



Don Petrilli, Instructor  
Phone: 464-3263  
Email: dpetrilli@peralta.edu

**Section Code:** 22259

**Hours:**

*Monday Lecture:*

8:00 a.m. - 9:50 a.m.

*Monday Lab:*

10:00 a.m. - 12:50 a.m.

**Office Hours:**

Tues. 1:00-2:50PM

Thurs. 1:00-2:50PM

Best to make an appointment ahead of time.

Laney College  
GRAPHIC ARTS DEPARTMENT

## Creative Process and Solutions

Course: GRART 112, Creative Process and Solutions

Spring 2014

Units: 3

Prerequisite: None

**Text:** Third Edition *Graphic Design Solutions*, Robin Landa, Thomson/Delmar Learning ISBN 1-4018-8154-8 or

A newer 5th edition is available in the Laney Bookstore and will also work for this class. Students may find the 3rd edition at greatly reduced prices.

Fifth Edition *Graphic Design Solutions*, Robin Landa, Thomson/Delmar Learning ISBN 1-285-08517-5

**Materials:** Estimated Cost - \$50. The following is a list of possible tools and materials a student in this course might use. Actual items will vary with each student's choice of presentation methods but all projects will be expected to be presented showing the highest professional level possible compared with industry standards.

1. Notebook/Portfolio
2. 1-128 mb USB Drive or a cloud storage area like dropbox.com
3. Presentation "matte" boards of various sizes.
4. Computer printed pages.

The Adobe Creative Suite CS6 is used for completion of assignments in GrArts 112

**Purpose:** This class is:

1. To develop in the student the ability to analyze a customer's need in graphic design and solve that need through a sequential process to create effective design solutions.
2. To provide the student with a knowledge of various creative imaging techniques to apply imaging skills to graphic design solutions.

**Student Learning Outcomes:**

Upon completion of this course the student will be able to:

1. Work with a customer to identify the graphic design need, set project goals, create visual imaging solutions, produce and present industry standard artwork and evaluate the effectiveness of the design based on this sequential process.
2. Describe the "problem, solution, goal setting, implementation and evaluation" process to graphic design.
3. Understand and apply graphic design elements, principles and techniques to create effective graphic designs.
4. Create and apply various graphic imaging techniques.

**Objectives:** Students will be able to:

1. Apply the computer and hand sketching skills to achieve variety in image production.
2. Describe and use a sequential solution process to graphic design projects.
3. Create images using a variety of resources such as the computer, hand sketching, photo manipulation, etc.
4. Evaluate the effectiveness of a graphic design project.
5. Organize a graphic design project in a logical, sequential process to achieve an effective solution for client needs.

**Course Content:**

<i>LECTURE CONTENT:</i>	<i>List Percents</i>	<i>LAB CONTENT:</i>	<i>List Percents</i>
Client scenarios, deciphering what the customer requires	10%	Writing of scenarios, objectives and goals	20%
Project definition, developing the client/designer understanding of purpose	5%	Sketching and computer generation of image solutions	20%
Setting of project goals and evaluating creative content based on those goals	40%	Project presentations	10%
Production and presentation of proposal solutions	20%	Project production	50%
Evaluation of the solution	5%		
Techniques of effective imaging	20%		

**Grading:** Grading for this course will be determined by a weighted system taking into account the various aspects of the instruction provided. All appropriate instructional methodologies will be employed to give students the best possible opportunity to achieve satisfactory grades. The final grade will be determined by the following criteria: Attendance -30% and will be assigned according to the following scale: A = 100% - 91%

Projects -70%

B = 90% - 81%

C = 80% - 71%

D = 70% - 61%

D- = 60% - 21%

F = 20% - not turned in.

A "D-" average will either receive a final mark of "D" or "F" at the discretion of the instructor considering attendance, open lab attendance and number of assignments completed.

**A student must complete all assignments to receive a mark of "A"**

**Any student absent for 3 or more lectures/presentations will not be awarded a final mark greater than a "C."**

**Assignment Deadlines:** All assignments will be due at the time and place designated by the instructor usually indicated in this syllabus but changes may be made during lectures. Missed deadlines will result in a failing grade for the project. Deadline extensions may be discussed with the instructor prior to the deadline (not the day of) but will be difficult to obtain. Student's history of attendance will be considered. Extensions may or may not be granted for personal or dependent minor illness, scheduled court appearances, personal emergencies (this does not include automobile repairs, conferences and appointments, assessments, non-emergency medical issues of self, friends or extended family, etc.). **Extensions on assignment deadlines may forfeit one grade from the instructor's evaluation grade.**

