

DePaul University  
College of Computing and Digital Media  
School of Cinema and Interactive Media/Graphic Design

GD230-501 Typography Fall 2014  
Professor Bud Rodecker  
rrodecke@cdm.depaul.edu  
Wednesday 5:45-9:00PM  
CDM 632  
Office Hours: Immediately following class (9:00–10:00pm)  
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## Course Description

This course focuses on the study of the formal structures of letterforms and text. An exploration of typography and its history is essential to create and extend meaning, emphasizing the relationship between form and content.

## Learning Goals

Understand and the importance of letterforms in communication, in the written word, in reading, in print, and on screen.

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Articulate the fundamentals of typeface anatomy, vocabulary and history.

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Apply basic design principles to communication with letterforms.

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Create typographic design in service of a communication goal and as a form of creative expression.

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To expose students to typography, and develop experience in using it as a communicative form.

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To make students familiar with the working practice, skills, and terminology of typography.

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To establish a relationship between typography and design from a historical basis.

## Expectations

The structure of this course is designed to foster a strong work ethic and sense of self initiative. We will split class time between lectures/demos, workshops/ in-class work, and various forms of individual and group critique. There will be 4 studio projects + weekly contributions to the class blog each requiring different amounts of in class and outside work time in regard to production. Please be sure to stay on top of your work.

## Prerequisites

**GD105 – mandatory**, even if you were able to sign-up for this course online! This course assumes a basic understanding of visual design principles and a foundation in Adobe Illustrator and Photoshop, which will be our standard mode of operation for the course. You may use InDesign as well if you wish. However, this is NOT a software course. If you find you are at a significant disadvantage with weaker knowledge of a given program, it is strongly suggested that you subscribe to Lynda.com for \$25 a month (which can be renewed month-to-month depending on your needs and interests) to make significant progress with various computer applications.

## Required Textbook

*Typographic Design: Form and Communication* by Rob Carter, Ben Day and Philip B. Meggs, Fifth Edition

## Attendance & Punctuality

Class will begin promptly at 5:45. Attendance is mandatory; three unexcused absences result in a lower grade (from B to C, for instance); an excused absence is allowed in the case of a medical or personal emergency (illness with doctor's letter; death in the family). An absence is defined as not showing up for class or showing up 5 minutes or more late for class. Repeated absences result in further grade reductions. **On the fifth unexcused absence I reserve the right to Fail you from the class.** A tardy means arriving more than 5 minutes late to class, leaving before class is dismissed, or leaving class to retrieve forgotten supplies or assignments. Two tardies equal one absence. Showing up more than 20 minutes late to class constitutes one full absence.

## Project Evaluation

Final grades will be based on your projects and assignments as well as attendance and participation throughout the term. Specific criteria for grading will be listed on each assignment sheet but will broadly cover the areas of:

### Research and Conceptual Development

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#### Formal Resolution

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#### Technical Craft in Presentation

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#### Effort and Professionalism

Often informal performance will influence your project grades:

**Timeliness:** Meet all final and intermediate deadlines. Arrive Early.

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**Quantity/Quality:** Exceed the Minimum, Seek Critique.

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**Innovation:** Seek Difference not Similarity.

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**Community:** Collaborate, Listen and Share.

## Late Homework

Your homework is due posted to D2L in the prearranged drop box at the start of the due date's class. If it isn't posted in time for critique the assignment will be considered late. **Late homework automatically results in a full letter grade reduction.** If you are not going to attend class you are still required to post your homework by the assigned due date.

In order for an assignment to go to final, you **MUST** have submitted one version for group critique and subsequent improvement prior to the final. Failure to do so will result in a failed grade. Design requires a feedback loop of project submission for review, feedback, implementation of changes and resubmission. This is required of every assignment in the course.

Depending on the assignment, your project files will most likely be in .ai, .psd, .pdf, or .indd formats

*While not ideal, handing in something unfinished is better than handing in nothing at all. If you would like more feedback on your work that you receive in class, arrange to meet with me during my office hours.*

## Grading Policy

Grades will be based on a percentage assigned to the following elements:

	Bitmap Typeface	5%
1	Letterform Abstraction	10%
2A	Album Cover Layout - Collage	10%
2B	Album Cover Layout - Digital	15%
3A	Type Specimen Poster	10%
3B	Type Specimen Booklet	10%
3C	Type Specimen Website	10%
4	Typographic Journey	20%
	Quiz	10%

Supplies	<p>You'll want to get these materials as soon as possible. Paper and pens can be purchased nearby at Blick and/or Utrecht. While we will be using software throughout this class, please bring pen and paper each day.</p> <p><b>Flash Drive / External Drive</b>          You may also use an online service such as iCloud, DropBox, Google Drive. You are responsible for backing up your own work. Failure to turn in a project will result in a zero grade for that project.</p> <hr/> <p><b>Paper</b>          For both note-taking and sketching.</p> <hr/> <p><b>Black Ink Pen, Black Marker, Pencil</b>          Make sure that you have a good writing tools. Staedtler, Copic, and Micron are companies who make them</p> <hr/> <p><b>Scissors + Tape / Adhesive</b>          This is primarily for you to use outside of class for 'hands-on' projects.</p>
Plagiarism	<p>Plagiarism on assignments or cheating on tests are serious offenses and result in failure of the course. There are no exceptions to this rule. Consult the DePaul Student Handbook.</p>
Harassment	<p>The policy as specified in the DePaul Student Handbook will be adhered to in this class.</p>
Accommodations for Students with Disabilities	<p>Students who feel they may need an accomodation based on the impact of a disability should contact me privately to discuss their specific needs. All discussions will remain confidential. To ensure that you receive the most appropriate reasonable accommodation based on your needs, contact me as early as possible in the quarter (preferably within the first week), and make sure that you have contacted the PLUS Program (for LD, AD/HD), and the Office for Students with Dis - abilities (for all other disabilities) at 773.325.1677, Student Center #370</p>
Clean-up	<p>Clean-up is Everyone's Responsibility. Clean-up will begin 10 minutes prior to the end of class, in order for class to be dismissed on time. Failure to participate in cleaning will result in warning and will be reflected in your project grade.</p>
Lab Usage	<p>Remember, food and drinks are not allowed in the computer labs and may result in a fine. Please feel free to use the studio and computer lab outside of class during open lab hours. Please look for signage around the labs and halls regarding the hours of operation.</p>
Studio Safety	<p>Spray fixatives and solvents must be used outside or in designated spray booths ( you are not al - lowed to spray in this room). Practice extreme caution when using box cutters and x-acto blades (please no headphones while cutting). Open music is not allowed. Please be aware that many of the materials you'll be using in class are messy. Label all materials and containers with your name to avoid theft. Familiarize yourself with emergency exit and stairwells in the event of a fire alarm. For more info on emergency response and evacuation procedures, please visit the Office of Risk Management and Environmental Health and Safety website at <a href="http://rmehs.depaul.edu">http://rmehs.depaul.edu</a></p>
Syllabus Changes	<p>I will make every effort to adhere to the syllabus, but sometimes, changes may occur. You are responsible for keeping up with changes that occur even when you are not in class—so keep in touch with your fellow students and the teacher. An email after an unexcused absence will not be able to cover all that happened in a class period.</p>