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GD 152 InDesign Workshop

M 10:10AM - 11:40AM

CDM 632

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Murphy Mengfu Zhang
mzhang51@depaul.edu

Office Hour:
M 11:40AM-12:30PM, W 11:40AM-12:30PM

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Course Description

Adobe InDesign is a digital desktop publishing application that allows you to design high quality page layout of everything, from brochures, magazine and newspaper spreads, to entire books and documents, and even pages for digital. This course was designed to walk you through the application step-by-step.

Through practical exercises, you will become fluent in most of the features of InDesign. Complex projects will focus not only on the application of InDesign techniques, but also on effective visual communication based on the principles of graphic design.

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Learning Outcomes

Obtain a basic working knowledge of Adobe InDesign and develop an ability to independently research and execute new InDesign techniques.

Demonstrate ability to use master pages and master items, column grids, spreads, automatic folio tool, paragraph and character styles.

Demonstrate ability to set text, font selection, manipulate text.

Use of grids to organize material, consideration of flow across pages and spreads, consistent handling of text elements,

Demonstrate knowledge of font and size identification, precise measurement, use of typographic tools such as tabs, bullets, paragraph rules.

Understanding of checking documents before it is printed. Ability to create a print preset to automate the printing process; and gained an understanding of how to collect all necessary files for the printing of an InDesign document.

Development of typographic hierarchy, spatial and organizational qualities, clarity of message and communication.

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Class Period

Each class will cover specific topics related to how to operate Adobe InDesign. Classes will begin with a demonstration on an Illustrator task or tool. You will then be given an assignment to practice what was

covered. You will need to work in class during the duration of the class on you own or with my help and complete the assignment prior to the next class.

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Grading

Grades for this course will be based on:

- 1. Attendance 10%**
- 2. In-class assignments & participation 20%**
- 3. Homework assignments 20%**
- 4. Projects 30%**
- 5. Final exam 20%**

A	100-93	C	77-73
A-	92-90	C-	72-70
B+	89-88	D+	69-68
B	87-83	D	67-63
B-	82-80	D-	62-60
C+	79-78	F	59-0

Projects will be evaluated based on:

Effort: Willingness to do the best job within one's abilities and talent, as opposed to just getting it done.

Creativity: The originality and artistic merit of the project. Is the idea interesting and does it communicate well visually?

Adherence: Projects executed according to the parameters outlined. Did you follow all instructions? Did you complete each step on time?

Craft: Neat and careful technical execution of assignment and presentation, attention to details.

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Textbook

No requirements

Additional resources:
www.lynda.com, www.skillshare.com

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Attendance

Attendance is mandatory.

Attendance will be called at the beginning of each class session. You are allowed a maximum of two absences throughout the quarter. If your absences exceed the maximum of two allotted, penalties will be applied to your final grade for the quarter. A third absence will result in a full letter-grade reduction of your final grade for the quarter. Additional absences will result in a 10% reduction per instance. Tardiness is defined as not being present in the classroom when attendance is called. Tardiness that exceeds 20 minutes will be counted as an absence.

Three late arrivals, early departures or a combination of both are counted as a single absence. Students are responsible for reporting to the teacher at the end of class if they missed roll call but were present for most of the class. If you are absent you are fully responsible for doing the best you can to catch up. Questions or concerns may be emailed to the instructor, or may be addressed in person during office hours. Demonstrations will not be repeated.

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Late Assignment

Assignments and projects turned in late will result in a full letter-grade reduction for every day past the assigned due date (in addition to being graded based upon defined criteria).

Projects and assignments are due at the beginning of class. There will be no extensions or leniency regardless of excuse.

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Course 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 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.

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Withdraw

Students who withdraw from the course do so by using the Campus Connect <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.

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Email Policy

I will respond to your emails to the best of my ability, although there is no guarantee that this will be done swiftly and with regularity. Email received on weekdays will usually be replied within 24 hours. Email received on Saturdays and Sundays will not be reviewed

until the following Monday. Only class-related content will be allowed to discuss in the emails. The best way to ensure response for feedback is to visit during specified office hours during the week.

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Incomplete Grade

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.

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Attitude

A professional and academic attitude is expected throughout this course. Measurable examples of non-academic or unprofessional attitude include but are not limited to: talking to others when the instructor is speaking, mocking another's opinion,

cell phones ringing, emailing, texting or using the internet whether on a phone or computer. If any issues arise a student may be asked to leave the classroom. The professor will work with the Dean of Students Office to navigate such student issues.

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Cell phone, Computer, Tablet and Headphone

The use of cell phones, tablets and gaming devices is strictly prohibited. The use of laptops and computers is also prohibited during lectures unless otherwise instructed. Turn off your phone before entering class. The unauthorized use of a digital media device in class

will result in a warning, the following use will result in a full letter-grade reduction of your class grade. If you are expecting a call of importance, please see the professor. Headphones are not permitted.

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Civil Discourse

DePaul University is a community that thrives on open discourse that challenges students, both intellectually and personally, to be Socially Responsible Leaders. It is the expectation that all dialogue in this course is civil and respectful of the dignity of each student.

Any instances of disrespect or hostility can jeopardize a student's ability to be successful in the course. The professor will partner with the Dean of Students Office to assist in managing such issues.

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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.

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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

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Turning in Assignments

All course-related assignments will be posted to the DePaul D2L site. Unless instructed otherwise, all assigned work must be completed and submitted through the D2L system on the date and time specified under each assignment posting.

To make sure a file successfully uploaded, you may want to download it to your computer and re-open it after posting.

All assignment-related files should be named as FirstnameLastname_Projectname.fileformat (e.g., joshford_brochure.pdf).

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Academic Integrity

Work done for this course must adhere to the DePaul University Academic Integrity Policy, which can be reviewed in the Student Handbook or by visiting: <http://academicintegrity.depaul.edu>

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Course Outline

Course syllabus and schedule are subject to change throughout the quarter.

Changes to the syllabus will be communicated both in class and on D2L.

Week	Date	Topic	Assignment
1	Jan 2	Course Overview Introduction to InDesign Interface and Navigation Create and Save document Type and Edit text	In-class exercise
2	Jan 9	Master Page Text and Graphics Format objects Color options	In-class exercise Project1
3	Jan 16	No class	Working at home
4	Jan 23	Manage and Transform Frames and Paths	Working in class
5	Jan 30	Text formatting Paragraph formatting	Project 1 Due Project 2
6	Feb 6	Package, Print and Export	Working in class
7	Feb 13	Styles and Tables	Project 2 Due
8	Feb 20	Introduce final project	Working in class
9	Feb 27	Final project	Working in class
10	Mar 6	Final project	Working in class
11	Mar 17	Final presentation	Submit print-out copy