



UTEP Syllabus – Fall 2019
Ad Design, Graphics & Layout – COMM 3332

COURSE INFORMATION

SEMESTER & YEAR: Fall 2019 – Aug 26, 2019 – Dec 05, 2019

COURSE NAME & CRN: *(Although not officially a hybrid course, I will be incorporating Blackboard into the course as well as using Remind.com to communicate with the class)*

Ad Design, Graphics & Layout – COMM 3332 – CRN – 11985

TR – 4:30 pm – 6:20 pm – Psychology Building 306

TEXTBOOK(s):

Required:

- **Getting it Printed 4th edition**
by Mark Beach, Ph.D. & Eric Kenly, M.S. - ISBN# 978-1581805772
- **Notes on Graphic Design and Visual Communication**
by: Gregg Berryman - ISBN# 978-1560520443

Optional:

- **The Designer's Desktop Manual**
by Jason Simmons - ISBN# 9781440303005
- **Design Basics Index**
by: Jim Krause - ISBN# 9781581805017
- **The Non-Designer's Design Book**
by: Robin Willimas - ISBN# 978-0133966152

MATERIALS: You will need access to the Adobe CS (personally or through campus computers) as well as a digital camera (your cell may be used as a substitute), an external HD (size that fits your budget) or USB; 2 – 3 CD's or DVD's for your final projects OR a USB ***(that will not be returned)***.

INSTRUCTOR INFORMATION

NAME: Steve Lama

OFFICE LOCATION & HOURS:

Wednesday 4:45 – 5:30 COTT Memorial 3rd floor (Or in the KTEP Studio)
AND BY APPOINTMENT

PHONE: (915) 747-5129 (Communication office and leave me a message)

EMAIL: slama@utep.edu (ONLY!)

WEBPAGE: stevelama.com

DO NOT USE OR INCLUDE YOUR STUDENT ID ON ANYTHING!

The use of ANY RECORDING device (Audio or Video) is strictly prohibited.

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COURSE CONTENT/DESCRIPTION:

COMM 3332: Advertising Design, Graphics and Layout

Use of and creation of graphics for effective communication including typography, color, photography, design in advertising, newspaper and magazine, and printing methods used. Prerequisite: COMM 2330

LEARNING OBJECTIVES & OUTCOMES:

- Distinguish BASIC differences in type
- Understand the difference between graphics (Vector artwork) and photographs (Raster images)
- Understand the differences between the programs used to create or manipulate these files
- Design basic stages of design, their role, and importance
- Have a basic understanding of how the computer has been integrated into Graphic Design and Layout
- Define as well as understand basic terms used in the print media
- Be introduced to “basic” computer and electronic terms, elements, and changes
- Have a better understanding of what it takes to create even the simplest of printed ad pieces

This class will introduce the student to the basics of design. Our focus will be discussing what elements are needed in Ads and other printed material. We will also discuss how this field of printed ad material is changing and how to adapt to those changes. The students will also learn the difference of large-scale printing and small-scale personal printing. To that note, we will cover the various types of printing.

I begin each class/semester using a Teacher-centered teaching approach and transition into a more Student-centered teaching approach, shifting the focus of activity from the teacher to the learners. By offering "open lab" hours beginning mid-semester, this allows students to use class time to work on assignments and provides opportunities for me to offer more individualized or small group one-on-one critiques and evaluations. I can then focus on specific questions and not tie up class time covering questions that may not apply to all students; for example, I can repeat basic concepts and ideas for those who need that while allowing me to move into

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more complex topics for those who are already at a more intermediate or advanced level with the course subject matter. This time also allows me to give specific feedback on the progress of the assignments before they are due, because at the end of the semester, it's too late to correct or fix any problems that may have arisen.

ASSIGNED READINGS:

Getting It Printed, 4th Edition

- Overview: Planning For Results
- The Parts: Type and Graphics
- Assembling the Parts: Prepress
- Outputting the Parts: Film & Flats
- The Magic of Color
- Using Paper & Ink
- Exploring Offset Printing
- Exploring Other Printing Methods
- Techniques For Finishing & Binding
- Working With Printers

The Designer's Desktop Manual

- Operating Systems and Applications
- Type
- Color
- Images
- Black and white conversion
- Layout
- Production

Please see calendar of events/topics for specific details

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ASSIGNMENTS: Below are the assignments, specific details to follow:

Any assignment you submit may be used in this class or any future class for critique, discussion, or as an example to help discuss and clarify assignment requirements!