**Honesty and Integrity:** Students will be held to the standards of the Laney College Academic Integrity Code in addition to the following. *\*Plagiarism occurs when a student misrepresents the work of another as his or her own work. Plagiarism may consist of using the ideas, sentences, paragraphs, or the whole text of another, images, photographs, drawings, or any other graphic content without appropriate recognition or permission. Plagiarism also includes allowing another person to write or substantially alter work that a student then submits as his or her own. Any assignment found to be plagiarized will be given an "F" mark and could result in an "F" mark in the class. All instances of plagiarism will be reported to the Dean of the Division and further action may be taken by the College.*

\*The basis for this text is taken from the publication titled "Dean's Reminder" attached to "A Fall 2007 Message from the Dean" distributed by Laney College, Office of the Division II Dean, Vocational Technology, authored by Peter L. Crabtree

**Attendance:** Regular and on-time attendance is a course requirement plus proof of one additional hour per week of open lab (except for Saturday classes). "Instructors may drop a student from class if the number of absences during a semester exceeds the times the class meets in two weeks. . . ." Absences and tardiness will be reflected in the final grade. In the case of over enrolled classes students missing any one or more of day 1, 2, or 3 without contacting the instructor will be dropped. 10% of the total class days absent can lower your grade one level, i.e. an "A" becomes a "B", a "B" becomes a "C" etc. 3 tardies equal one absence. All students are required to be present for class presentations or lectures which will begin on the first hour of the first day of class and on regularly scheduled days as designated in the "Schedule of Classes" thereafter unless otherwise designated by the instructor. Presentations and/or lectures will not be repeated for any individual for any reason. Doctor or dental appointments of non-emergency nature are not legitimate reasons to miss class presentations or lectures. In order for students to receive credit for attendance, students must "sign-in" on the appropriate role sheet within the first 15 minutes of lecture or lab sessions and personally account for their hours of attendance. Partial attendance credit may be given by the instructor if a student signs in after the first 15 minutes of lecture or lab sessions. No postdated sign-ins will be accepted.

**Add and Drop Policy:** It is an individual student's responsibility to add or drop if necessary. Students not attending class, "no shows", any one of the first three sessions may be dropped from the class by the instructor.

**Classroom Policies:** Classroom policies include but are not limited to the following. The instructor reserves the right to administer classroom policy for the well being of the student, staff and Laney College. The following guides are for your welfare as well as that of other students. Maintaining the best possible educational atmosphere is paramount to the success of all students.

1. Attendance will be accounted for daily. Students must sign-in each class in order to receive credit for attendance. Forgetfulness will not be considered as an excuse. Postdating a sign-in is not allowed. Any student signing-in for a classmate will be dropped from the class.
2. It is your responsibility to check in with the instructor if you are late.
3. Please call or email the instructor if you know you will be late or absent. (Limited absences will be excused if the instructor is notified prior to a class session.)
4. Arrangements for alternative participation can be made in special circumstances (i.e. childcare problems, work conflicts, dependant illness, etc.).
5. Class begins promptly on the hour, a 15 min. break will occur approximately 2 hours into the session.
6. Food and drink in the facility is discouraged. If brought in it will be kept in the "break area" only. Please do not bring food or drink into other parts of the facilities. Student not adhering to this policy will be asked to leave. Repeated offense is grounds for being dropped from the class or expelled from the use of the Graphic Arts facilities.
7. Students should plan their workday to remain at task during the whole class session, lecture and lab. Some work stations are limited and may not be available at all times.
8. The copying or "down loading" of files to or from the hard drive (except individual student temporary work files) to diskettes or other storage devices is considered stealing and is illegal. Students in violation of this policy will be removed from class with a failing grade for the term. Students may be subject to prosecution by the college.
9. Smoking is not permitted on the Laney College campus.
10. It is the student's responsibility to drop a class if they so choose. The appropriate procedure must be processed through the Admissions and Records Office before a drop will take place. Nonattendance and/or no work completed in a course not dropped will result in a "fail" on your transcript.
11. Students will have additional lab time and will be enrolled automatically in a Graphic Arts 0 unit, non credit lab. Individual instructors will give you a sticker to show proof of enrollment before you will be allowed to use "space available" during other instructor's class times. You will need to have a current Laney College I. D. Card to get your sticker.
12. Cell phone use is strictly forbidden while in the Graphic Arts facility. This includes text messages. Phones will be turned off before entering the classroom or lab. Should your phone ring or require answering during class, due to an oversight on your part, leave the facility immediately.
13. Students that bring any item, device or electronic storage medium into the lab that causes loss or damage to hardware or software, whether intentional or unintentional, will be held personally liable for all costs of all repair, replacement and/or restitution.
14. Any student found altering the interface or operations of any of the Graphic Arts computers, peripherals or other equipment will be removed from participation in any and all Graphic Arts classes and labs.
15. Student use of the internet connection is for classroom assignment and instruction only. Unauthorized use of the internet will be strictly controlled and abuse may result in dismissal from participation in any and all Graphic Arts classes and labs.

