

GD152-01 INDESIGN WORKSHOP

TR 1:30 - 3:00 | CDM Rm 632 | Winter 2019 / 20 | 2 Credits

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.

PROFESSOR

April Wilkins
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312.405.9828

OFFICE HOURS

M & W 1:30 - 3:00
CDM RM 635

LEARNING OBJECTIVES

This class is intended to acquaint the student with the basic skills necessary for working in Adobe InDesign. At the successful completion of this course, the student will demonstrate abilities to:

- Obtain a basic working knowledge and understanding of Adobe Indesign
- Develop skills in page layout and typography management
- Demonstrate ability to use tools and palettes such as paragraph styles, colors and swatches palette, pages, links and other panels and tools which support proper program abilities.
- To become more effective and confident in the use of the software and proper workflow within industry standards.

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REQUIRED TEXTS

NONE

REQUIRED MATERIALS

Obtain file storage **AND** backup before the second class session. These can be external hard drives, USB drives or online services such as iCloud, DropBox, s3, Box etc. I highly suggest an external hard drive as your main storage and an online service as a backup.

You are responsible for file storage and backup from the very first assignment. Failure to turn in a project will result in a zero grade for that assignment.

ATTENDANCE

Attendance will be taken at the beginning of each class session, however, attendance for this course is NOT mandatory. Be aware, most students will need to come to class in order to learn the skills necessary to complete the projects and if you decide not to come to class, you can not come to office hours expecting to be taught anything you missed in your absence.

If you miss class, you (and only you) are responsible for the content you miss when you're absent—**DO NOT** email me to ask what you missed during your absence as these emails will not receive a response. There are no excuses for not staying caught up and coming to class prepared:

- Make friends with whom you can text or email when you are absent to find out what you missed in class.
- Each class is recorded and can be found on the D2L course home page.
- The itinerary on D2L lists exactly what was covered in class and what you need to do to stay caught up.

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WEEK	TOPIC	ASSIGNED
1	Intro to course and syllabus. Adobe account setup.	
2	Intro to Adobe InDesign, Getting Started & type terms, Document Setup, Customizing	
3	Basic Text	Project 1
4	Text Effects, Tabs and (Tables)	Project 2
5	Printing, Exporting, Pages, Styles, Typography	Project 3
6	Working with objects, Working in Color, Fills, Strokes and (Effects), Points and Paths	
7	Text effects, Fills strokes and effects, Working with images	Project 4
8	Lecture on color printing, File set-up demo	Project 5
9	Demo for binding, Printing & packaging demo	Final Project
10	Open Work Day	
11	FINALS	

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COURSE WORK

This course revolves around projects designed to reinforce material covered in class lectures and assignments. Periodically we'll have quizzes, but these will not be a surprise. Class time will be divided amongst demos, and lab time. There is no midterm or final in this class.

IMPORTANT

- Late work is only accepted up to one week after it's due. Grades for late work will automatically receive a reduction of 10% for up to 24 hours late and 20% from 24 hours to a week late. After one week past the due date, it will not be accepted at all and will receive a zero grade.
- Assignments that are turned in on time can be reworked and resubmitted one more time, up to a week after the initial grade was received. Late work can not be resubmitted. So, it's in your best interest to turn your work in on time, and to revise and resubmit it when necessary.
- Forgetting to submit an assignment or submitting it incorrectly is the same as not submitting it at all. Failure to submit an assignment or submitting it incorrectly results in a zero grade for that assignment.
- Submissions must be made to their correlating box on D2L. Email submissions are never accepted.

RESOURCES

LYNDA.COM

DePaul has recently acquired an institution-wide license for lynda.com, which is a wonderful resource for all kinds of technical training. You'll need to sign in with your DePaul user ID and password.

DEPAUL GRAPHIC DESIGN MAILING LIST

Be sure to sign up for the DePaul Graphic Design Mailing List: <https://mailman.depaul.edu/mailman/listinfo/design>.

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 be sure it's activated.

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GRADING

Each project grade is based on the following components of your work. Bear in mind that not every project will require the same amount of each component.

- **THOUGHT:** This is the intellectual or conceptual component of a project. You might equate it with art direction or strategy.
- **STRUCTURE:** Your use of the basic 'elements and principles of design' as we say. How well you've managed to communicate the previous component. Sometimes we call these two aspects of our work: form and content.
- **CRAFT:** Ability to follow project parameters and instructions. Attention to detail.
- **PROCESS:** This is where we collect some aspects of our work that are perhaps a bit more intangible. Both 'effort' and 'professionalism' fall into this category. Your ability to show up to class on time, participate meaningfully in critiques, attempt things that seem beyond your reach, etc.

FINAL GRADE TRANSLATION SCALE

The grade scale used in this course is that already built in to D2L and is as follows:

A	95 - 100	C	73 - <77
A-	90 - <95	C-	70 - <73
B+	87 - <90	D+	65 - <70
B	83 - <87	D	60 - <65
B-	80 - <83	F	<60
C+	77 - <80		

FINAL GRADE WEIGHT BREAKDOWN

Final Grade

Quizzes 10%

Assignments 70%

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UNIVERSITY INFORMATION

TUTORING

Free tutoring services are available during the fall, winter and spring quarters for undergraduate students and graduate students in introductory courses of their program.

An appointment with a specific tutor can be scheduled through MyCDM. Online students can schedule a virtual session using this system. Tutoring is also available on a walk-in basis. You will be asked to complete a sign-in form with class, instructor and assignment information. Sessions are ½ hour in length and may be individual or in a small group session if there are other students from the same class.

ONLINE COURSE EVALUATIONS

Evaluations are a way for students to provide valuable feedback regarding their instructor and the course. Detailed feedback will enable the instructor to continuously tailor teaching methods and course content to meet the learning goals of the course and the academic needs of the students. They are a requirement of the course and are key to continue to provide you with the highest quality of teaching. The evaluations are anonymous; the instructor and administration do not track who entered what responses. A program is used to check if the student completed the evaluations, but the evaluation is completely separate from the student's identity. Since 100% participation is our goal, students are sent periodic reminders over three weeks. Students do not receive reminders once they complete the evaluation. Students complete the evaluation online in CampusConnect.

ACADEMIC INTEGRITY

This course will be subject to the university's academic integrity policy. More information can be found at <http://academicintegrity.depaul.edu/>.

PLAIGARISM

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. Be aware that I am obligated as a professor in the university to report all academic integrity violations, no matter how minor they may seem.

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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 on the DePaul University website.

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. Any consequences resulting from a poor grade for the course will not be considered as valid reasons for such a request.

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

THIS SYLLABUS IS SUBJECT TO CHANGE AS NECESSARY DURING THE QUARTER