1. Technical Skills
2. Create a Logo, Business Card, Envelope, and Letterhead
3. Trifold brochure
4. Newsletter
5. Poster
6. Billboard
7. Direct Mail Piece
8. Info graphic
9. Web page
10. CD/DVD
11. Package

FINAL ASSIGNMENTS DUE DATE:

ALL FINAL projects are due the last week of the semester; this LAST week of the semester will also be used to complete the Lab Practicum for the class.

DUE DATE: ALL FINAL projects due the last week of the semester (NOT FINALS WEEK) on CD/DVD or USB.

Evaluation:

Attendance: (15%) 150 points

Exams/Quizzes: (15%) 150 points

Lab practicum exercise assignment: (15%) 150 points

Assignments: (55%) 550 points

900 – 1,000	A
800 – 899	B
700 – 799	C
600 – 699	D
0 – 599	F

I = Incomplete:

Because this is a case by case situation, based on the reason for receiving an Incomplete (I) your final grade will require additional coursework. If this option is taken, it will be totally up to the individual to stay on top of completing what needs to be completed. . I will NOT process ANY previous "Incompletes" during the final 3-4 weeks of the current semester; in other words, your "crisis" to complete your incomplete does NOT become

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my crisis as time draws near to the deadline. The exact details will be discussed and agreed upon if we need to cross this bridge.

Concerning grades, I DO NOT email grades or scores... so don't ask.

A final word about grades...if you are concerned about your grade, DO NOT wait until the last week of the semester and express concern. At that point your "crisis" does not become my crisis. As for asking about extra credit, if I give ANY extra credit, it will ONLY make-up for a missed day or two. Extra credit will NOT replace missing assignments or low exam grades.

Attendance/Class Participation: (15%) 150 points

Class participation is primarily based on your attendance and submission of progress assignments as requested. Un announced pop-quizzes may be given if overall attendance begins to drop and those scores will be averaged into your attendance score.

Drop policy: It is the responsibility of students to drop themselves if they desire to receive a "W" in the course (**DEALINE: NOVEMBER 1, 2019**). If a student's name remains on the final roster, a letter grade must be assigned based on the work received by the instructor for the semester.

Students, who are not progressing satisfactory and wish to drop the class, must follow the official college guidelines in obtaining a "W" for their final grade. If you end up taking an Incomplete (I) for the class, it is YOUR RESPONSIBILITY to prepare all the proper paperwork as well as complete the material required and file any remaining paperwork. I will not track you down and finish what you did not complete. If you fail to take care of the proper material, an Incomplete (I) will eventually default to the grade earned based on the work completed to that point.

Final Exam/Quizzes: (15%) 150 points

Exams/Quizzes will cover class lecture and the textbook. They will be a mix of multiple choice, True/False, fill in the blank, and on occasion short answer

NO make-up exams/quizzes will be given! If you miss the FINAL EXAM/QUIZZ, you will receive a "0" on that exam/quiz which will NOT be dropped or adjusted and CAN NOT be made-up! The use of Cellular phones (or any other digital communication device) WILL NOT be permitted during ANY EXAM/QUIZ.

Lab practicum exercise assignment: (15%) 150 points

This practicum will test your ability to apply what you have learned this semester through an exercise assignment that will be given at the end of the semester. Unlike the assignments where you had basically the semester, you will have a limited time frame to complete your task to simulate a real-life crunch deadline scenario.

Assignments: (55%) 550 points (THIS IS THE "MEAT" OF YOUR GRADE)

These are graded as pass or fail, provided they meet the assignment descriptions & course expectations. Weight distribution will be evenly distributed over the number of assignments assigned.

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Any assignment you submit may be listened to in this class for group critique or used as an example in any future classes.

You will be required to submit weekly progress reports/assignments; these may be either one-page progress reports or “rough drafts” of your actual assignments.

You will be given ONE (1) freebee concerning weekly “progress” assignments. After that one exception, late assignments will fall under the late work policy described below.

By submitting you assignments (final projects or progress assignments) you understand and are giving your consent/permission that they may be “shared” (viewed/listened to/etc.) in a classroom environment for evaluation or critique during the current or future semesters. In other words, if you don't want it seen/heard in class, DO NOT turn it in for critique!

