

Calumet College



of Saint Joseph

You Belong!
ccsj.edu

Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.

COURSE SYLLABUS, Spring 2020 Arts 341 Publication Design, Layout & Typography

Instructor Information:	
Instructor Name	Nathan Bartlett
Office Number:	
Phone Number:	
Email:	nathandbartlett@yahoo.com
Office Hours:	6:00 PM – 7:00 PM Thursday

Course Information:	
Course Time:	Thursday 7:00 to 10:00 PM
Classroom:	419
Prerequisites:	None
Required Books and Materials:	Weekly Handouts and TEXT BOOK?
Instructor Bio: Nathan Bartlett is Head of Design & Communications at the University of Chicago - Facility Services Division. Nathan received his BFA in Advertising and Design from the International Academy of Design and Technology.	
Learning Outcomes/Competencies: Students will be expected to demonstrate an understanding of the concepts, and techniques introduced through demonstration, lecture, research and individual exploration. This course meets the following learning objectives for the B.A. in Digital and Studio Arts: - Designers will build a strong foundation of typographic, color, page layout, and document-construction skills that will enable them to produce a broad range of print and digital publication. - Students will analyze and evaluate both their own design work and the work of their fellow students gain mastery of creative processes from idea development to successful execution and engagement with an audience.	

Course Description:

This course will be an introduction to foundations of typography and desktop publishing (Adobe InDesign).

The course will have an ongoing discussion on design and typography.

This class is about design and will focus on the process and production of functional art. The course will end with each student producing a final project that will demonstrate their understanding of the InDesign program and the principles of design. It is also hoped this each student in discovering their own particular strategies and sensibilities in the design process.

Learning Strategies:

Hands on learning through projects are the core of this form of learning. The projects will be instructor directed and self-directed take home assignments. The real-world tasks will instill a step-by-step design process and are designed to train beginning Adobe InDesign users in the program—from fundamental features to powerful layout and output skills.

Lectures and demonstrations will be supported by quizzes and the projects as they develop.

Experienced Learning Opportunities:

Time and schedule permitting, we may tour a local print shop. TBD

Assessments:

Major Assignments:	Attendance Participation In-Class Assignments Homework Quizzes Final Project	15% 15% 15% 15% 15% 25%
Assessments:		
Class Participation:	Students are expected to demonstrate the ability to express their opinion with reasoning during critiques. Students need to engage in class conversation during the lectures.	15%
Total		

Grading Scale:

100% – 92%: A 91% – 90%: A-
89% – 88%: B+ 87% – 82%: B 81% – 80%: B-
79% – 78%: C+ 77% – 72%: C 71% – 70%: C-
69% – 68%: D+ 67% – 62%: D 61% – 60%: D-
59% and below: F

Course Schedule:**Week 1**

- Introducing the InDesign/ Getting to Know InDesign
- Introduction to Typography

Week 2

- Setting Up a Document and Working with Pages & Working with Objects
- Typographic letterforms and anatomy

Week 3

- Flowing Text
- Typographic Syntax and space

Week 4

- Editing Text
- Typographic Legibility

Week 5

- Working with Typography
- Typographic Grid

Week 6

- Working with Color
- Typographic Message and Tone

Week 7

- Working with Styles
- Typesetting for Book Design

Week 8

- Importing and Modifying Graphics
- Image and Type – poster design

Week 9

- Creating and Using Tables
- Typography and Data

Week 10

- Working with Transparency
- Environmental Design – Using type in real space

Week 11

- Printing and Exporting
- Typesetting for Digital

Week 12

- Creating Adobe PDF Files with Form Fields
- Typesetting for Mobile

Week 13

- Creating a Fixed-Layout Epub
- Type Identification and Usage Critique

Week 14

- Final Project Intro and Work Time

Week 15

- Final Project Presentations and Critique

Class will also consist of lectures, discussions, work and critique time.

I reserve the right to change this schedule to meet the needs of the class.

Responsibilities	
Attending Class	You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course.
Turning In Your Work	<p>You cannot succeed in this class if you do not turn in all your work when due.</p> <p>All four projects need to be completed and critiqued in class with your participation. All the supporting assignments: weekly journal/sketchbook entries and cell photos, (10 photos a week), exhibitions visited, (2) and readings all effect grade. The final component is the ability to use the vocabulary covered in class and readings that display an understanding of ceramic techniques and tools plus the ideas touched on in the critiques and your ability to talk about your choices. Any late assignments will diminish grade, point-for-point.</p>
CCSJ Student Honor Code	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none">• Continuously embrace honesty and curiosity in the pursuit of my educational goals;• Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community;• Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;• Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.
Using Electronic Devices	Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent. <Modify as needed to reflect your class policies>
Participating in Class	It is absolutely essential that you attend class on the scheduled time. This class moves quickly with no additional opportunities to be in studio beyond the Wednesday evening. Absences will leave you at a disadvantage. The

	demos will not be repeated and the information that is addressed in those demos and the conversations that are explored under the topics of ceramics as a historical technology and the basics of aesthetics that are essential to the discussions in the critiques are fluid and essential to how you show and talk about your work in the critiques, particularly the final one. I hope to see a kind of commitment to this class that gives you the optimum experience regardless of your desire to continue on in art making beyond our time together.
Doing Your Own Work	<p>If you turn in work that is not your own, you will be subject to judicial review by the Faculty-Student Grievance Committee. These procedures can be found in the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines to document sources avoids plagiarism. You'll find guides to the major citation methods at the CCSJ Specker Library Web page at http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite</p> <p>Please note: All papers may be electronically checked for plagiarism.</p>
Sharing Your Class Experience	At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are essential to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!
Withdrawing from Class	After the last day established for class changes has passed (see the College calendar in the CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.

Resources	
CCSJ Book Rental Program	The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and return, receive all the materials for all your classes prior to the beginning of class. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see http://www.ccsj.edu/bookstore . All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.
Student Success Center:	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
Disability Services:	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation”

	because of a disability, contact the Disability Services Coordinator at 219-473-4349.
Student Assistance Program	Through a partnership with Crown Counseling , Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, contact Kerry Knowles SAP Counselor , at 219-663-6353 (office), 219-413-3702 (cell), or kerryk@crowncounseling.org .
CCSJ Alerts:	Calumet College of St. Joseph's emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College's website at: http://www.ccsj.edu/alerts/index.html .