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Office Hours:
Mon, thru Thur.
1:00 - 1:50 p.m.

Sections Code: 40791

Lecture Hours:
Wed. 8:00-9:50 a.m.

Lab Hours:
Wed. 10:00-12:50 p.m.

Laney College
GRAPHIC ARTS DEPARTMENT

TYPOGRAPHY

Course: GRART 113, Typography

Fall 2014

Units: 3

Prerequisite: None

Text: *Exploring Typography*, Tova Rabinowitz, ISBN-13: 978-4018-1505-9 or ISBN-10: 1-4018-1505-7

Note: • Course Syllabus and Assignment Sheets/Lecture Handouts along with other materials can be found at "http://laney.edu/wp/graphic_arts/". Look for the menu on the righthand side of the Home Page. The Assignment Sheets and Lecture Handouts are password protected. The password is the course number plus computer login word with no spaces.
• Students enrolled in GrArt 111 will also be enrolled by the department in GrArt 501 Open Lab on a *No Fee/No Credit* basis allowing them access to the Graphic Arts labs for completion of assigned work.

Materials: 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. Pocket Notebook/Portfolio
2. 1-128 mb USB Drive
3. Presentation "matte" boards of various sizes.
4. Copies, color, black & white and Fiery/Laser Outputs
5. C-Thru brand graphic arts ruler or equivalent and various drafting tools such as a 30/60 Triangle (Metal is best), french curves, circle guides, etc.

Purpose: The abstract typographic concepts taught by hand, and computer composition form the basis for all typographic design. The conceptualization skills taught by this class are mandatory for successful operation of current software technology, typographic design and effective graphic design.

Student Learning Outcomes:

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

1. Categorize typefaces into the basic industry standard categories and subcategories.
2. Measure, align, space, layout and emphasize type for maximum effective use in graphic design projects.
3. Use fundamental computer skills of typographic layout in page layout programs.
4. Express the artistic qualities and historical significance of type.

Objectives: Students will be able to:

- Utilize the "printer's System of Measurement"
- Exhibit the use of "proof reading symbols" for copy mark-up
- Distinguish between text and display type
- Identify type according to typographic categories
- Hand compose type to better understand the background of traditional terminology and techniques of modern computer application.
- Understand and use type as a design element.
- Demonstrate a knowledge of type anatomy and structure
- Computer typeset a variety of copy
- Apply typographic principles to various typesetting projects

Course Content: The following topics will be covered during the semester:

- System of type measurement
- Past and present methods of composition
- Alignment and Spacing of type.
- Type nomenclature and structure
- History of typography
- Type style categories
- Proofreading
- Graphic Designing with type

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%	B =	90% - 81%
Projects -	65%	C =	80% - 71%
Examinations (1)		D =	70% - 61%
Midterm	05%	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 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.

- 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.
- It is your responsibility to check in with the instructor if you are late.
- 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.)
- Arrangements for alternative participation can be made in special circumstances (i.e. childcare problems, work conflicts, dependant illness, etc.).
- Class begins promptly on the hour, a 15 min. break will occur approximately 2 hours into the session.
- 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.
- 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.
- 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.
- Smoking is not permitted on the Laney College campus.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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

GrArts 113 Typography

Fall 2014 CLASS SCHEDULE

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The following schedule may be modified to meet class/student requirements.

Topics may carry-over depending on need of participants.

FIRST WEEK (Origins of the Alphabet)

Wed. 8/20 **Introductory Lecture:** Course Overview: Student responsibility,
Grading policy, attendance policy, class schedule, projects. **Keep notebook/portfolio.**
Lecture: 1 Origins of the Alphabet
New Assignments: *Due Second Week*
Assignment #1 "Pictogram, Ideogram, Cartouche"
Reading Assignment: Chapter 1 Pages 1 - 12
Lab: Work on Assignment #1

SECOND WEEK (Symbol Design - Modern Pictograms & Icons)

Wed. 8/27 **Presentations:** Assignment #1 "Pictogram, Ideogram, Cartouche"
Lecture: 2 Modern uses of pictograms, symbols, icons and logos
New Assignments: *Due Third Week* Assignment #2
"Modern Pictograms and Icons."
Reading Assignment: Chapter 1 Pages 13 - 45
Turn In: Assn. #1 "Pictogram, Ideogram, Cartouche"
Lab: Work on Assignment #2

THIRD WEEK (Terminology, Anatomy & Structure of Type)

Wed. 9/3 **Presentations:** Assignment #2 "Modern Pictograms and Icons."
Lecture: 3 Terminology, Anatomy & Structure of Type
New Assignments: *Due Fourth Week*
Assignment #3 "Finding Samples"
Reading Assignment: Chapter 2 Pages 49 - 63
Turn In: Assn. #2 "Modern Pictograms and Icons"
Lab: Work on Assignment #3