COURSE CALENDAR (Daily)

Ad Design, Graphics, & Layout – COMM 3332			
Week 1	Tuesday	Aug. 27	Intro to class
	Thursday	Aug. 29	Lab - Intro to Illustrator
Week 2	Tuesday	Sept. 3	Lab - continue Illustrator
	Thursday	Sept. 5	Lab - continue Illustrator
Week 3	Tuesday	Sept. 10	Lab - continue/finish Illustrator
	Thursday	Sept. 12	Began lecture on Ch. 1 from Getting It Printed
Week 4	Tuesday	Sept. 17	Continue going over Illustrator, draw the pencil, watch Before & After intro video & designing a simple logo, and watched Lynda.com logo challenge
	Thursday	Sept. 19	Finished logo demo and rebuilt Texas Citizen Alumni Association logo
Week 5	Tuesday	Sept. 24	Collect & discuss class logos & distribute & discuss assignment sheet
	Thursday	Sept. 26	Worked on BC, LH, Envelope, and Elements assignment
Week 6	Tuesday	Oct. 1	Continue lecture from Copyright
	Thursday	Oct. 3	Began Photoshop

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Week 7	Tuesday	Oct. 8	Continue Photoshop
	Thursday	Oct. 10	Finish Photoshop
Week 8	Tuesday	Oct. 15	Lecture
	Thursday	Oct. 17	Lab
Week 9	Tuesday	Oct. 22	Lecture
	Thursday	Oct. 24	Open Lab
Week 10	Tuesday	Oct. 29	Lecture
	Thursday	Oct. 31	Open Lab
Week 11	Tuesday	Nov. 5	Lecture
	Thursday	Nov. 7	Open Lab
Week 12	Tuesday	Nov. 12	Lecture
	Thursday	Nov. 14	Open Lab
Week 13	Tuesday	Nov. 19	Lecture
	Thursday	Nov. 21	Open Lab
Week 14	Tuesday	Nov. 26	Lecture
	Thursday	Nov. 28	NO CLASS – THANKSGIVING
Week 15	Tuesday	Dec. 3	Lab Practicum "exam"
	Thursday	Dec. 5	FINAL "PORTFOLIO" DISK/USB DUE in Communications office by 5:00 p.m.
FINALS WEEK – Dec. 9 – 13			Tuesday, December 10th at 4:00 pm – 6:45 pm – LOCATION – TBD

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UTEP FALL 2019 ACADEMIC CALENDAR

Aug 26th	Fall classes begin
Aug 26-30th	Late Registration Period (Fees are incurred)
Sept 2nd	Labor Day Holiday- University Closed
Sept 11th	Fall Census Day Note: This is the last day to register for classes. If payment is not received by this day, students will be dropped.
Sept 23rd	20 th Class Day Note: Students who were given a payment deadline extension will be dropped at 5:00 pm if payment arrangements have not been made.
Oct 4th	Graduation application deadline for degree conferral
Nov 1st	Fall Drop/Withdrawal Deadline Note: Student-initiated drops are permitted after this date, but the student is not guaranteed a grade of W. The faculty member of record will issue a grade of either W or F.
Nov 15th	Deadline to submit candidates' names for commencement program
Nov 28-29th	Thanksgiving Holiday - University Closed
Dec 5th	Fall - last day of classes
Dec 6th	Dead Day
Dec 9-13th	Fall Final Exams
Dec 14-15th	Fall Commencement
Dec 18th	Grades are Due
Dec 19th	Grades are posted to student records; students are notified of grades and academic standing

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RULES & CLASS POLICIES

CELL PHONE AND TECHNOLOGY CLASS POLICIES:

I have a zero “0” tolerance for technology, especially/specifically cell phones, in class! For the exceptions of special pre-approved circumstances and during those times we are working with those “tools” in class, the use of technology will NOT be allowed during lecture or any other class presentations. If I see or even suspect¹ someone is using their phone, I will call “you” out and the second notice, to ANYONE, will result in a class pop-quiz on ANY material of my choice from the textbook, lecture, notes, etc....NO curves, NO adjustments, NO dropping of that grade, NO exceptions! After the first POP-Quiz, any future occurrences will result in no warnings, just another pop-quiz! **Recording of lectures (audio or video) is strictly prohibited by anyone other than myself without prior permission; and No, you MAY not photograph presentation material as that too is considered “recording” of lectures.**

¹*Suspect is defined as repeatedly looking down at your hands in your lap; ANY backpack, purse, bag, pencil bag, stack of books, etc. that is on your desk and can be considered or seen as a way of hiding or concealing something.*

LEAVING CLASS DURING LECTURE:

If for ANY reason² you need to leave class before class is dismissed, you will need to gather your personal belongings and excuse yourself. I will stop class lecture as you gather your belongings and be on your way.

