

GD341 **BOOKBINDING WORKSHOP**

M 11:50-1:20 | 14 East RM 213 | Spring 2016 | 2 credits

COURSE DESCRIPTION

This is an introductory course covering the basic principles of hand bookbinding including theories of book structure, review of paper information and bookbinding materials. The class is a mixture of demonstrations and practical exercises, and each student will produce a variety of books and structures.

PROFESSOR

April Wilkins

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(this is the best way to contact me)

312.405.9828

OFFICE HOURS

M 1:30-4:15 pm, T 4:45-5:45 pm
14 E Jackson rm 200b

COURSE EXPECTATIONS

This hands-on workshop introduces bookbinding basics and slowly builds on these structures, encouraging students to experiment and explore structural modifications, as well as understand the relationship between book structure and content. Impeccable craft and attention to detail are emphasized. In order for you to complete this course successfully, to finish all the projects in a professional and meaningful manner, and to fulfill the goals set for each project, it is important that you:

- Work as hard as you can and to the best of your abilities
- Be present every day we meet - demos are given almost every class meeting, and will not be repeated
- Be prepared with research, supplies and assignments required - coming to class unprepared is unacceptable

REQUIRED TEXTS

None.

RECOMMENDED TEXTS

- *Books, Boxes and Portfolios*, Franz Zeier
- *No Plastic Sleeves*, Larry Volk & Danielle Currier
- *Structure of the Visual Book*, Keith A. Smith (ANY book by this author)
- *Artist Books: A Critical Anthology and Sourcebook*, Joan Lyons, ed.
- *The Century of Artists' Books*, Johanna Drucker
- *Digital Book Design and Publishing*, Douglas Holleley

SUPPLIES

Always bring your supplies to every class unless told otherwise.

- bonefolder
- x-acto or snap knife
- metal ruler (12" or 18")
- binder's awl
- paper and bookboard as necessary
- PVA glue
- glue brush
- sewing needles
- waxed linen thread

ATTENDANCE POLICY

Attendance is **MANDATORY** and is taken at the very beginning of each session. To be considered present, you must be in class at the time attendance is taken and remain for the entire length of class. If you are late, you must sign the late list or you will be considered absent instead of late. It is your responsibility to make sure you are on the late list.

2 absences = final grade dropped 1 letter

3 absences = fail the class

3 times late = 1 absence

Professional practices are required. Students are expected to actively participate by:

- Producing and showing work.
- Actively and critically engaging in all classroom discussions and critiques.
- Completing all assigned readings and writings as specified and on time.
- Completing all assignments on time.

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. 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.

LATE WORK

Punctuality is integral to a successful design career. So, too is turning in your work on time in this class.

- Late work is only accepted one class beyond the due date but will receive a full letter grade deduction.
- Beyond one class late, the assignment will not be accepted and the grade given is an F.
- Only work turned in on time will receive comments and feedback.

COURSE STRUCTURE

Each week you will be introduced to bookbinding vocabulary and history, in addition to various book structures. I will also be conducting weekly demos, followed by in-class work time. Each structure builds on the next and books will increase in complexity throughout the course of the class. It is imperative that you come to every class and arrive on time with all supplies, as it is easy to fall behind with this schedule. There will be a mid-term quiz on history and vocabulary and our final critique will be relatively free-form with individual critique sheets on which you may leave feedback for your peers.

CLASS DISCUSSIONS AND CRITIQUES

Given the nature of this class, we'll be having discussions and lectures, in addition to weekly critiques. You are expected to participate in these exchanges in a professional manner. Participation in critiques and discussions is not optional and is a percentage of your final grade. You are expected to comment on your peers' work, as well as offer your work for feedback. When discussing someone else's work, treat them with respect. When someone else is talking about your work, don't take it personally. Attendance on critique days is mandatory. If you have uploaded your project to D2L on time, yet fail to attend class on critique day, your project will be lowered by one letter grade.

