

## GM153

Lettering Workshop  
Fall 2017  
Section 401  
Tu 11:50AM - 1:20PM  
14 E Jackson, Rm 213

## INSTRUCTOR

Adé Hogue  
bhogue@depaul.edu  
828.301.4443  
Office Hours: 1:30PM-2:15PM  
Tuesday or by appointment  
www.adehogue.com

## COURSE DESCRIPTION

This course is an exploration of lettering techniques, both analog and digital. Students will experiment with historical and conceptual approaches to hand lettering. Both the formal and communicative uses of lettering will be studied.

## OBJECTIVES

By the end of this term, you'll be able to demonstrate skills in a variety of lettering techniques and form a solid understanding of a variety of historical lettering styles. You'll use lettering to communicate and reinforce concepts and messages as well as develop proficiency using bézier curves to render letterforms.

## TEXTBOOK

No textbook is required for this class. A list of online materials, and readings will be supplied through D2L as necessary.

## MATERIALS

Below is a list of materials required for every class. Materials can be purchased at any art supply store, such as BLICK (42 S. State St).

- TRACING PAPER:** A 9" x 12" tracing pad is sufficient. If you enjoy working at a larger scale, I would suggest a bigger one. You can also use vellum for a nicer, final sketch. It's more expensive, but will help you get a tighter sketch.
- RULER OR STRAIGHT EDGE**
- EXTERNAL HARD DRIVE:** You are responsible for backing up your work. Be sure that all final vector files are properly backed up in a secondary location. You can also use cloud-based backups.
- BLACK INK PEN & PENCILS:** You may use any type of pens and pencils that you please. I would recommend pencil sets of varying hardnesses for the different steps of the sketching process. Final inked sketches can be done with any technical pen. They come in a variety of sizes but .3, .5, and .7mm typically work best.
- LAPTOP** (optional): There will be classes in which you'll need your computer to work. Typically, it is easier to use your own. If you need to use a laptop or a lab computer please let me know.
- BRUSH PENS** (optional): We will discuss brush pen techniques near the end of the semester. While I will provide some pens to practice with, it is best that you find which pens you like, and will work for you. I will give recommendations as the time nears.

## ATTENDANCE

You are expected to show up to class prepared and on time. If you chose to miss class, you (and only you) are responsible the content you miss when you're absent. Make friends with someone early if you anticipate being absent later in the quarter. I will take attendance before each class, but failure to attend will generally result in a lower quality final product, which will consequently result in a reduced grade.

## LATE WORK

Being prepared and turning your work in on time is essential to a successful design career. All work will be due at the beginning of the class on the day it is due. Any work not turned in at this time will be assessed a late penalty. The penalty is -10pts for each day the assignment is late. Assignments turned in more than a 7 days late will result in a 0. Please turn in your work on time!

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## CLASSROOM CONDUCT

Given the nature of this course, you are expected to participate in all classroom discussions and critiques. You are expected to participate in these exchanges in a professional manner. When critiquing other's work, you should treat them with respect. When others are referring to your work you should not take it personally. Participation in critiques and reviews is not optional. You are expected to both comment on your peers' work as well as offer your work for feedback.

## COURSE STRUCTURE

This class is structured around creating a final type-based piece that will be revealed near the end of the semester. The weeks leading up to this project will be set up to teach you the necessary skills to create it. There will be lectures when necessary, but the goal is to have as much hands-on practice as possible. We will have group or individual critiques of work at the end of each assignment. You'll learn best practices, proper workflow, and tips to create successful lettering pieces.

Roughly speaking, we will spend the first 4-5 weeks of the class focusing on drawing pieces by hand. Once we start digitizing, we'll spend more time on the computer, but there will still be a fair amount of hand-drawn work required for completion.

WK.	DATE	TOPIC
1	Sept. 12	Course Overview. <i>The Structure of Typographic Forms</i> lecture. ASSIGNMENT 1: Lower-case letter studies.
2	Sept. 19	Individual critiques. <i>Relationship of Letters</i> lecture. ASSIGNMENT 2: Single word 'script' study.
3	Sept. 26	Individual critiques. <i>Composition and the Alterations of Type</i> lecture. ASSIGNMENT 3: Composition exercise.
4	Oct. 3	Individual critiques. Workshop. PROJECT 1: Lettering as Composition.
5	Oct. 10	Class Critique.
6	Oct. 17	<i>Digitizing Type</i> lecture. ASSIGNMENT 4: Bézier method exercise.
7	Oct. 24	<i>Brush Script</i> lecture and demonstration. PROJECT 2: Lettering as a Phrase
8	Oct. 31	Workshop.
9	Nov. 7	Class Critique. PROJECT 3: Branding with Type.
10	Nov. 14	Workshop.
11	Nov. 21	Final Presentations. 11:30AM - 1:45PM

## GRADING POLICIES

Grades will not only be based on the final product, but the work leading up to it. With each assignment, students will be required to present their preliminary sketches and comps. The thoroughness of the sketches will be used to determine the final grade. In your career as a designer, the process work will play an integral part in the creation of

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the final piece. Sharing sketches with your superiors (or your client) will ensure proper exploration in composition and style. It will also help you get alignment on the final direction, which is why I will use it in determining your grade. The way I define each grade is as follows:

**A:** The work is of excellent quality, both conceptually and technically. The work goes above & beyond the required assignment in its mastery, and the student used resources beyond what is offered in class. The work shows high involvement, creativity and risk-taking.

**B:** The work is conceptually and technically very good. It demonstrates clear understanding of assignment objectives.

**C:** The assignment is completed, but the work shows certain short-comings, either conceptually or technically. There may be no correlation between problem stated and its creative solution.

