

NORTHERN VIRGINIA COMMUNITY COLLEGE

COURSE SYLLABUS

COURSE TITLE	Graphic Techniques
COURSE NUMBER	ART265-001A
COURSE DESCRIPTION	Applies the study of printing processes and production techniques used in the preparation of design files for professional printing. Teaches print production terminology, image and typography specifications, as well as technical skills using current technology and software.
COURSE PREREQUISITES	ART 140 "Introduction to Graphic Skills."
CREDIT VALUE	3.0
COURSE OBJECTIVES	<p>Upon successful completion of this course, students will be able to:</p> <ul style="list-style-type: none"> • Identify various printing techniques and procedures • Understand the differences in available printing techniques and determine the best one(s) for a given project • Design for different printing methods • Develop files for basic printing processes using current technology and software • Articulate printing specifications using the vocabulary of production • Demonstrate knowledge of integration of vendor services and supplies <p>Major Topics to be Included:</p> <ul style="list-style-type: none"> • Proper file preparation for delivery to commercial printers • The use of proper file formats • The vocabulary used within the field of production • How to read and create a specification sheet • File setup for printing with spot color and 4-color process • Basic papermaking and specification • Basic knowledge of selecting and acquiring paper samples • How to read a paper sample book • How to identify various printing techniques • How to indicate various printing techniques in a digital file • Basic folding techniques • Basic bindery techniques • Developing technical problem-solving skills for trouble-shooting files • The proper application of current technologies and software
MATERIALS	<p>1 Printer's Loupe or Linen Tester 8 - 10x power 1 Sharpie Marker 1 External Hard Drive (250 GB or more) 1 Online file storage for backup (Dropbox, Google Drive, or Box) 1 Blank Sketchbook/Notebook (any size for taking notes in class) 1 Pantone Matching System® Plus Series: Starter Formula Guide: Solid Coated & Uncoated (OPTIONAL) (to purchase this thru JourneyEd; JourneyEd offers amazing discounts on Pantone books!)</p> <p><i>Basic supplies from Introduction to Graphic Skills will also be used and other supplies specified when needed for exercises and projects.</i></p>
RECOMMENDED TEXT	Poppy Evans and Aris Sherin. <i>Forms, Folds, and Sizes</i> , Rockport Publishers, Gloucester, MA. 2008. (ISBN 1592534619)
COURSE HOURS	Thursday 12:45 - 4:40 pm
ROOM	AFA-0324

OFFICE HOURS The instructor will be available during Office Hours in person and on Zoom. Please check Faculty Information in Canvas for office hours schedule and more information on Office hours. It is advised that you make an appointment via email.

ASSESSMENT CRITERIA Students will receive a handout for each assigned project that will explain the expectations and specs for each assignment. All work that is incomplete or does not follow specs will be counted as late and treated as such.

Each project will be judged on the following criteria:

- **Deadlines (10%):** Has the student met all deadlines for each stage of the project? Were projects complete, on their due date and time?
- **Process/Sketches (10%):** Is there evidence of strong research and development?
- **Participation (10%):** Has the student contributed positively to class discussions and critiques on a regular basis? Was their feedback constructive and respectful of other classmates? Did the student pay attention during class lectures and discussions?
- **Specs (10%):** Did the student follow the specified instructions for each project? Were the specified materials and sizes used?
- **Concept (10%):** Is the concept well thought out and developed?
- **Execution (50%):** Is the technique strong? Do the aesthetics support the concept? Is the craftsmanship flawless?

NOTE:

1. *This class requires extensive critique and problem solving. You will be required to defend your work and be critical of your classmates' work.*
2. *Rough sketches are to be presented with EVERY assignment. If sketches are done in drawing books.*

GRADING SCALE A 100 to 90
 B 89 to 80
 C 79 to 70
 D 69 to 60
 F 59 and below

DEADLINES Each project and assignment will have specific guidelines stated for their deadlines. Work due must be ready to the class period in which it is due. If the work is presented outside of class time or at a later date, it will result in a 1-letter grade reduction for the corresponding project.

Computer crashes, failure of backing up work, not finishing on time, and other excuses will not be accepted. Students must take full responsibility for their work and deadlines.

COMPUTER ACCESS In order to be successful in this class students need to have access to the following:

- Computer (Mac or PC)
- Adobe Creative Cloud
- Color or Black+White Printer

The Graphic Design labs are available to all graphic design students, currently enrolled in a course. Each lab is equipped with Macintosh computers, flatbed scanners, and printers.