FOURTH WEEK (Classifications of Type)

Wed. 9/10 **Lecture: 4** "Type Categories and Classifications"
New Assignments: *Due Fifth Week*
Assignment #4 "Type Classifications"
Reading Assignment: Chapter 3 Pages 71 - 69
Turn In: Assignment #3 "Finding Samples".
Lab: Work on Assignment #4

FIFTH WEEK (Type Measurements)

Wed. 9/17 **Lecture: 5** Type Measurements
New Assignments: *Due Fifth Week*
Assignment #5 "Type Measurements"
Reading Assignment: Chapter 2 Pages 64 - 67
Turn In: Assn. #4 "Type Classifications".
Lab: Work on Assignment #5

SIXTH WEEK (Glyph Design)

Wed. 9/24 **Lecture: 6** Typography, What is it?
New Assignments: *Due Seventh Week* Assignment #6
"Design a 27th Letter of the Alphabet"
Reading Assignment: No reading assignment.
Turn In: Assignment #5 "Type Measurements"
Lab: Work on Assignment #6

SEVENTH WEEK (Type Design)

Wed. 10/1 **Presentations:** Assignment #6 "Design a 27th Letter of the Alphabet"
Lecture: 7 Type Design
New Assignments: *Due Eleventh Week*
Assignment #7 "Design a Typeface"
Reading Assignment: Chapter 5 Pages 199 - 229
Turn In: Assn. #6 "Design a 27th Letter of the Alphabet"
Lab: Work on Assignment #7

EIGHTH WEEK (Midterm Review)

Wed. 10/8 **Midterm Review**
Reading Assignment: No reading assignment.
Lab: Work on Assignment #7

NINTH WEEK (Midterm)

Wed. 10/15 **Midterm Exam**
Reading Assignment: No reading assignment.
Lab: Work on Assignment #7

TENTH WEEK (Work Week)

Wed. 10/22 **Midterm Discussion**
Reading Assignment: No reading assignment.
Lab: Work on Assignment #7

ELEVENTH WEEK (Spacing & Alignment, Display & Body Copy)

Wed. 10/29 **Presentations:** Assignment #7 "Design a Typeface"
Lecture: 8 Spacing & Alignment, Readability & Legibility, Specs
New Assignments: *Due Twelfth Week* Assignment #8
"Spacing and Alignment Samples"
Reading Assignment: Chapter 4 Pages 173 - 195
Turn In: Assignment #7 "Design a Typeface".

TWELFTH WEEK (Hot Type)

Wed. 11/5 **Lecture: 9** Hot Type - Cold Type, Traditional typesetting, The California Job Case.
Demonstration: Setting, Proofing & Distributing Hot Type.
New Assignments: *Due Thirteenth Week*
Assignment #9A "Setting Hot Type"
Reading Assignment: No reading assignment.
Turn In: Assignment #8 "Spacing and Alignment Samples", Instructor Proof of Assignment #9 Part A.

Continued on back.

THIRTEENTH WEEK (More Hot Type)

Wed. 11/12 **New Assignments:** *Due Fourteenth Week*
Assignment #9B Setting more hot type.
Reading Assignment: Chapter 7 Pages 253 - 281
Turn In: Assignment #9 Part A & B .
Lab: Work on Assignment #9B

FOURTEENTH WEEK (Type on the Computer)

Wed. 11/19 **Lecture 10/Demo:** Using a Professional Page Layout
Program (Adobe InDesign). Getting type
on a page, selecting fonts, spacing and
alignment
New Assignments: *Due Fourteenth Week*
Assignment #10 Alignment
Reading Assignment: No reading assignment.
Lab: Work on Assignment #10

FIFTEENTH WEEK (Paragraphs and Styles)

Wed. 11/26 **Lecture 11/ Demo:** Paragraph Attributes and Styles
New Assignments: *Due Fifteenth Week*
Assignment #11 Typesetting
Reading Assignment: No reading assignment.
Turn In: Assignment #10 "Alignment".
Lab: Work on Assignment #11

SIXTEENTH WEEK (Special Spacing on the Computer)

Wed. 12/3 **Lecture: 12** Special Spacing on the Computer
New Assignments: *Due Sixteenth Week*
Assignment #12 Spaces & Quads
Reading Assignment: No reading assignment.
Turn In: Assignment #11 "Typesetting".
Lab: Work on & turn in Assignment #12 Spaces and Quads

SEVENTEENTH WEEK (Finals)

Wed. 12/10 **Activity:** Bring in Notebook/Portfolio and check grades..

*** 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.
 - 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. be submitted to the Petrilli-Drop Box folder on the student computers in the lab. All files included in the folder will have all electronic file names in the following format, first your class number, then your name followed by the assignment number and any Part designation.
example: **113>YourNameAssn2PartB.indd**
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. completed 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 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 turning all assignments, or a majority of assignments, in 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 an "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.