



COURSE OUTLINE: GRD105 - PROF PRACTICES 1

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Approved: Bob Chapman - Dean

Course Code: Title	GRD105: PROFESSIONAL PRACTICES 1 DESIGN RESEARCH
Program Number: Name	1094: DIGITAL MEDIA
Department:	GRAPHIC DESIGN
Academic Year:	2025-2026
Course Description:	A sound understanding and practical applications of design research, information gathering techniques, and documentation of both formative and summative data, will be the end goal of this course. Through coaching and practice methods, students will gain insights into strategies that will guide them through the process for providing their clients with what is actually needed, versus what the client wants. With a good foundation in using research to approach and understand any design problem the participant may face in their future careers, the professional designer will be able to provide a better and more competitive service to their clients in any visual communications problem encountered.
Total Credits:	3
Hours/Week:	3
Total Hours:	42
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Substitutes:	ADV311
Vocational Learning Outcomes (VLO's) addressed in this course:	1094 - DIGITAL MEDIA
Please refer to program web page for a complete listing of program outcomes where applicable.	VLO 1 Conceptualize and develop design solutions using principles of design to create visual communications that meet the needs of the project.
	VLO 2 Employ the design process to create design solutions that meet the project objectives and the needs of the client and/or user.
	VLO 3 Plan, create and use photography, illustration and typography in design layouts to meet the requirements of the creative brief.
	VLO 4 Design, develop and create a variety of media products using relevant, current and/or emerging technologies.
	VLO 5 Communicate ideas, design concepts and opinions clearly and persuasively to others.
	VLO 6 Use recognized industry practices throughout the design process and related business tasks.
	VLO 7 Plan, implement and evaluate graphic design projects using project management skills to deliver quality work to clients according to schedule and within budget.
	VLO 8 Complete all work in a professional and ethical manner and in accordance with all applicable legislation and regulations.
	VLO 9 Keep current with visual media design trends, technologies and industry practices



	using strategies that enhance work performance and guide professional development.
	VLO 10 Assess, select and use a variety of digital media technologies when developing design solutions.
Essential Employability Skills (EES) addressed in this course:	<p>EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.</p> <p>EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.</p> <p>EES 3 Execute mathematical operations accurately.</p> <p>EES 4 Apply a systematic approach to solve problems.</p> <p>EES 5 Use a variety of thinking skills to anticipate and solve problems.</p> <p>EES 6 Locate, select, organize, and document information using appropriate technology and information systems.</p> <p>EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.</p> <p>EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.</p> <p>EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.</p> <p>EES 10 Manage the use of time and other resources to complete projects.</p> <p>EES 11 Take responsibility for ones own actions, decisions, and consequences.</p>
Course Evaluation:	<p>Passing Grade: 50%, D</p> <p>A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.</p>
Other Course Evaluation & Assessment Requirements:	<p>Assignments = 100% of final grade A missing assignment is equivalent to course objectives not achieved which results in an F(fail) grade for the course.</p> <p>Lates: An assignment is considered late if it is not submitted at the time and date specified by the instructor. The maximum grade a late assignment will be assessed is a C (65%) grade.</p> <p>If an assignment deadline is missed the student MUST immediately negotiate a new deadline with the instructor. If a renegotiated deadline is missed the maximum allowable grade is 50% D when the assignment is submitted for evaluation.</p> <p>A late assignment which is not executed to a minimum D (satisfactory) level will be assigned a fail grade with additional penalties outlined below.</p> <p>Fail: A fail grade (F) is assessed to an assignment which has not been executed to a minimum satisfactory of a D grade level or in which the directions have not been followed correctly.</p> <p>Upon achieving a Fail(F) grade (below 50%) the student must meet with the instructor immediately to negotiate a revised deadline. The assignment must be redone to passing standard by the new deadline to achieve credit for the assignment.</p>



Maximum grade for a failed assignment is a C (65%)

Extensions Policy: Will only be granted based on the following terms:

Extension request is at least 24 before the posted deadline for a specific assignment. No extension will be granted after the 24 hours has lapsed.

The student must be in attendance for all classes.

