Class Time: Attached
Room: VA119

Instructor’s Name: Cynthia Harrison

Instructor's Contact Information:
Office: VA 118
Office Phone: 507-268-2673
Cell 651-399-0667
1-800-442-2963 ext. 2673
Email: cynthiaharrison@caspercollege.edu (best method of contact outside of office hours)

Office Hours: M through TH 8:30 am – 9:00 am, M.W 12:00 PM – 1:00 PM in Room VA 118

Course Description: Assignments are of the student’s choice with approval and guidance of the instructor. All work is done and finished at students own pace, meeting with the instructor as needed.

Goal: Upon completion of the course, the student will have furthered their understanding of their area of interest in graphic design.

Outcomes:
To acquire knowledge and practical skills needed to further the fundamentals of graphic design using the appropriate software for the given final product utilizing design principles and elements to enhance and produce work of the highest quality possible.

• Appreciate aesthetic and creative activities
• Use appropriate technology and information to conduct research

Course Objectives:

Upon completion of this course students should be able to:
1. Solve creative problems related to the design process.
2. Demonstrate, in work created for class, knowledge of the elements and principles of design.
3. Use the computer hardware and software as effective tools for problem solving, exploration, and the creation of a final graphic design product.
4. Develop solutions to design problems that go beyond the most obvious.

Methodology: Students will complete a series of assignments that build up to a final project that is the culmination of the skills learned during the course. Students will also practice critical thinking in the presentation of their own work, and conducting self-critique.

Evaluation Criteria: (See attached proposal sheet)

The following five criteria are the overall basis of evaluating each assignment:

Concept
Concept reflects the strengths and weaknesses of your ideas for each assignment. The qualities of
your ideas are reflected in the visual statement of your ideas. The slickest visual design cannot replace the lack of strong concepts that drive your rationale for your use of type, image, line, color and form, etc. Your use of these design elements is measured against the stated aspirations of your concept and the appropriateness to the requirements of the assignment or design challenge.

Process
Concepts rarely arrive fully formed. Ideas require a research process of exploration and trial and error to develop into mature finished work. What range of idea development did you use in creating effective work? Did you take risks? Assessment of your process will be judged by the aggressiveness and depth spent in development through written statements, rough sketches, mock-ups or comps, and any other collateral materials.

Technique
The technique score reflects the craftsmanship, exactitude, and neatness with which the final product is executed. This includes the appropriate and skillful use of technical software to achieve the final product.

Design principles
Your adeptness at thoughtfully employing design principles and spatial relationships will also be assessed.

Outcome
The outcome score reflects assessment of the finished product,

Grading as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Exceptional performance, effort and accomplishment beyond expectations.</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Very good work, consistent effort and participation, full attendance.</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Satisfactory work, average effort, good attendance.</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Poor work, effort, or attendance.</td>
</tr>
<tr>
<td>F</td>
<td>0 - 59</td>
<td>Unacceptable work or excessive absence.</td>
</tr>
</tbody>
</table>

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

Required Text, Readings, and Materials: (including software programs, any special materials (e.g. Art: instruments, tools, etc.)

Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade: (withdrawal deadline; see: “Admission and Registration – Schedule Changes” in the catalog) (Your attendance policy, exam, homework, assignment make-up policy, anything particular to your class)

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department
Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

**Academic Dishonesty:** (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

**Official Means of Communication:** Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. This is also, where you will find course evaluation links during course evaluation periods.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

**Calendar or schedule indicating course content:** (be as complete here as possible, at least a grid showing week by week topics to be covered, assignments, due dates, readings etc. This can always be modified with a new handout later in the semester – better to send out a revised schedule than to trust verbal announcements by themselves)