
> InDesign Workshop

Course Syllabus

DePaul University
College of Computing & Interactive Media / School of Design
Spring 2019
Th 11:50PM-1:20PM
CDM 526, 243 S. Wabash

Instructor: Dan Hanners, MA
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Office hours
TU 12:00PM-1:30PM

*Please email to confirm appt
and office location*

*This syllabus is subject to changes as necessary during the quarter.
If a change occurs, updates will be announced during class.*

This course is an introduction to InDesign, a page layout and type generating program. Adobe InDesign, Photoshop, and Illustrator are the most prevalent programs used by graphic designers, design students, photographers and artists for creating 2-D work and graphic design for print and digital applications.

Although InDesign has some web page layout capabilities, this workshop concentrates on the use of the program for printed work. While learning InDesign, you will create several exercises and a complex final project. For the final exam, you will be given a hands-on test on InDesign and some basic typographical information.

// Course Objectives

- 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.

> // Expectations

Be in class on time with all the necessary materials and assignments complete at the beginning of the session. You are expected to remain in class during the whole class session. Your projects will be assessed based on your ability to express yourself within aforementioned parameters. Additionally your assessment will take into account the improvement of your work relative to your starting point at the beginning of the quarter. Because the class is quite short, you are expected to work outside of class on your current assignments and within your cooperative work group. We will use class time for in-class work, lectures, critiques, and discussions.

> // Materials + Software

- Adobe CS / InDesign
- Sketchbook
- Pen/pencil for sketching

We may need a few additional supplies throughout the quarter.

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> // Textbook

None required

Recommended for this course:

*Visual Quickstart guide . In Design CC Cohen

Designing with Type Craig / Bevington

Stop Stealing Sheep Erik Spiekerman

> // Course Outline + Schedule

This class is structured around practicing and developing skills necessary to master Adobe InDesign. There will be multiple projects and assignments designed to force you to use the various tools available to you in the program. The weeks leading up to each project/assignment will be set up to teach you the necessary skills to create it. This course will be comprised of lectures and as much hands-on practice as possible. You'll learn best practices, proper workflow, and tips to create successful pieces in Adobe InDesign. These topics are subject to change depending on what we get through each week in class.

Week	Date	Topic
1	01/10/19	Course introduction Intro to Adobe InDesign Getting Started & type terms Document Setup Customizing
2	01/17/19	Basic Text
3	01/24/19	Text Effects Tabs and (Tables) Intro to exercise 01
4	02/07/19	Hand in exercise 01 at end of day Printing Exporting Pages Styles Typography Intro to exercise 02

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5	02/14/19	Post on D2L and print and hand in exercise 02 at end of day Working with objects Working in Color Fills, Strokes and (Effects) Points and Paths Intro to exercise 03
6	02/21/19	Post on D2L and print and hand in exercise 03 at end of day Text effects Fills strokes and effects Working with images Intro to final project Start sketching
7	02/28/19	Bring sketches to class Lecture on color printing File set-up demo Start layout
8	03/07/19	Demo for binding Printing & packaging demo Continue layout
9	03/14/19	InDesign - Digging Deeper.
10	03/21/19	Take final test Regular class meeting hours
11	03/28/19	Hand in final project and upload file for final project

> // Grades

This is a rigorous course that will require outside work, in-class work and verbal critique. Work as hard as you can and to the best of your abilities. Come to class with supplies and work complete. Final grades will be evaluated on the following criteria:

- **Research and Development:** Did you develop a clear problem statement?
- **Sketches and Ideation:** Did you produce a lot of process work?
- **Concept:** Does the piece work in a cohesive, well thought out manner?
- **Elements of Composition:** Is the piece visually unified?
- **Taking risks:** Did you try something new? Did it work? If it didn't, how could you make it better?
- **Craft:** Is the piece neat and well made, including attention to details?
- **Work Ethic:** Did you push yourself—and then push yourself further?
- **Critique Professionalism:** Did you speak up during critique and remain positive/constructive?
- **Meeting Deadlines:** Is your final work complete and on-time? *See policy on late work.*

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> // Late Work Policy

Assignments not turned in on time will receive an automatic "0". Students may turn in missing work up to one week late and the new earned points will be averaged with the "0" for a project grade. Assignments not turned in within one week after the original due date will be permanently counted as a "0". I still suggest you turning in the work for feedback and your own professional development. *For one time only*, you may have 50% of the missed points for being absent back if you complete an alternative assignment about time management. You must make an appointment during office hours with the instructor to receive the time management assignment and discuss a success plan. This is not valid for work turned in after one week past the original due date.

> // Communication

Email is the primary means of communication between faculty and students enrolled in this course outside of class time. Students must include specific class/section number details in all email correspondence. It may take up to 48 hours to receive a response. Email will be addressed M-F. Students should solve immediate problems by reaching out to classmates, looking on D2L, or doing a web search. Students need to check email daily.

> // Attendance

Attendance is required. Three absences for any reason, whether excused or not, may constitute failure for the course. Roll will be taken. If students arrive 15 minutes late they will be marked absent. If students leave 15 minutes early they will be marked absent. Students are not required to report or explain reasons for absence. If students miss class they should review D2L documentation, look at the videos, and consult with classmates. Students who withdraw from the course for whatever reason must 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 nonpayment of tuition, does not constitute an official withdrawal from class and will result in academic as well as financial penalty.

> // 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.

> // 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.

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> // **Academic Integrity and Plagiarism**

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

> // **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 incomplete can be found at: <http://www.cdm.depaul.edu/Current%20Students/Pages/Policiesand-Procedures.aspx>

> // **Incomplete Grades**

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. All incomplete requests must be approved by the instructor of the course and a CDM Associate Dean. Only exceptions cases will receive such approval. Information about the Incomplete Grades policy can be found at <http://www.cdm.depaul.edu/Current%20Students/Pages/Grading-Policies.aspx>

> // **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 4 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. Lewis Center 1420, 25 East Jackson Blvd.
Phone number: (312)362-8002 Fax: (312)362-6544 TTY: (773)325.7296

> // **Proctored exams for OL courses**

If you are an online learning student living in the Chicagoland area (within 30 miles of Chicago), you will need to come to one of DePaul's campuses to take an exam. Online learning students outside of the Chicagoland area are required to locate a proctor at a local library, college or university. You will need to take the exam within the window your instructor gives. Students should examine the course syllabus to find exam dates and the instructor's policy on make-up exams. Detailed information on proctored exams for online learning students can be found at <http://www.cdm.depaul.edu/onlinelearning/Pages/Exams.aspx>