The student must take part in class discussion and critiques (showing progress in each critique class).

Being late and/or leaving early from class may warrant a refusal of extension by the faculty.

If failed assignments are not submitted by the negotiated deadline the late penalty policy will apply.

From time to time the results of student projects assigned during the duration of this course may be used for college promotional purposes. Where possible credit for the work will be provided (student name) in conjunction with the display of the work.

Original sources and copyright owners of all imagery used in projects by students for educational purposes must be documented and submitted as part of a bibliography for each assignment. In the event that borrowed imagery (stock photos and illustrations) are not to be used for promotional purposes the college reserves the right edit the work to replace those images with those that are within the terms of copyright agreements suitable for college promotion.

Other than a name credit no additional compensation will be provided to the student for the use of their work on college promotional materials.

Opting out

It is assumed that all student completed as part of a Sault College course work will be eligible for consideration however, if a student wishes to not allow the college to use their work the student is required to write a letter to the coordinator indicating their intention to opt out of this initiative. There will be no penalty applied to the student for opting out of this plan.

Books and Required Resources:

A Designer's Research Manual: Succeed in Design by Knowing you Clients and What They Really Want by Jenn and Ken Visocky O'Grady
Publisher: Walter Foster Art Publishing, Incorporated Edition: 2nd updated & expanded
ISBN: 9781631592621

The Business of Graphic Design- A Professional's Handbook by Hilary Ashworth
Publisher: RGD Edition: 3rd
ISBN: 9780968873458

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
Identify design problems, plan and document design solutions.	1.1 Develop a project plan and demonstrate the ability to use design research information to direct a creative solution to a design problem. 1.2 Write an effective and concise design problem statement using SMART objectives. 1.3 Demonstrate an ability to document design process and cite sources for design research. 1.4 Demonstrate an ability to defend design solutions by communicating a design rationale for any design project in verbal and written form. 1.5 Demonstrate an ability to include user testing methods as required in design process and document the results.



	Course Outcome 2	Learning Objectives for Course Outcome 2
	Use and identify different approaches to research and information gathering.	2.1 Use research techniques to fully understand the content and subject matter of the assignment at hand. 2.2 Use research techniques to identify potential production problems. 2.3 Demonstrate an ability to gather and analyze ethnographic, quantitative, qualitative, and literary research information.
	Course Outcome 3	Learning Objectives for Course Outcome 3
	Develop a sound understanding of the Graphic Design profession and the rules of professional conduct.	3.1 Review definition of Graphic Design. 3.2 Develop an understanding of areas of specialization. 3.3 Develop an understanding of how a graphic design studio works. 3.4 Review rules of professional conduct as defined by RGD Ontario.
	Course Outcome 4	Learning Objectives for Course Outcome 4
	Demonstrate an understanding of intellectual property rights.	4.1 Review and demonstrate an understanding of trademark, copyright, moral rights and electronic rights as defined by Canadian copyright law. 4.2 Demonstrate how copyright laws influence the business of design.
Course Outcome 5	Learning Objectives for Course Outcome 5	
Apply effective business practices and project management skills appropriate to the Graphic Design field, in a self-managed business and in a studio setting.	5.1 Develop an awareness of building client relationships. 5.2 Practice delivering presentations and speaking at meetings. 5.3 Develop strategies as to pricing of design services. 5.4 Create a proposal or estimate documents. 5.5 Demonstrate an ability to project estimated time and record actual time to derive a profit/loss statement.	
Course Outcome 6	Learning Objectives for Course Outcome 6	
Develop personal and professional strategies to help improve job performance and professional relationships with clients, coworkers, and supervisors.	6.1 Demonstrate an ability to complete a self-analysis of work. 6.2 Demonstrate an ability to develop resumes and self-promotional materials. 6.3 Practice interview techniques. 6.4 Apply strong Interpersonal Skills, Verbal and Non-Verbal Communication, Problem Solving and Negotiation Skills, Decision Making and Assertiveness.	

Evaluation Process and Grading System:	Evaluation Type	Evaluation Weight
	Projects	100%

Date: August 14, 2025

Addendum: Please refer to the course outline addendum on the Learning Management System for further information.