat Pro. Students also learn file management and computer navigation basics including scanning software. Students study page design, typography, and image editing. Emphasis will be on the use of computer for writing, editing, imaging and publication design. Students will read and report on graphic design topics.

**LEARNING OUTCOMES** The course goal is for students to:

1. Develop a working knowledge in software applications used in the field of Graphic Design including Adobe Photoshop Illustrator, InDesign and Acrobat Pro.
2. Learn file management and Mac computer navigation basics.
3. Study page design, typography and image editing for publication design.
4. Learn about digital plagiarism.
5. Read and report on Graphic Design topics.

**Evaluation and Grading Policies:**

Students will be evaluated on the basis of homework assignments, discussion questions, and other assignments. The last assignment will be a capstone project. Points for each assignment are listed with the assignment on Blackboard and are based on a 1000 point system. Students will be expected to work on their assignments at home or in the Mac Lab every week and to turn them in by the stated deadline on the syllabus. Students should use traditional standards of correct spelling, grammar, and punctuation in all assignments and communications.

**1000 point grading system breakdown:**

**10% (100 points) – 10 DQ's (Discussion Questions)**

**10% (100 points) – Quizzes**

**9% (90 points) – 9 Design Collection HW Assignments**

**20% (200 points) – 10 Timed Assignments**

**21% (210 points) – 6 Design Assignments**

**10% (100 points) – Graphic Design Report**

**20% (200 points) – Final Project**

**You will use the Mac computers for class related work ONLY!  
Any other instances, such as checking social media sites, are NOT allowed!  
In such instances you will be asked to leave class and it will result in a lower  
grade. Multiple instances will result in a failing grade!!!**

**Attendance Policy:** Late assignments or make-up work is not allowed. There is NO extra-credit work! Arrangements to present projects, turn in assignments or take any tests missed because of an absence must be made with the faculty of record *in advance* of the absence. Projects, exercises, homework and in-class assignments which are not uploaded to Blackboard learn by the given due date will receive a zero for that assignment.

**Incompletes:** I traditionally do not give Incompletes. They are only assigned when there are extenuating circumstances such as illness that prevent the student from completing the coursework on time. Incompletes *must be approved by the Academic Dean*.

**Withdrawal Policy:** If you intend to withdraw, you must do so at the Registrar's Office by the college deadline. Non-punitive "W" grades are assigned to withdrawal requests. An instructor's signature is required after the deadline has passed. No withdrawals are permitted after the last class preceding the final exam. Students who do not officially withdraw, but simply stop attending classes, run the risk of receiving an "F" grade for the course.  
**Class Cancellation Policy:** Information about class cancellation due to the weather can be found by Calling (860) 886-0177 or go online to: [www.trcc.commnet.edu](http://www.trcc.commnet.edu). If the instructor has to cancel class a note will be placed on Blackboard on the course home page.

**Academic Integrity and Plagiarism:** Plagiarism and other forms of academic dishonesty will not be tolerated and will result in an automatic failing (F) grade on the assignment for the first infraction and, should it occur a second time, an automatic failing (F) grade for the course.

**Digication:**

All students are required to maintain an online learning portfolio in Digication that uses the college template. Through this electronic tool students will have the opportunity to monitor their own growth in college-wide learning. The student will keep his/her learning portfolio and may continue to use the Digication account after graduation. A Three Rivers General Education Assessment Team will select and review random works to improve the college experience for all. Student work reviewed for assessment purposes will not include names and all student work will remain private and anonymous for college improvement purposes. Students will have the ability to integrate learning from the classroom, college, and life in general, which will provide additional learning opportunities. If desired, students will have the option to create multiple portfolios.

