



## Introduction to Graphic Design 1 - Course Syllabus Tuesday & Thursday 3:30pm-6:20pm

**my info:** joshua walton AKA joshua\_walton@emich.edu  
eastern michigan university in the fall of 2005  
office hours Mondays and Tuesdays or by appointment  
class web site: <http://www.conflux.org/education/emu/class1.php>

**course description:** Projects examine two-dimensional typographic space; language sequence and information hierarchy; type families and their structure; typographic aesthetic; typographic history. Introduces appropriate tools

**materials:** Materials will vary and be specified with each project. Costs are a function of time and materials. The cost of materials can be effected somewhat by decisions you make (ie: resource pooling, bulk ordering, alternative methods). Be prepared to spend what is required to effectively execute your work.

**lab equipment:** The graphic design computer lab will accomodate all software needs of the students. Any computer mistreatment, vandalism, or theft may result in disciplinary actions from the Art Department. Students are not to preform repairs, report any malfunctions to a faculty member or the lab monitor.

**course policies:** **attendance:**  
Attendance and participation in all classes, group critiques, and individual meetings is very important. However, three absences will be excused. Each absence, for any reason, beyond three will result in a reduction in the final grade by 1 letter grade. Students are allowed to be late 3 times (including class and individual meetings). Each late arrival beyond three, for any reason, will count as an absence. Attendance will be taken at the beginning of class. If you are late to class, it is your responsibility to notify me of your arrival and verify that your late arrival has been recorded. Arrival beyond 15 minutes after the scheduled time will be recorded as an absence. All late work will drop one full letter grade for each class day it is late. All late work must be turned in during class. An incomplete will be given in only rare cases, and for non-academic reasons.

### grading:

**A Excellent 100-90 pts**  
excellent work, extra effort, student pursues concepts and techniques above and beyond what is discussed in class

**B Above average 89-80 pts**  
good work, extra effort, student pursues ideas and suggestions presented in class

**C Average 79-70 pts**  
required work, required effort

**D Pass 69-60 pts**  
poor work, less than required effort

**E Failure 59-00 pts**  
little work, little effort

\*Note: failure to produce new work or show significant progress during the course of long term projects will result in loss of a letter grade.

\*\*A further breakdown of grading will be provided on all project briefs.

### academics:

Academic policies can be found in the University Catalogues available through the Office of the Registrar and online at: <http://www.emich.edu/public/catalogs/>. Be sure to review the University's policy on academic dishonesty if you have not already. Academic dishonesty may result in an 'E' in the course and referral to Student Judicial Services. The policy can be found at the Student Judicial Services web site at: <http://www.emich.edu/sjs/>.

### accessibility:

Upon request, the University provides appropriate academic accommodations for qualified students with disabilities. More information can be found by contacting the Access Service Office at 734 487-2470, or online at: <http://www.emich.edu/public/students/disab.html>.

### Student and Exchange Visitor Program:

F and J visa students, you have ten days to report any changes in your name, residential address, academic status, program of study, completion date, student level, funding source, intent to transfer to another university, or probation or disciplinary action due to criminal conviction. In accordance with new federal regulations report changes to EMU Office of International Students (229 King Hall, 487-3116). Failure to do so may result in arrest and deportation. You may not drop a course without OIS approval. Any questions or concerns regarding this contact OIS, not the instructor.

### subject to change:

With the exception of the grade and attendance policies, parts of this syllabus are subject to change with advance notice, as deemed appropriate by the instructor.