



**I. COURSE DESCRIPTION:**

This course introduces graphic design students to the history, principles, and use of letterforms in communication and covers such areas as typefaces, type families, and timesteps. Students bring to their lettering design solutions an understanding of such issues as letter formations and proportions, spacing, legibility, optical effects, and the accurate application of visual language skills.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

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

1. **Demonstrate the use of traditional, technical design instruments and media, using appropriate degrees of detail and quality.**

Potential Elements of the Performance:

- Demonstrate the use of the paint brush and acrylic paint and/or ink to apply several light coats of paint/ink to fill letterform design shapes so they appear flat, consistent, and clean.
- Demonstrate use of the technical pen on illustration board using a high degree of detail and quality.
- Apply skill & attention to detail to clean up edges and minimize errors.

2. **Demonstrate the ability to apply basic lettering skills and knowledge to begin to create fundamental but effective visual communications.**

Potential Elements of the Performance:

- demonstrate knowledge of the history and principles of letterform design.
- demonstrate knowledge of basic letterform terminology.
- apply letterform skills and knowledge to create original designs.
- demonstrate the ability to achieve desired impact through application of letterform skills and abilities including selection, legibility, spacing.

3. **Develop and implement solutions to basic typographic problems.**

Potential Elements of the Performance:

- demonstrate a command of the design process from research and analysis through to appropriate levels of presentation (e.g. thumbnails) to the final product ( finished illustration board).

- Create letters with the use of the grid according to instructions using traditional media.
  - demonstrate the ability to create proper letter proportion and letter spacing
  - demonstrate the ability to use a typographic grid to manipulate letterforms
  - use figure and ground relationships within letter formations
4. **Apply appropriate, effective, and professional practices in the classroom studio setting.**

Potential Elements of the Performance:

- demonstrate organizational skills such as scheduling, prioritizing, planning, and time management.
- demonstrate the ability to work within project restrictions and time limitations.
- make effective design presentations, as per instructor specifications regarding directions and quality.

**III. TOPICS:**

1. History of letterforms.
2. Formation of the basic skeleton roman alphabet.
3. Use of the grid in letterform formation.
4. Principles of letterforms – typefaces, type families, type styles.
5. Letterform proportion.
6. Spacing – positive and negative space.
7. Optical effects in letterforms.
8. Letterform terminology.
9. Basic elements of preparing artwork for design presentation approval purposes for client or art director (research, thumbnails, layouts, comprehensives of varying degrees of quality and detail).
10. Professional presentation techniques.

11. Professional practices.

#### IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Tools from your portfolio kit will be used throughout this course:

\* Note: Due to the lack of proper health and safety features of the design studio, no oil based paints are to be used in this course. Only water based acrylic paints will be used.

Students will need to purchase # 27 illustration board and construction paper for cover stock for all the design presentations throughout this course. These items are available in the college's Campus Shop.

**Required text:**

A Typographic Workbook: A Primer to History, Techniques, and Artistry.

By Kate Clair ISBN. 0-471-29237-0

#### 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.

The following semester grades will be assigned to students:

<b>Grade</b>	<b>Definition</b>	<i>Grade Point Equivalent</i>
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:**

### **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 and %5 deduction for lates.

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

4 classes missed and 1 late = 15% deduction from final grade

### **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.

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

**VII. COURSE OUTLINE ADDENDUM:**

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