**ALL ASSIGNMENTS ARE DUE BEFORE 11:59PM ON THE DUE DATE**

**\*Note: Timed Assignments should be completed in 2 hours or less**

ASSIGNMENT	POSSIBLE POINTS	DUE DATE
Assignment #1 Personal Portrait, DQ #1	10	Sunday September 3
Assignment #2 What's Cooking	10	Sunday September 10
Assignment #3 Harvest Market	10	
Assignment #4 Total Sportz, DQ #2	10	
Timed Assignment A Norway	10	Wednesday September 13
Timed Assignment B Switch Heads, DQ #3	10	Sunday September 17
Timed Assignment C Flyer	30	Wednesday September 20
Assignment #5 Car Ad, DQ #4	40	Sunday September 24
Timed Assignment D Restaurant Ad	30	Wednesday September 27
Assignment #6 Tourism Poster	40	Sunday October 1
Photoshop Quiz, DQ #5	10	
Assignment #7 Window Sign	10	Sunday October 8
Assignment #8 La Mirage	10	
Assignment #9 Tic Tac Toe, DQ #6	10	
Timed Assignment E Type Path	10	Wednesday October 11
Timed Assignment F Vector Image	10	Wednesday October 11
Assignment #10 Business Logo, DQ #7	40	Sunday October 15
Timed Assignment G Word Cloud	30	Wednesday October 18
Assignment #11 T-shirt	40	Sunday October 22
Timed Assignment H Dartboard	30	Wednesday October 25
Illustrator Quiz	20	Sunday October 29
Assignment #12 Drop Cap	10	Sunday October 29
Assignment #13 Four leg Wrap	10	
Assignment #14 Color Cover	10	
Timed Assn i: Original Flyer	10	Wednesday November 1
Timed Assignment J: Current, DQ #9	30	Sunday November 5
Assignment #15 Calendar	40	Sunday November 12
InDesign Quiz, DQ #8 and DQ #10	20	
Graphic Design Report	<b>100</b>	Wednesday November 22
<b>FINAL PROJECT</b> <b>Final Exam</b>	<b>200</b> <b>50</b>	<b>Sunday December 3</b>

*\*\* The instructor may change the syllabus, the order of topics and/or the content of the assignments to meet the needs of the class at any point in time.*

**BOARD OF REGENTS FOR HIGHTER EDUCATION AND CONNECTICUT STATE COLLEGES AND UNIVERSITIES POLICY REGARDING SEXUAL MISCONDUCT REPORTING, SUPPORT SERVICES AND PROCESSES POLICY**

**Statement of Policy for Public Act No. 14-11: An Act Concerning Sexual Assault, Stalking and Intimate Partner Violence on Campus:**

“The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education free from acts of sexual misconduct, intimate partner violence and stalking. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.”

**UNITED STATES DEPARTMENT OF EDUCATION AND OFFICE OF CIVIL RIGHTS TITLE IX STATEMENT OF POLICY:**

“Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all of the operations of the district or college are covered by Title IX.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX – regardless of their sex, sexual orientation, gender identity, part-or full-time status, disability, race, or national origin-in all aspects of a recipient’s educational programs and activities.”

If any student experiences sexual misconduct or harassment, and/or racial or ethnic discrimination on Three Rivers Community College Campus, or fears for their safety from a threat while on campus, please contact Edward A. Derr, the Diversity Officer and Title IX Coordinator:

Edward A. Derr  
Title IX Coordinator and Diversity Officer  
Admissions Welcome Center \* Office A116  
574 New London Turnpike, Norwich CT 06360  
860.215.9255 \* [EDerr@trcc.commnet.edu](mailto:EDerr@trcc.commnet.edu)

Students with Disabilities: If you have a disability that may affect your progress in this course, please meet with a TRCC Disability Service Provider (DSP) in Room A-119 as soon as possible. Please note that accommodations cannot be provided until you provide written authorization from a DSP.

Matt Liscum, Counselor Room A113 (860) 215-9265	Learning Disabilities <ul style="list-style-type: none"><li>• ADD/ADHD</li><li>• Autism Spectrum</li><li>• Mental Health Disabilities</li></ul>
Elizabeth Willcox, Advisor Room A113 (860) 215-9289	<ul style="list-style-type: none"><li>• Medical Disabilities</li><li>• Mobility Disabilities</li><li>• Sensory Disability</li></ul>

Use of Support Services: The Writing Center/TASC is located in Room C117 (next to the Library). TRWritingcenter@trcc.commnet.edu. Online tutoring: <http://www.etutoring.org/>