

I. COURSE DESCRIPTION:

This course is designed to polish the students typographic skills and sensitivities in an electronic environment. Students will solve increasingly complex typographic problem and explore typographic concepts as the course progresses.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Create visual communications through the application of design theories and principles to develop effective design solutions especially as it pertains to typography
Potential Elements of the Performance:
Demonstrate an ability to balance type and imagery
Demonstrate an understanding of letterform proportions and spacing
Demonstrate an ability to organize and balance text on a page
2. Apply typographic skills and knowledge to create visual communications
Potential Elements of the Performance:
Demonstrate an ability to manipulate and modify type in a digital environment
Demonstrate a sensitivity for text composition in 2D and 3D applications
3. Communicate effectively, credibly and accurately with clients supervisors and co-workers and target audiences within a typographic context
Potential Elements of the Performance:
Demonstrate an ability to document and cite sources for information on a project
Demonstrate an ability to clearly communicate the intent of a typographic project in the form of a design statement
Demonstrate an ability to justify and support design decisions with typography
4. Apply effective business practices and project management skills appropriate to the position of a typographic designer
Potential Elements of the Performance:
Demonstrate an ability to effectively manage time in the classroom and meet project deadlines
Demonstrate the ability to professionally and cleanly present work and projects in an organized and easy to follow manner
5. Develop personal and professional strategies and plans to improve

typographic skills and sensitivities

Potential Elements of the Performance:

Demonstrate the ability to verbally communicate constructive criticism to other classmates during critique

Demonstrate the ability to conduct a positive self analysis of work in progress

Demonstrate the ability to accept constructive criticism and employ suggestions for improving final projects

III. TOPICS:

1. Typographic history
2. Typographic anatomy
3. Typographic Syntax and communicating concepts
4. Legibility and readability
5. Gridforms-standard, radial, axial, concentric, etc
6. Function and expression with typography

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Required text: *Typographic Design: Form and Communication* Third Edition by Carter , Day, Meggs ISBN 0-471-38341-4

Suggested reading *A Typographic Workbook. A primer of history, techniques and artistry* by Kate Clair *The Mac is Not a Typewriter*, Second edition by Robin Williams ISBN 0-201-78263 *Designing With Type - A Basic Course in Typography* by James Craig, 4th edition:

V. EVALUATION PROCESS/GRADING SYSTEM:

Assignments = 100% of final grade

Final evaluation for this course will be a letter grade as outlined below.

Assignments will be weighted equally and will constitute 100% of the student's final grade. A missing assignment is equivalent to course objectives not achieved which results in an "F" (fail) grade for the course.

Assignment Breakdown overall quiz grade (5 quizzes) /100

assignment 1 - /100

assignment 2 - typeface construction /100

assignment 3 - ABA form/grids /100

assignment 4 - grids and alignments 1 /100

assignment 5 - grids and alignments 2 /100

average /100

deductions (late assignments (-5%/week),

absents over 3 (-10/class missed))

-% final grade* %

- see course outline for grade equivalent.

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

V Attendance:

- I** Sault College is committed to student success. There is a direct correlation
- between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Quizzes and lectures will take place promptly at the start of class. Please endeavour to be on time. If a quiz is missed due to lateness it may be rewritten on quiz rewrite day later in the semester.

DEDUCTIONS – LATES AND FAILS

Lates: An assignment is considered late if it is not submitted at the time and date specified by the instructor. A late assignment will be penalized by a 5% deduction for each week that it's late. The total late penalty will be deducted from the final grade. Eg. 3 weeks late = 15% deduction from final grade. Maximum grade for a late assignment is "C" A late assignment which is not executed to a minimum D (satisfactory) level will be assigned a fail grade with additional penalties outlines below.

Fail: A fail grade (F) is assessed to an assignment which has not been executed to a minimum satisfactory "D" grade level or in which the directions have not been followed correctly. A failed assignment must be entirely re-done or corrected according to the instructor's specific instructions and resubmitted within one week. A failed assignment will be penalized by a 5% deduction from the final grade. Maximum grade for a failed assignment is "C" Failed assignments not submitted within the one week timeframe will be subject to 5% late deductions for each week they are overdue

Preliminary Studies: All assignments require preliminary or intermediate steps such as thumbnails, roughs, and preliminary comprehensive layouts. These intermediate steps are evaluated according to criteria established by the instructor and submitted according to established timelines. The final grade for each assignment will be an average of the grade achieved for all stages of the assignment. This reinforces the importance of the preliminary stages of each project.

Resubmission policy

Any assignment completed during this course may be submitted for re-evaluation if the following criteria are met by the student.

- an assignment that was initially submitted past the initial assigned deadline will not be eligible for re-evaluation.
- an assignment that initially achieved a fail grade must be resubmitted to achieve minimum project standards and will receive a maximum C grade as indicated under the section for Lates and Fails in this outline.
- the resubmitted project must be accompanied by the original project and the original evaluation sheets (with written indication of grade breakdown) provided by the professor
- assignments may be resubmitted at any time during the semester. The final date for last resubmissions will be announced by the professor during class and usually are no later than two weeks prior to the end of the semester.
- Resubmitted assignments must identify the project and class, and be clearly marked "RESUBMISSION" when submitted

- it must be understood that resubmitted assignments are usually marked with greater scrutiny than first submissions to take into consideration the learning experiences, practice, and achievement of learning outcomes achieved by the student during later sessions in the semester.
- When comparing the original submission grade and the resubmission grade the student will receive benefit of the higher grade
- Assignments will not be accepted for resubmission to include preliminary studies. Preliminary studies should be completed before the commencement of work on final comprehensives and as such will only be considered for evaluation on or before the original submission.
- Assignments resubmitted to include preliminaries must be completely re-done and have a new creative direction for evaluation.

VI. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.