Laney College  
GRAPHIC ARTS DEPARTMENT  
**GrArt 112 - Creative Process and Solutions**

**SPRING 2014 CLASS SCHEDULE**

Don Petrilli, Instructor   Office: A151   Phone: 464-3263   Email: dpetrilli@peralta.edu   laney.edu/wp/graphic\_arts

The following schedule may be modified to meet class/student requirements. Topics may carry-over depending on need of participants.

**Jan. 20 FIRST WEEK**

Mon 1/20: **MLK Holiday - NO Class**

**Jan. 27 SECOND WEEK (Creative Briefs)**

Mon 1/27: **Lecture:** Writing a Creative Brief

**New Assignments:** Assignment 1 The Creative Brief

**Lab:** Work on Assignment 1 The Creative Brief

**Feb. 3 THIRD WEEK (Analyzing Scenarios)**

Mon 2/3: **Lecture:** Analyzing Scenarios

**New Assignments:** Assignment 2 Analyzing Scenarios

**Lab:** Work on Assignment 2 Analyzing Scenarios

**Turn In:** Assignment 1 The Creative Brief

**Feb. 10 FOURTH WEEK (Research)**

Mon 2/10: **Lecture:** Research

**New Assignments:** Assignment 3 Do Research

**Lab:** Work on Assignment 3 Do Research

**Turn In:** Assignment 2 Analyzing Scenarios

**Feb. 17 FIFTH WEEK (Holiday)**

Mon 2/17: **President's Holiday - No Class**

**Feb. 24 SIXTH WEEK (Project Goal)**

Mon 2/24: **Lecture:** Goal Setting

**New Assignments:** Assignment 4 The Project Goal

**Lab:** Work on Assignment 4 The Project Goal

**Turn In:** Assignment 4 Do Research

**Mar. 3 SEVENTH WEEK (Idea Generation/Design Concept)**

Mon 3/3: **Lecture:** Idea Generation and Design Concept

**New Assignments:** Assignment 5 Establishing Design Direction. "Idea Generating Exercises and The Design Concept".

**Lab:** Work on Assignment 5 Idea Generation and Design Concept

**Turn In:** Assignment 4 The Project Goal

**Mar. 10 EIGHTH WEEK (Thumbnails)**

Mon 3/10: **Lecture:** Thumbnail Specifications

**New Assignments:** Assignment 6 Thumbnails

**Lab:** Work on Assignment 6 Thumbnails

**Turn In:** Assignment 5 Idea Generation and Design Concept

**Mar. 17 NINTH WEEK (Roughs)**

Mon 3/17: **Lecture:** Making Roughs

**New Assignments:** Assignment 7 Rough Sketches

**Lab:** Work on Assignment 7 Rough Sketches

**Turn In:** Assignment 6 Thumbnails

**Mar. 24 TENTH WEEK (Comprehensives)**

Mon 3/24: **Lecture:** The "Comp" and Presentation

**New Assignments:** Assignment 8 The Comp and Presentation

**Lab:** Work on Assignment 8 The Comp and Presentation

**Turn In:** Assignment 7 Rough Sketches

**Mar. 31 ELEVENTH WEEK (Sketching/Creative Techniques)**

Mon 3/31: **Lecture:** Creative Techniques and Sketching

**New Assignments:** Assignment 9 Solutions through Creative Visuals

**Lab:** Work on Presentation of Assignment 8 The Comp and completion of Assignment 9 Creative Visuals

**Apr. 7 TWELFTH WEEK (Quality Presentations)**

Mon 4/7: **Presentation:** Assignment 8 A Comp and Presentation

**Lab:** Work on Assignment 9 Creative Visuals

**Turn In:** Assignment 8 The Comp and Presentation

**Apr. 14 THIRTEENTH WEEK (Spring Break)**

Mon 4/14: **Spring Break - No School**

**Apr. 21 FOURTEENTH WEEK (Putting It All Together A Portfolio Piece)**

Mon 4/21: **Presentation:** Assignment 9 Creative Visuals

**Lecture:** Using the Design Sequence

**New Assignments:** Assignment 10 A Complete Portfolio Piece

**Lab:** Complete Work on Assignment 10 A Complete Portfolio Piece

**Turn In:** Assignment 9 Solutions through Creative Visuals

**Apr. 28 FIFTEENTH WEEK (Class Progress Evaluation)**

Mon 4/28: Roundtable Discussion Class Evaluation of Individual Student's Design Sequence Process

