

GRA 140 Publication Design -- Syllabus
Three Rivers Community College, Spring Semester - 2013
CRN 11330 Tue/Thu 2:30pm – 3:45pm Room E-114





Instructor: Kevin Amenta
Email: kamenta@mcc.commnet.edu
Office Hours C-136: Tu/Th:12:15-1pm and 3:45-5:30pm, Wed 2-3:30pm

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 Modes:

<http://my.commnet.edu> Blackboard Learn System and classroom instruction.

Required Instructional Materials:

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

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:

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**

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.

****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!!!**

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.*

College Withdrawal Policy

A student who finds it necessary to discontinue a course once class has met must provide written notice to the Registrar. Withdrawal forms are available at the Registrar's office on campus. Nonpunitive "W" grades are assigned to any withdrawal requested before the various unrestricted withdrawal deadlines listed in the calendars published in front of each session's course listings. Withdrawal requests received after these deadlines must bear instructor signatures indicating the student was maintaining at least a C- average at the time of withdrawal. No withdrawals are permitted after the last class.

Class Cancellation Policy: Information about class cancellation due to the weather can be found on the TRCC homepage <http://www.trcc.commnet.edu/>.

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 that assignment for the first infraction and, should it occur a second time, an automatic failing (F) grade for the course.

Disabled Students and Learning Disabilities Support

If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact the Disabilities Counseling Services at 383-5240. To avoid any delay in the receipt of accommodations, you should contact the counselor as soon as possible. Please note that I cannot provide accommodations based upon disability until I have received an accommodation letter from the Disabilities Counselor. Your cooperation is appreciated.

Class topics, assignments and syllabus

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.