Open lab times are available throughout the semester, and normally start after the first week of classes. For a schedule of the open lab times please check under Open Lab Hours in Canvas or for postings outside of the labs or in Graphic Design Department areas.

CANVAS Canvas will serve as the primary means of exchanging files in this course. Please be sure to follow the instructor's directions for how and where to post files. Submitting files incorrectly may result in the assignment being marked as late or the instructor not accepting your work.

In an event of consistent college/campus closings, class may continue through Canvas, in an effort to stay on the semester's schedule. It is the student's responsibility in an event of a college/campus closing to check Canvas and/or their student email account for class updates, announcements and assignments.

Students are responsible for logging on to the class Canvas, at least once a week to download weekly course materials and assignments.

It is advised and the student's responsibility to check their student email and the announcement section of Canvas on a daily basis for class updates.

ATTENDANCE POLICY Students are expected to attend class regularly and on time with preparation completed. If it is necessary to be absent for any reason, the student is responsible for emailing the instructor prior to class at geckler@nvcc.edu.

Regardless of the reason for being absent there are no excused absences. Students are responsible for all content missed during any absence.

2 absences in a class that meets once a week is grounds for a drop in final letter grade.

3 absences or more will be grounds for an "F" (fail) for the final letter grade.

Cumulative chronic lateness or leaving before class is dismissed is the same as being absent. The instructor will announce breaks and students will be expected to return at the specified time.

Information from classes missed is to be obtained from the class Canvas site and/or a fellow student.

Any student failing to turn in multiple projects or having accumulated multiple absences can receive a grade of "F" for the course. If a student decides to stop attending class, it does not entitle them to a grade of "W"— such action will result in entry of an "F" grade. You must meet with me (instructor) if you are having problems.

Absences and tardiness...as noted before, and...If you know you will be late or absent, please contact the instructor, preferably prior to class, to avoid being penalized on your work. Absence in and of itself does not postpone a deadline requirement in your case unless arrangements for an extension are made in advance of the deadline.

Late submission of work and make up work—Late homework, will be downgraded and will not receive credit if it is more than one class period late; late projects are unacceptable unless arrangements for an extension are made in advance of the deadline.

No makeup work will be assigned.

Meeting deadlines is your responsibility, therefore it is important that you keep multiple backups of all your files; make at least two copies of your work and save it on two separate forms of storage. Losing your work is not an excuse for missing deadlines. Even if your work becomes corrupted or lost, you are still responsible for turning projects in on time.

ACADEMIC INTEGRITY POLICY

NOVA promotes and emphasizes the importance of honesty in academic work. It is therefore imperative for students to maintain the highest standard of honor in their scholastic work.

Academic dishonesty, as outlined in more detail in the [Academic Integrity Policy \(Policy Number: 224\)](#), can include, but is not limited to cheating on an exam or quiz, submitting work that is not your own (plagiarism), or sharing assessments online. Consequences of academic dishonesty can include a failing grade on an assignment, a failing grade in the course, and may include additional administrative sanctions such as suspension or expulsion from the college. Procedures for disciplinary measures and appeals are outlined in the [Academic Integrity Procedures](#). It is a student's responsibility to become familiar with the student code of conduct. Lack of awareness is no excuse for noncompliance with NOVA's policies and procedures.

ACCOMMODATIONS AND ACCESSIBILITY SERVICES

NOVA is committed to ensuring all students have an opportunity to pursue a college education regardless of the presence or absence of a disability. No academically qualified student with a disability will be denied access to or participation in the services, programs, and activities of the College. Your access to and inclusion in this course is important to NOVA and me. Please request your accommodation letter (Memorandum of Accommodations) early in the semester or as soon as you become registered so that we have adequate time to arrange your approved academic accommodations. Returning students must renew their Memorandum of Accommodations (MOA) every semester; these students should submit the request 24 hours or later after enrolling in at least one class. Allow up to 7 business days for the request to be approved.

Accommodations are provided for in-person, online, and remote/synchronous (Zoom) learning. To get started, review NOVA's [Accommodation and Accessibility Services website](#). Following a meeting with a counselor, you will be issued a Memorandum of Accommodation (MOA). You must provide your MOA to your professors, testing proctor, and/or tutoring center in order to receive your accommodations. You may provide your MOA any time during the semester; however, accommodations are not retroactive. You may email your MOA or provide me with a printed copy. I will send you an email to acknowledge receipt. If I have any questions or if there is anything about your accommodations you wish to explain, we will schedule a meeting outside of class for that purpose. Please remind me of any special arrangements that must be made in advance of tests and assessments. If you need a sign language interpreter, or if you need live captions for your Zoom class, send an email to interpreters@nvcc.edu.

