art 260  
intermediate graphic design  
syllabus

objective  
This course will establish a methodology consistent with professional design practices. Multiple solutions and continued development of compositional design principles will be stressed, as will problem definition, ideation, visual/functional decision-making and presentation. Particular emphasis will be placed on the design process, so the development of each project over the next ten weeks will be documented in a process book.

process book  
Documenting the creative process is imperative to developing a successful design solution. All stages of each project in this course will be documented in a process journal. This journal should contain the progression of ideas from your research through to the semi-comps. The following is a list of guidelines for executing the process journal.

a) You should organize the creative process in a binder using 8.5”x11” sheets.

b) You should include all pertinent information you employ in shaping the message or concept behind your design.

c) The progression of the design solution should be evident in the organization and presentation of the creative process.

d) The process journal should be developed progressively. Do not wait until the end to organize your materials. It will show.

Keep all materials related to the progress of your project in a manner that can be presented and preserved. All research notes, readings, early thumbnail sketches, related and unrelated observations, etc... you will be required to hand in this material at the end of the project. Do not throw anything away.

grading  
Grading will be assessed on the students ability to fulfill the objectives of the class and those outlined for each project. Criteria such as creativity, craft, individual improvement and presentation are considered in factoring a students final grade. The following are the grading scales for this class.

<table>
<thead>
<tr>
<th>Project Grading Scales:</th>
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<tbody>
<tr>
<td>100 point</td>
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<tr>
<td>A 100 - 93</td>
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<tr>
<td>B 92 - 85</td>
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<tr>
<td>C 84 - 77</td>
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<td>D 76 - 69</td>
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<tr>
<td>F 68 - 00</td>
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</tbody>
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Final grading scale:  
850 total points

| A 850 - 786 |
| B 785 - 718 |
| C 717 - 650 |
| D 649 - 582 |
| F 581 - 000 |

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attendance policy
students are allowed a maximum of three absences, excused or unexcused, without penalty.

four absences, even if excused, will result in the lowering of the student’s final grade by one letter. if you have a medical problem that extends beyond this limit, we recommend dropping the course.

five absences, even if excused, will lower the student’s final grade by one more letter.

six absences, even if excused, will lower the student’s final grade by yet one more letter.

seven absences, even if excused, which signifies that the student has missed approximately 33% of the class meetings, will reduce even an “A” average to an “F.”

an “F” grade is recorded for any missed work unless the student presents an *excuse for the absence at the time he/she returns to class.

no make-up work will be permitted without an excused absence. even with the excused absence, make-up work is permitted at the discretion of the instructor. students should not assume such permission would be granted.

no make-up work will be allowed once three class meetings have elapsed, counting from and including the date at which the student returns to class after absence.

no make-up work will be conducted during the last week of classes.

three tardies will convert to one excused absence. a student coming in shortly after roll call is responsible for informing the instructor of his/her attendance. their absence is converted to a tardy at the discretion of the instructor.

*an excused absence is defined as a “university excuse” signed by the vice president of academic affairs. a verifiable medical excuse will also be accepted, but not beyond the three absences.

classroom policy
no cell phone usage or on-line chatting at anytime. you are expected to work in class during each class meeting. if you do not have the required assignment for a given day, are not prepared to work and/or do not have the proper supplies, you will be asked to leave and will receive an absence for that class period. if you are asked to leave the class it will become your responsibility to complete all work assigned for that day. this policy is to be enforced and/or expanded at the expressed discretion of the instructor.

special needs
any student requiring special accommodations for a disability is to notify the instructor at the beginning of the quarter. appropriate documentation must be submitted to: the office of disabled student services, 216 wyly tower. www.latech.edu/tech/dss/dss.html.
this workshop is designed to not only acquaint you with the basics of the apple osx operating system and powerbook, but also to help you establish good, solid working habits—ensuring that when you find yourself up against a hard deadline, you don’t also find yourself up a creek.

the following are topics to be discussed during the workshop. however, there may be more material covered than is presented here so space is provided to take notes. each of you will be responsible for the maintenance and performance of your computer and software, and you will be expected to know how to troubleshoot should the need arise. with this in mind it will be critical that you follow closely, take good notes and ask lots of questions.

introduction to mac osx

using the software update option under system preferences

installation and “handling” of software
good file management, or, where and how to store documents, images and other data on your machine—setting up an efficient and productive work environment

type installation and management—using font book

installation of printer and scanner profiles, as well as hooking up to the devices.
network settings/connections/management—installation/setup of vpn software

you will need your own ethernet cord and you will want to seriously consider getting a wireless card if you don't already have one.

we recommend using 512Kb-1GB usb thumb/flash drives for transporting your files, and cds for storage and turning-in final work.
helpful websites:
http://www.versiontracker.com (software)
http://www.apple.com/support/
http://www.transintl.com (for hard drives and memory)

file system check (fsck)
this function is used to repair the osx operating system when your computer
may be running slower than usual or is performing erratically.

a) restart the computer and hold the ⌘ + s keys to bring the computer into
single user boot mode
b) the screen should be black with white text
c) when the # symbol appears type the following command:
   fsck -y -f [return]
d) the system will begin to run a self diagnostic—if the message “the volume (your
   hard drive’s name) appears to be ok” appears then you can type exit to return
to your normal startup.
e) if the message “your system has been repaired successfully” appears then
   you should run the diagnostic again to make sure that all problems were repaired.

open firmware
this function is used to reset the firmware of the system to eliminate any problems
that may have occurred over normal usage.

a) restart the computer and hold the ⌘ + option + o + f keys to bring the
   computer into open firmware.
b) the screen will be grey with black text.
c) type the following commands and press the return key after each command.
   reset-nvram [return]
   reset-all [return]
d) the computer will now boot up normally