

# GD152-01 INDESIGN WORKSHOP

Online:Async | Winter 20 / 21 | 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  
april.wilkins@depaul.edu  
312.405.9828

## OFFICE HOURS

Mon - Thurs, 11-11:45 am  
Mon - Thurs, 6-6:30 pm  
Schedule through Bluestar

## 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.

## ATTENDANCE

This course will be taught online and for the most part will be asynchronous, meaning we do not usually meet as a class at the same time. Because the university needs to know if a student is participating in a class, turning in the first two assignments given within the first two weeks will count as your "attendance". If you fail to turn in these assignments it will appear you are not participating in the class and it will be reported to the university as such. If you do not submit the first two assignments by the time they are due, you risk losing any financial aid you've received and will be contacted by the University.

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## REQUIRED TEXTS

NONE

## REQUIRED MATERIALS

Obtain file storage AND backup before the second week of classes. You'll find more information on file storage on D2L.

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

## COURSE WORK

This course revolves around 5 projects designed to reinforce material covered in class lectures and demos. Periodically we'll have a quiz or quizzes, but these will never be a surprise.

## 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 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. If the submission box is closed, you have missed the window to make the submission and will receive a zero for that assignment. If you believe a submission box is closed in error, send me an email and let me know but do not send me your files via email. If the box should be open, I will open it and you will be able to make your submission.

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## SCHEDULE OVERVIEW

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	

Please note the above schedule is just to give students a rough idea of what will be covered in the course. The most accurate and up to date course schedule can be found in the itineraries on D2L.

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### GRADING

Feedback for each project will be given via a general rubric as most mistakes made by students are common and can be addressed in this way. However, if you desire further feedback you make schedule a Zoom meeting with me to look over your project and discuss any changes that need to be made to resubmit it for a better grade.

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 the D2L default scale 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 Total		Quizzes 20%		Assignments 55%		Final Project 25%
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## UNIVERSITY INFORMATION AND RESOURCES

### BOX ONLINE STORAGE

DePaul has partnered with box.com to offer free online storage to students. You can find instructions on how to do so here: <https://offices.depaul.edu/information-services/services/file-storage/Pages/Box%20for%20Students.aspx>.

### LINKED IN LEARNING (FORMERLY LYNDA.COM)

DePaul has acquired an institution-wide license for lynda.com, which is a wonderful resource for all kinds of technical training. There may be times where I will link to videos on LinkedIn Learning and you will need to make sure you have access in order to view the video for class. You'll need to sign up with your DePaul user ID and password. You can find instructions on how to do so here: <https://resources.depaul.edu/demon-discounts/technology/Pages/lynda.aspx>.

### 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 will receive an email when evaluations are available.

### ACADEMIC INTEGRITY

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

### 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.

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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. 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.

## 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 Center for Students with Disabilities (CSD) at: <https://offices.depaul.edu/student-affairs/about/departments/Pages/csd.aspx>.

To ensure that students receive the most appropriate accommodation based on their needs, they should also contact the instructor as early as possible in the quarter (preferably within the first week of class), to discuss their specific needs. All discussions will remain confidential.

**THIS SYLLABUS IS SUBJECT TO CHANGE AS NECESSARY DURING THE QUARTER**