GRADING

<i>Participation 20%</i>	<i>Assignments 30%</i>	<i>Exams/Quizzes 10%</i>	<i>Projects 40%</i>
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Projects will be graded on preparedness and professionalism of student; ability to articulate ideas and effectively respond to feedback; design concept; effectiveness of design solution; visual communication of elements and principles of design; effectiveness of typography and layout; and attention to detail, *including following directions* and utilizing exceptional craft in execution.

Excellent	Above Average	Satisfactory	Poor/ Failure
A 94-100% (4.0)	B 84-86% (3.0)	C 74-76% (2.0)	D 60-69% (1.0)
A - 90-93% (3.7)	B - 80-83% (2.7)	C- 70-73% (1.7)	F <60% (0.0)
B+ 87-89% (3.3)	C+ 77-79% (2.3)		

A	EXCELLENCE	Consistently working up to your potential; excellent class participation, excellent craftsmanship, excellent solutions to the assignments; assignments handed in on time; excellent over-all performance.
B	GOOD	Consistently good performance in both classroom participation and assignments.
C	AVERAGE	Consistently average performance in both classroom participation and assignments.
D	POOR	Consistently poor performance in classroom participation and assignments.
F	FAILURE	Absent from final presentation, failure to turn in assignments.

ADDITIONAL POLICIES

The use of cell phones, tablets, headphones, and gaming devices during class is strictly prohibited. The use of laptops and computers is also prohibited during lectures unless otherwise instructed. Turn off your phone before entering class. In addition, keep all food and drink out of the classroom. I reserve the right to lower a student's class participation grade in the event these policies are disregarded.

If you require assistance with a project or have questions about your performance, please schedule time during my office hours or pull me aside during class. I will do my best to respond to email inquiries, but there is no guarantee I will respond to specific questions swiftly. Don't take it personally—I have a lot of students to communicate with. Let's chat in class or my office.

COMPUTER LABS

Computer labs are available for your use outside of class. For schedule information, please check here: www.cdm.depaul.edu/cim/academics/Pages/CIMLabResources.aspx. You'll need to swipe into the rooms with your DePaul ID, so please be sure it's activated.

ACADEMIC INTEGRITY

This course will be subject to the academic integrity policy passed by faculty. More information can be found at 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.

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). Withdrawals processed via this system are effective the day on which they are made. Simply ceasing to attend, or notifying the instructor, or non-payment 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:

- 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

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. 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 exceptional 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 as necessary during the quarter.

COURSE SCHEDULE

WEEK	TOPIC	PROJECT	HOMEWORK
One	Class & Professor Intro Syllabus Review Supplies and Suppliers Get to Know You Activity		Gather Supplies
Two	Fold Book Demo Vocabulary and history Japanese stab binding demo	Fold Books: Diamond fold, square fold, 1-page fold Japanese Stab Binding: Basic 4 hole structure	Finish binding and upload images to D2L
Three	Vocabulary and history Accordion fold with hardcover demo	Accordion Fold Book: Accordion fold structure with hard covers	Finish binding and upload images to D2L
Four	Vocabulary and history Single section case binding Part 1	Single Section Case Binding: Fold and sew text block in class	Finish text block
Five	Single section case binding Part 2	Single Section Case Binding: Make case (cover) and glue up text block. Allow to dry under weight.	Finish "casing in" book and upload images to D2L. Gather supplies for Coptic Binding.
Six	Coptic binding: vocabulary and demo	Single Needle Coptic Binding: Fold, sew text block, attach covers.	Finish Coptic Binding and upload images to D2L. Bring book board and cloth scrap.
Seven	Hard cover variations: Japanese stab and screw post bindings	Hard cover variation: Choose a Japanese stab or screw post variation to complete for next week.	Finish binding and upload images to D2L.
Eight	Intro to final project Lecture: artists books Discuss artist books examples	Final Project: Choose a word that will be the basis of your artist book. Write a short proposal detailing your word and final project intent.	Bring printed proposal for final book.
Nine	Work in class on final book	Final Project	
Ten	Work in class on final book Take-home quiz on vocab and history	Final Project	Final take-home quiz
Eleven	Final critique and quiz	Final presentation of books and critique	