**D:** The work is poorly executed, and demonstrates little understanding of the creative problem.

Please note: Even work of a great conceptual quality may be considered poorly executed if presented in an unprofessional manner.

Final grades will be based on your projects throughout the term, your participation level in classroom critiques, and your attendance. Participation includes (but is not limited to) contributing to discussions in class; participating in critiques and design reviews; asking your peers for help during lab time, and offering help if you're able. Failure to be an active member of the class will result in a lower grade. The breakdown of your final grade will be:

PARTICIPATION & ATTENDANCE: 15%

EXERCISE 1: 5%

EXERCISE 2: 5%

EXERCISE 3: 5%

EXERCISE 4: 5%

PROJECT 1: 20%

PROJECT 2: 20%

FINAL PROJECT AND PRESENTATION: 25%

## COMPUTER LABS

Computer labs are available for your use outside of class. For schedule information, please check the [CDM Labs](#) page. You'll need to swipe into the rooms with your DePaul ID, so please be sure it's activated.

## TEACHING EVALUATIONS

Instructor and course evaluations provide valuable feedback that can improve teaching and learning. The greater the level of participation, the more useful the results. As students, you are in the unique position to view the instructor over time. Your comments about what works and what doesn't can help faculty build on the elements of the course that are strong and improve those that are weak. Isolated comments from students and instructors' peers may also be helpful, but evaluation results based on high response rates may be statistically reliable (believable). As you experience this course and material, think about how your learning is impacted. Your honest opinions about your experience in and commitment to the course and your learning may help improve some components of the course for the next group of students. Positive comments also show the department chairs and college deans the commitment of instructors to the university and teaching

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evaluation results are one component used in annual performance reviews (including salary raises and promotion/tenure). The evaluation of the instructor and course provides you an opportunity to make your voice heard on an important issue—the quality of teaching at DePaul. Don't miss this opportunity to provide feedback!

## **ACADEMIC INTEGRITY**

This course will be subject to the academic integrity policy passed by faculty. More information can be found at [academicintegrity.depaul.edu](http://academicintegrity.depaul.edu).

## **PLAGIARISM**

The university and school policy on plagiarism can be summarized as follows: Students in this course should be aware of the strong sanctions that can be imposed against someone guilty of plagiarism. If proven, a charge of plagiarism could result in an automatic F in the course and possible expulsion. The strongest of sanctions will be imposed on anyone who submits as his/her own work any assignment which has been prepared by someone else. If you have any questions or doubts about what plagiarism entails or how to properly acknowledge source materials be sure to consult the instructor.

As a professor, I am obligated to report all academic integrity violations, no matter how minor they may seem.

## **RESOURCES FOR 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: Student Center, LPC, Suite #370; phone number: (773) 325 1677; fax: (773) 325 3720; tty: (773) 325 7296.

## **WITHDRAWAL**

Students who withdraw from the course do so by using the Campus Connection system ([campusconnect.depaul.edu](http://campusconnect.depaul.edu)). Withdrawals processed via this system are effective the day on which they are made. Simply ceasing to attend, or notifying the instructor, or nonpayment of tuition, does not constitute an official withdrawal from class and will result in academic as well as financial penalty.

## **RETROACTIVE WITHDRAWAL**

This policy exists to assist students for whom extenuating circumstances prevented them from meeting the withdrawal deadline. During their college career students may be allowed one medical/personal administrative withdrawal and one college office administrative withdrawal, each for one or more courses in a single term. Repeated requests will not be considered. Submitting an appeal for retroactive withdrawal does not guarantee approval.

College office appeals for cdm students must be submitted online via MyCDM. The deadlines for submitting appeals are as follows:

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AUTUMN: Last day of the last final exam of the subsequent winter quarter  
WINTER: Last day of the last final exam of the subsequent spring quarter  
SPRING: Last day of the last final exam of the subsequent autumn quarter  
SUMMER: Last day of the last final exam of the subsequent autumn quarter

## EXCUSED ABSENCE

In order to petition for an excused absence, students who miss class due to illness or significant personal circumstances should complete the Absence Notification process through the Dean of Students office. The form can be accessed at [studentaffairs.depaul.edu/dos/forms.html](http://studentaffairs.depaul.edu/dos/forms.html). Students must submit supporting documentation alongside the form. The professor reserves the sole right whether to offer an excused absence and/or academic accommodations for an excused absence.

## INCOMPLETE

An incomplete grade is a special, temporary grade that may be assigned by an instructor when unforeseeable circumstances prevent a student from completing course requirements by the end of the term and when otherwise the student had a record of *satisfactory progress* in the course.

An incomplete grade is given only for an exceptional reason such as a death in the family, a serious illness, etc. Any such reason must be documented. Any incomplete request must be made at least two weeks before the final, and approved by the Dean of the College of Computing and Digital Media. Any consequences resulting from a poor grade for the course will not be considered as valid reasons for such a request.

CDM policy requires the student to initiate the request for incomplete grade before the end of the term in which the course is taken. Prior to submitting the incomplete request, the student must discuss the circumstances with the instructor. Students may initiate the incomplete request process in MyCDM. All incomplete requests must be approved by the instructor of the course and a cdm Associate Dean. Only exceptions cases will receive such approval.

If approved, students are required to complete all remaining course requirement independently in consultation with the instructor by the deadline indicated on the incomplete request form. By default, an incomplete grade will automatically change to a grade of F after two quarters have elapsed (excluding summer) unless another grade is recorded by the instructor. An incomplete grade does not grant the student permission to attend the same course in a future quarter.

***This syllabus is subject to change at any time, with notice.***