

PROCEDURES

ATTENDANCE

1. Points will be given for each day of attendance, often more points than the project for the day. *Curriculum covered during class is valuable & essential to the understanding of graphic concepts.*
2. **Topics change every week. If you miss one week, you will miss an entire component of the course.**
3. If you have any doubt that your presence was recorded, please see me *that day*.
4. No grade higher than a "C" will be given to a student with three or more random absences.

ABSENCES

1. When possible, notify me of absence at csquicci@peralta.edu.
2. Consecutive absences: **You will be dropped after three consecutive absences.**
3. Please have the courtesy to email me (csquicci@peralta.edu) if you drop the class. *No reason need be given.*
4. *It is difficult to get to know you or evaluate your work with inconsistent attendance.*
5. **It is especially difficult to make up a three-hour lesson in a five-minute conversation or in a few lines of an email.**
6. Should you choose to drop the course, confirm the deadlines in the course catalog. *It is your responsibility to officially drop the class for refund; if later, (see class schedule or syllabus for date) may receive a "W" but no refund.* There is a point where neither refunds or "W" can be given; "F" will appear on your record.

TARDINESS

1. Check table for handouts.
2. Acknowledge presence. Make sure teacher sees you!
3. Find an appropriate time to check that the teacher marks you present. *This is your responsibility.*
4. Listen, observe and try to figure out what is being taught.
5. Ask a fellow student for assistance if teacher is unable to get to you immediately. Remember, you are late. Do not impose your tardiness and needs on someone else. Most students are willing to help out, but remember they are trying to do work and listen to lessons themselves.
6. If the assignment requires art paper, be sure you are working with the *correct kind of paper and size.*
7. When appropriate, check with teacher to confirm assignment and parameters.

MISSED ASSIGNMENTS: proceed in the following sequence

1. Handouts: check table/counter for previous week's handouts.
2. Assignments posted: check the assignments posted on the back bulletin board.
3. Ask fellow students: confer with fellow students regarding the missed assignment. Most students are willing to help out, but remember they are not teachers.
4. Be sure you use the correct kind of paper and size. Check the requirements and dimensions of the project. It is your responsibility to do the assignment correctly.
5. When appropriate, check with teacher to confirm assignment (do not assume the student you asked gave you the specific requirements). Request the teacher to review the lesson with you. *Be specific with the information you need.*
6. It is impossible to give a three-hour presentation in 5-minute conversation or communicate a lesson in a brief email. I only lecture once.
Note: most assignments are hands-on, demonstration-based and nearly impossible to be verbalized in an email.
7. Assignments are due the following week after they are assigned.
There is a deadline listed in the syllabus when all past assignments are accepted because of unavoidable circumstances.

LATE ENROLLMENT

1. Assignments posted: check the assignments posted on the back bulletin board and get an overview of assignments missed.
2. Pick-up all available handouts.
3. Ask teacher for Typographical Data packet. **Read each paragraph, learn the characteristics of each of the six categories and be able to identify each. The understanding of this packet is essential to success in graphic design.**
4. Ask fellow students: if teacher is unable to get to you immediately, check with other students regarding course work missed; if possible get notes.
Most students are willing to help out, but remember they are not teachers.
See "missing assignment procedures"
5. All assignments must be made up to maximize credit and knowledge; attendance points cannot be made up.
6. **A good understanding of typography, design and terminology is necessary for success in this course.**
Note: it is your responsibility to get up to speed; do not impose your needs on someone else.

GRADES

1. Grades are calculated on accumulated points from attendance and assignments.
2. *Submitting all projects does not guarantee a passing grade.*
3. **Final project must be submitted** to have a chance for a passing grade.
4. No grade higher than a "C" will be given to a student with three or more random absences.

CELL PHONES

1. PLEASE, SILENCE & DO NOT ACCEPT CALLS. TELL YOUR FAMILY AND FRIENDS THAT YOU ARE IN A COLLEGE CLASS & CANNOT ACCEPT CALLS.