CAREER SERVICES The College is committed to providing career services to all students as part of the comprehensive educational journey. [Career Services](#) assists students with exploring, developing and setting goals related to each student’s unique educational and academic needs. These services include career assessments, occupational information, goal setting, planning and employment resources. You can [request an appointment with a career counselor](#).

CLOSING INFORMATION NOVA announces campus and college closings on the NOVA homepage. You can also receive notification by cell phone or email if you register for [NOVA Alert](#). Also review NOVA’s guidance on [emergency closings, delayed openings, and continuation of instruction](#).

If a course is canceled due to a weather event or other unforeseen situation, check the course Canvas site or NOVA email as soon as possible for instructions and assignments to avoid falling behind in coursework. You are expected to be up to date with all assignments the next time the class meets.

COMMUNICATION Northern Virginia Community College (NVCC) faculty, staff, and administrators communicate with students through their official NVCC email accounts (geckler@nvcc.edu). Students are likewise required to use their VCCS email accounts (@email.vccs.edu) to communicate with instructors and other college personnel. Students should check their email accounts regularly.

COURSE DROP/WITHDRAWAL POLICY Please note these important deadlines related to your enrollment in a course:

- Students may drop courses through NOVAConnect until the last day to drop with a tuition refund (census date). Students who drop a class during this period will receive a full refund.
- Requests to change your grade status to audit must also be completed before the last day to drop with a tuition refund (census date).
- Students who do not attend at least one class meeting or participate in an online learning class by the last day to drop with a tuition refund (census date) may be administratively deleted from the class. This means that there will be no record of the class or any letter grade on the student’s transcript. The student’s tuition will not be refunded.
- The Last Day to Withdraw (With 100% Tuition Refund) is the last day to withdraw without a grade penalty. Students will receive a grade of W. Students may withdraw from a course through NOVAConnect.

Dropping a course after the census date and before the withdrawal date will result in a “W” grade appearing on your transcript. To identify these dates for your courses, please visit the [College Academic Calendar](#) and scroll down to the specific session for your course. Please note that any drops or withdrawals from a course may impact [financial aid](#), [International Student status](#), or [military benefits](#). Students with questions should check with the appropriate offices.

COVID-19 UPDATES COVID-19 information and updates can be found on the [Stay Safe with Ace webpage](#).

**FINANCIAL STABILITY
AND ADVOCACY CENTERS**

The Financial Stability and Advocacy Centers provide assistance to students who are experiencing financial hardships that might prevent the students' academic success. The personnel at the Financial Stability and Advocacy Centers work with students to identify college or community services available. For more information, please visit the [Financial Stability and Advocacy Centers webpage](#), or contact the office by calling 703.323.3450 or emailing financialstability@nvcc.edu.

**OFFICE OF WELLNESS
AND MENTAL HEALTH**

During your time at NOVA, you may experience challenges including struggles with academics, finances, or your personal well-being. NOVA has support resources available. Please contact the [Office of Wellness and Mental Health](#) if you are seeking resources and support, or if you are worried about a friend or classmate.

**PREREQUISITE VERIFICATION
STATEMENT**

As noted in the [Course Prerequisites Policy](#), some courses have prerequisite or corequisite requirements that are established to foster a student's success in the course. Students may not enroll in a course for which they do not meet the prerequisites by the time the course begins or for which they do not simultaneously enroll in any corequisite. Students may be administratively dropped from any course for which they have not met the prerequisite. If a course has a prerequisite, it is the responsibility of the student to ensure completion of this pre-requisite course first. Any student needing assistance in determining prerequisite or corequisite requirements can reach out to their faculty member or Campus Academic Division office for support.

**REMOTE STUDENT
SUPPORT SERVICES**

If you need academic assistance or need college services but cannot make it to campus, please review NOVA's [Remote Student Support Services](#) to receive virtual assistance. Services provided include enrollment services, advising, tutoring, and financial aid assistance.

TITLE IX

Title IX is a civil rights law that prohibits discrimination on the basis of sex in educational programs, activities, admission, and employment. Complaints of sex-based discrimination, sexual violence, domestic violence, dating violence, and sexual or gender-based harassment are governed by the Title IX Policy. For more information or to make a report, visit the [Office of Title IX](#).