

I. COURSE DESCRIPTION:

This course is a continuation of Computer Production I. It will expand on electronic production techniques as well as explore the subject of paper and printing substrates. It is intended that this course will inform the student of the remainder of the basic information that they need to be competent production artists within the graphics industry.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Identify design problems, plan and document design solutions

Potential elements of the performance

- Use provided documentation structure to document design problem statements
- Develop a project plan to guide design research and creativity
- Demonstrate an ability to follow plan to achieve creative solutions, document design process and record sources for design research
- Demonstrate an ability to defend design solutions by communicating a design rationale for any design project.
- Demonstrate an ability to include user testing methods as required in design process and document the results.

2. Define relevant paper terminology

Potential Elements of the Performance:

- define different stages of paper production
- demonstrate an understanding of different paper qualities and finishes

3. Demonstrate an understanding of production processes for screen printing

- Demonstrate analytical ability in problem solving re: design parameters and limitations.
- Demonstrate an ability to adjust design to allow for different production processes such as but not limited to screen printing and large format electronic output

4. Demonstrate an understanding of paper weights and measures

Potential Elements of the Performance:

- Exhibit an ability to identify different paper weights
- Demonstrate an understanding of imperial and metric paper sizes
- Understand and communicate the similarities and differences between paper thickness, pound weight, and gram weight
- Understand and explain the relationship between paper sheet size and pound weight
- Exhibit the ability to examine production specifications and choose the best type of paper for a given project

5. Identify different forms of paper folding

Potential Elements of the Performance:

- Explore and understand basic imposition for 2-up and 4-up saddle stitch formats
- Compare and contrast the definitions “work and turn” and “work and tumble”
- Demonstrate an understanding of paper folding and use paper knowledge in making design decisions regarding document formats and sizes

6. Demonstrate an understanding of basic imposition

Potential Elements of the Performance:

- Demonstrate the ability to organize files required for remote printing
- Demonstrate an ability to organize and arrange pages for printing in imposition
- Demonstrate an ability to double check and proofread one’s own work
- Demonstrate the ability to plan a project using taught techniques such as but not limited to building mock-ups and dummy booklets, documenting files, planning creation

- of project files in proper digital formats for printing
7. Prepare electronic art for printing with a high degree of accuracy

Potential Elements of the Performance:

- File and organize projects in a manner ready to transfer to disc and remote printing
- Prepare and properly mark up colour and black and white proofs for the printer
- Prepare files for remote output at a service bureau

III. TOPICS:

1. Research and design documentation skills
2. Paper terminology
3. Folding Techniques
4. Imposition
5. Printing Mark-up
6. Choosing paper appropriately
7. Paper weights and measures

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Required text:

A Guide to graphic print Production, Kaj Johansson et al., Wiley 2003, ISBN 0-471-27347-3

Suggested reading

Pocket Pal, published by International paper

V. EVALUATION PROCESS/GRADING SYSTEM:

Assignments will constitute 100% of the student's final grade in this course. Assignments will be evaluated according to the following, in accordance with college policies:
This course will be evaluated in terms of a letter grade indicating overall performance in this class. All assignments are required to be successfully completed to meet the objectives of the course. A missing assignment is equivalent to course objectives not achieved, which results in an "F" (Fail) grade for the course.

Assignment breakdown

Quizzes	20% of final (5% each of 4 quizzes)	
Intro assignment I	15% of final grade	
Minor assignment I	25% of final grade	
Major assignment	40% of final grade	
Total		100% of final grade
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:

Grade	Definition	Grade Point Equivalent
A+	90 – 100%	
A	80 – 89%	4.00
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.

VI. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 703 so that support services can be arranged for you.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. Students who engage in academic dishonesty will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

Tuition Default

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of March will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

Deductions – Lates and F grades

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 its 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 level will be assigned an F grade with additional penalties outlines below.

Fail (F) grades

A failing grade 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 failing grade assignment must be entirely re-done or corrected according to the instructor’s specific instructions and resubmitted within a timeframe specified by the Professor.

A failing grade assignment will be penalized by a 5% deduction from the final grade.

Maximum grade for a resubmitted failing grade assignment is “C”

Failed (F grade) assignments not submitted by the specified deadline will be subject to 5% late deductions for each week they are overdue.

Homework

This is a four credit course delivered in a 3 hour format. A minimum of one hour homework per week can be expected with more time needed on larger assignments.

Attendance

Significant learning takes place within the classroom environment. It is imperative that student attend and be present for each class in its entirety.

A total of three absences will be tolerated during the semester with no penalty. It is the student’s responsibility to catch up on missed work.

Absences in excess of three per semester will be penalized by a 10% deduction from the final grade for each class missed.

Attendance will be taken by the professor at the start of each class and at the midpoint of each class. Students leaving class early will be considered absent for one half class. Students arriving to class after the opening lecture given at the start of each class will also be considered absent for half of a class.

Resubmission policy.

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

a) an assignment that was initially submitted past the initial assigned deadline will not be eligible for re-evaluation.

- b) 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.
 - c) 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
 - d) 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.
 - e) Resubmitted assignments must identify the project and class, and be clearly marked "RESUBMISSION" when submitted
 - f) 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.
 - g) When comparing the original submission grade and the resubmission grade the student will receive benefit of the higher grade
 - h) 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.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit Form from the program coordinator (for course-specific courses), or the course coordinator (for general education courses), or the program's academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.