





**GRA 140 Publication Design -- Syllabus**  
**Three Rivers Community College, Fall Semester - 2013**  
**CRN30237 Tue/Thu 2:30pm – 3:45pm Room E-114**

**Instructor:** Kevin Amenta  
**Email:** [kamenta@mcc.commnet.edu](mailto:kamenta@mcc.commnet.edu)  
**Office Hours C-136:** Tu/Th: 1-2:30pm and Fri 1-2pm and by appointment

**Required Instructional Materials:**

-  The Design Collection Revealed, Botello, 2013.
-  Non-Designers Design Book, Williams, 3<sup>rd</sup> Ed, 2008.
-  Portable Flash drive with minimum 8gb storage capacity.
-  Handouts and tutorials posted on Blackboard Learn.

**Course Overview/Learning Objectives:** This course provides an overview of applications used in the field of Graphic Design: Photoshop Illustrator, InDesign and Acrobat Pro. Students will learn file management and computer navigation basics. Students study page design, typography and image editing. Emphasis is on the computer for writing, editing, imaging and publication design. Students will read and report on Graphic Design topics.

**Instructional Methods:** Readings, demonstrations and delivering of student projects. Students will observe, critique, and demonstrate learned material. Homework will occur in the context of course assignments, in preparation for classroom discussion and in support of projects. All research and assignments will require the use of personal time and the Mac lab.

**Evaluation and Grading Policies:**

Students will be evaluated on the basis of weekly projects, discussions, 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 computer lab every week and to turn them in by the stated deadline on the class calendar. Students should use traditional standards of correct spelling, grammar, and punctuation in all assignments and communications.

**1000 point grading system breakdown:**

- 25% (250 points) – 5 In-Class assignments**
- 10% (100 points) – Final Quiz**
- 5% (50 points) – Graphic Design Tutorial**
- 30% (300 points) – 6 Homework Assignments**
- 30% (300 points) – Final Project**

**\*\*No texting, use of cell phones or emailing will be tolerated during class time. If your phone rings in class, this will result in -1 point from your overall grade\*\***

**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, tutorials, reports and assignments which are not delivered IN PERSON to class by the posted due date for each 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.

**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 (860) 383-5240	Chris Scarborough (860) 892-5751
Physical Disabilities	Learning Disabilities
Sensory Disabilities	ADD/ADHD
Medical Disabilities	Autism Spectrum
Mental Health Disabilities	

**Use of Support Services:** The Writing Center/TASC is located in Room C117 (next to the Library). (860) 892-5713 or (860) 892-5769. [TRWritingcenter@trcc.commnet.edu](mailto:TRWritingcenter@trcc.commnet.edu).  
Online tutoring: <http://www.etutoring.org/>

**\*\* 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.**