**Lab:** Work on Assignment 10 A Complete Portfolio Piece

**May 5 SIXTEENTH WEEK (Presentation Refinement)**

Mon 5/5: **Roundtable Discussion:** Class Evaluation of Individual Student's Thumbnails and Roughs

**Lab:** Work on Assignment 10 A Complete Portfolio Piece

**May 12 SEVENTEENTH WEEK (Final Presentations)**

Mon 5/12: **Presentation:** Presentations of Thumbnails and Rough

**Lab:** Finishing Touches on Assignment 10 A Complete Portfolio Piece

**Turn In:** Assignment 10 A Complete Portfolio Piece

**May 19 EIGHTEENTH WEEK (Final Grade Check)**

Mon 5/19: **Individual:** Final Grade Check

## \* Assignment Submittal Requirements

1. All assignment submittals will;
  - a. depending on the type of submission necessary as explained on the "Assignment Sheet", either will be contained in a pocket folder type notebook, mounted on a quality presentation board cut to specifications or presented as an electronic presentation.
  - b. **be accompanied by a Project Summary consisting of a typewritten paragraph of not less than 25 words nor more than 100 words,** (You may use InDesign or Word), (See item 4 below for complete instructions.) This must be mounted on the back of a presentation board submittal or in the pocket folder for non-mounted submissions or if the assignment is submitted electronically only then it will be in electronic file format. (see "d & e" below)
  - c. have clearly legible on the back of the mounting board or on each page of a pocket folder submission,
    1. The student's name,
    2. The class name and number,
    3. The assignment number with each section or part clearly identified
  - d. when requiring computer files, be submitted to the Petrilli-Dropbox folder on the student computers in the lab. All files must be included **in a folder** with the name of the file in the following format, **112YourNameAssn#** Any folders submitted not following this **exact** naming format will not be accepted and will be deleted from the Petrilli-Dropbox as if never received.
  - e. containing all electronic files that are to be submitted in the above mentioned folder (see "d" above) have file names in the following format, first your class number, then your name followed by the assignment number and any Part designation.  
example: **112YourNameAssn2PartB.indd**  
Any files submitted **not in a folder and/or not following this exact naming format** will not be accepted and will be deleted from the Petrilli-Dropbox as if never received.
2. No assignments will be graded or be considered as "turned in" if not
  - a. completed and turned in "On Time" as determined by the instructor.
  - b. submitted as required on the assignment sheet and these Assignment Submittal Requirements.
  - c. clearly and legibly labeled as described in section "1c" above.
3. All assignments will be submitted in a neatly organized presentation. Each part or section must be separated and be clearly labeled on the back (see "1c" above) and in order as listed on the assignment sheet.
4. Each assignment will be accompanied by a Project Summary consisting of a typewritten paragraph of 100 words or less explaining;
  - a. Any complications encountered while doing the project.
  - b. Knowledge and Skills learned in this project.
  - c. Problems with, or helpful information from class instruction.
  - d. How the knowledge and skills learned from this lesson be applied in your future as a graphic designer.
  - e. Any additional information or comments you desire to make.
5. Assignments not turned in on time will be graded at the discretion of the instructor on a time available basis only. If a late assignment is graded by the instructor it will not receive an "A" grade but will start at a reduced level depending on how late the assignment is turned in. If time does not permit grading they will be recorded as "turned in" .
6. A "Turned in" assignment will help a final grade in a positive manner. Only assignments turned in on time will have full value in determining the final grade. *Example:* If a student turns in all of their assignments but they are all late, at the instructors discretion, the student might get a "C" in the class if the assignments are sufficiently complete and the work is of "C" or better quality. In any case a student submitting all assignments, or a majority of assignments, late will not receive a grade higher than a "C". This means that if you turn in all of your assignments late and you got a "B" on all of your assignment (and your attendance is acceptable) you will not receive a grade better than a "C" for the course. Poor attendance would drop this grade even lower.

See Page 2 of the syllabus for other factors that can affect your final grade.