²*Reasons include but are not limited to any personal or family related emergency, the perceived need to take that phone call or respond to a text, to take care of any natural needs, etc.*

ATTENDANCE POLICY:

Attendance will be taken everyday (lecture or lab) and it is your responsibility to sign-in to receive credit for that day; I will pick-up the sign-sheet 15 minuets into class and you will NOT be allowed to sign-in after that time. Please be on time as it is disruptive to the class if you enter late. If, for some reason³, you find making it to class on time is difficult, please meet with me so we can discuss why and if there might be any options to help you attend on time. Attendance is your class participation. You MUST be in attendance a minimum of 85% in order to be eligible for an “A” in the class. If you do not “attend/participate” a minimum of 85%, it will then be at my discretion to award you, provided you fulfill all the other parts of the course requirements, with a final grade of an “A.”

³*Reasons may include work/school conflicts, bridge crossing delays, etc.*

I will take attendance every class period (lecture or Lab) by passing around a sign-in sheet that will be collected after 15 minuets, so arrive on-time if you want to receive credit for that day. Day's designated as "Open Lab" days will not count as your attendance but I will have a sing-sheet for my own information of who was present on those days.

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EXAM POLICY:

The Final Exam will be distributed within the first 15 minutes of class; once anyone completes the exam and leaves, the exam is considered “closed.” If you arrive late (after that first person leaves), you will **NOT** be allowed to take the exam...no exceptions! Please take care of any personal matters BEFORE we begin the exam, if for any reason you need to leave, you will be asked to turn in your exam and it will be accepted as finished. If you bring a bag, backpack, coats, etc. you may be asked to leave it at the front of the room (where they can be seen by all) and collected AFTER you complete your exam. **You are not allowed to have ANYTHING other than a pencil, pen, or eraser out on your desk during the exam...no pen/pencil bags will be allowed.** DO NOT pick-up, put away, etc. anything until you have turned in your exam. I will ask/remind EVERYONE to turn off his or her phone and remove any smart watches and place them inside your bag before we begin, if you cannot follow that simple instruction, I will collect your exam and it will be considered finished at that point. I DO NOT want to hear your phone ring or even vibrate. Lastly, individuals may be asked to move around to different desks to evenly distribute the class based on the number of available seats.

This policy may change in the event we have our final through Blackboard, more information will be given later concerning this matter.

THERE WILL BE A COMPREHENSIVE FINAL EXAM Thursday, December 13th at 4:00 pm – 6:45 pm

DROP POLICY:

I will **NOT** drop you for any reason...period! If you need to drop the class it is YOUR responsibility to determine that and do so before the final drop date. Once the drop date has passed, I will ONLY drop you from the class if you can provide me with reasoning and justification in writing that will then be presented to the either the department chair, college dean, or both for their approval.

ACADEMIC MISCONDUCT:

The University of Texas El Paso prides itself on its standards of academic excellence and students are expected to uphold the highest standards of academic integrity. Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, submitting work for credit that is attributable in whole or in part to another person, taking an examination for another person, and any act that gives or attempts to give unfair advantage.

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PLAGIARISM:

All students are expected to turn in original work. Writing assignments are part of the final grade criteria. Plagiarism and other forms of cheating are unprofessional and will not be tolerated. Evidence of such activity will be turned over to administration for review to appropriate office(s).

CASS POLICY:

(1) If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to cass@utep.edu. Or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at www.sa.utep.edu/cass. CASS' Staff are the only individuals who can validate and if need be, authorize accommodations for students with disabilities.

(2) As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, if a student needs an accommodation then the Office of Disabled Student Services located at UTEP needs to be contacted. If you have a condition, which may affect your ability to perform successfully in this course, you are encouraged to discuss this in confidence with the instructor and/or the director of the Center for Accommodations and Support Services. You may call 915-747-5148 for general information about the Americans with Disabilities Act (ADA) and the rights that you have as a UTEP student with a disability.

Individuals with disabilities have the right to equal access and opportunity. It is the student's responsibility to contact the instructor and The Center for Accommodations and Support Services Office (CASS) at The University of Texas at El Paso.

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