

# GD152 InDesign Workshop

DePaul University—Spring 2015  
Tues 5:45–7:15pm, 3.31.15–6.8.15  
DePaul Center Room C106C

**Instructor** Beth Weaver  
bweaver6@cdm.depaul.edu  
**Office Hours** Tues 7:15–8:00pm after class

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## Course Description

This class will cover fundamental typographic design and layout skills by using page layout software Adobe InDesign. Topics and techniques covered during lectures will be reinforced through in-class exercises and projects.

## Course Structure

### LECTURE

Take lots of notes, not only does it help you retain information, but they will be essential for several assignments.

### READING

Weekly readings will cover the subject to be covered in the following week's lecture

### CRITIQUE

Critiques will happen as a full class and in small groups. It is exceedingly important that students actively engage in the discussion. A great deal is learned from looking at the work of others. This time and discussion is priceless.

## File formatting

Important: Submit all files in InDesign CC format. If you work in InDesign CS6 outside of the lab, export file as InDesign Mark up (IDML) formatted files in order to open it in CS6.

## Course Work

### TURNING IN WORK

Students must submit work by 5:45pm Wednesday. Files should be titled LastnameFirstname-Project-20150000 (YearMonthDay) ex: WeaverBeth-Project1-20150331.

### LATE WORK POLICY

Late work will receive reduced credit. You may revise any assignment for an improved grade.

### SAVING WORK

Always save your work to the cloud and to a physical source you have control over (i.e. to Dropbox/Google docs and to a USB stick/external drive). External hard drives are inexpensive and small. I recommend you get a 1 or 2 TB drive and keep it with you. Do not use these computers to save your work.

## Course Book

*Visual Quickstart guide: In Design CS6*, Cohen, Sandee  
<https://helpx.adobe.com/indesign.html>  
<https://helpx.adobe.com/indesign/topics.html>

## Assignments

Assignments will vary.  
The most important factor will be reviewing the concepts we cover in class, through reading, videos, and online resources.

## Participation and Attitude

This classroom is an environment built on respect—for your peers, for me, and for yourself. I expect you will take the work, the lectures, the critiques, and the discussions seriously. I also expect you will support an attitude of enthusiasm and encouragement.

## Attendance Policy

Students are expected arrive before 5:45pm and remain for the duration of the class. The instructor reserves the right to count arriving late or leaving early as an absence.

The overall grade for participation is affected by attendance. Three absences for any reason may constitute failure of the course.

Notifying me in advance of your absence is a sign of respect for me and your peers. It also allows you to stay on top of the work and will help you greatly in the long run. When you know you will not make it to class I expect you to notify me as soon as possible.

## Cell Phones

Use of cell phones, tablets, laptops, and other devices are prohibited in class. Turn all devices off or switch them to silent mode. If you are on call for your job, or are required to take calls during class, advise me before hand and leave the classroom discretely when necessary.

## Online Teaching Evaluation

Complete the Online evaluation. It is the primary source of feedback for instructors and for the department. These evaluations shape your experience. You will receive several reminders when it is time.

## Incomplete

Incompletes are only granted for exceptional reasons. Any such reason must be fully documented and approved by the Dean/Associate Dean. Students must fill out the form found at: [www.cdm.depaul.edu/Current%20Students/Documents/IncompleteGradeRequestForm.pdf](http://www.cdm.depaul.edu/Current%20Students/Documents/IncompleteGradeRequestForm.pdf). A copy of this request will be placed in the student's academic file and the student will be notified of the result via email. All remaining class requirements must be completed with the original instructor.

## Academic Policies

All students are required to manage their class schedules each term in accordance with the deadlines for enrolling and withdrawing as indicated in the University Academic Calendar. Information on enrollment, withdrawal, grading and incompletes can be found at [cdm.depaul.edu/enrollment](http://cdm.depaul.edu/enrollment)

## Academic Integrity and Plagiarism

This course is subject to the university's academic integrity policy. More information can be found at [academicintegrity.depaul.edu/](http://academicintegrity.depaul.edu/). If you have any questions be sure to consult with your professor.

## Students with Disabilities

Students who feel they may need an accommodation based on the impact of a disability should contact the instructor privately to discuss their specific needs. All discussions will remain confidential.

To ensure that you receive the most appropriate accommodation based on your needs, contact the instructor as early as possible in the quarter (preferably within the first week of class), and make sure that you have contacted the Center for Students with Disabilities (CSD) at [csd@depaul.edu](mailto:csd@depaul.edu).

Lewis Center  
1420, 25 East Jackson Blvd.  
Phone number: (312)362-8002  
Fax: (312)362-6544  
TTY: (773)325.7296

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## Supplies

### REQUIRED

Adobe Illustrator—available in the lab  
Adobe Photoshop—available in the lab  
Adobe AfterEffects—available in the lab  
USB stick or external hard drive

### RECOMMENDED

Sketchbook  
Pencils/pens/markers  
Clear tape/Glue stick  
Scissors/exacto  
Camera (yes, your phone is perfect)  
Dropbox account

## Grading

93–100% **A**  
90–92% **A-**  
87–89% **B+**  
83–86% **B**  
80–82% **B-**  
77–79% **C+**  
73–76% **C**  
70–72% **C-**  
67–69% **D+**  
60–66% **D**  
0–59% **F**

### A

Exceptional creativity, quality, craft, investigation, thoroughness, enthusiasm, and clarity

### B

Good creativity, quality, craft, investigation, clarity

### C

Average creativity, quality, craft, investigation; lacking thoroughness, enthusiasm, and clarity

### D

Lacking creativity, quality, craft and investigation; incomplete and/or late

### F

Fail—Incomplete, late, unacceptable quality

## Computer Labs

[www.cdm.depaul.edu/cim/academics/Pages/CIMLabResources.aspx](http://www.cdm.depaul.edu/cim/academics/Pages/CIMLabResources.aspx)

Getting access to the necessary software and uploading work to D2L is your responsibility.

**The syllabus and schedule are subject to change throughout the semester.**