

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:**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 terminologyPotential 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 foldingPotential 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 impositionPotential 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 accuracyPotential 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

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

Quizzes	20% of final (5% each of 4 quizzes)
Intro assignment 1	15% of final grade
Minor assignment 1	25% of final grade
Major assignment	40% of final grade
Total	100% of final grade

The following semester grades will be assigned to students in postsecondary courses:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
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.

Midterm grades:

Midterm grades are granted as "S" for Satisfactory progress and "U" for unsatisfactory progress. Unsatisfactory progress in two or more courses requires an appointment with the Program Co-ordinator or the School's Dean.

Deductions – Lates and Incompletes**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 C (satisfactory) level will be assigned an incomplete 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.

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.

Attendance:

Significant learning takes place in the classroom setting through an interactive learning approach; therefore students are expected to attend all classes and inform the instructor of an anticipated absence. Attendance is mandatory for this course to ensure the course requirements and objectives are met. A total absence of 3 classes for the semester will be tolerated. After 3 absences penalties will take effect, an additional 10% will be deducted from the final grade for this course per class missed.

i.e. 4 classes missed = 10% deduction from final grade

5 classes missed = 20% deduction from final grade

VI. SPECIAL NOTES:Homework:

This is a four credit course delivered in a 3 hour supervised format. It is expected that a minimum of one hour homework be done each week.

Course Expectations:

Significant learning takes place in the classroom through an interactive learning approach; therefore, students are expected to attend all classes and to inform the instructor of an anticipated absence

Reclaiming and Retaining Past Assignments

For the development of student portfolios it is important that ALL past assignment work be reclaimed and retained by the student.

It is the students, responsibility to reclaim assignments after they have been assessed. Marked assignments will be returned by faculty during classroom sessions. If a student is absent on the day that work is returned the work will be held by faculty for a minimum of three weeks from the return date after which, due to a shortage of storage space, the work may be discarded.