contact information

Suzanne Larkin
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- please keep email under 50 words.
- all email will be answered within 24 hours.
- I do not respond to email on weekends.
- email will NOT be used for critique of student work.

office hours: by email appointment only.

course content

This is your introduction to visual communication.
We will use CS5 Adobe Illustrator to produce a series of two and three dimensional projects that explore applications of viscom.
We will look at project management and work flow, organization, and stress the correct production of projects.
You will be required to read articles on the web, watch videos, contribute to class discussions and write descriptively.
Your semester will also contain tutorials, done both in and out of class, quizzes, a midterm, and a final.

course objectives

— introduce visual communication
— produce and strengthen an application skill set to include software concept understanding, correct tool usage, and correct document authoring
— gain understanding of professional expectations, presentations, and processes through assignment work flow
— incorporate visual vocabulary into critiques and project conversations
— deepen students visual well

project parameters

• You are expected to work in class as well as perform outside of class work. • You are expected to come to class prepared to work on the current assignment, this includes but is not limited to remembering the project supplies needed. • All projects are given with weekly steps to be accomplished by the beginning of the next class meeting. Completely meeting these mini-deadlines is part of the overall assignment and plays a major role in project grades. • All work is due on the assigned date. Projects are due at the beginning of class. For a project to be considered complete, the specified electronic portion placed, as directed, onto the instructor’s machine and a hard copy provided, as specified in the assignment sheet. You are responsible for turning in your own work; no one else can turn it in for you. Late work is not accepted. • You may not work on other course projects without the consent of the instructor. If a student is caught using email or social networking of any kind during lecture or lab time, the entire class gets a fair warning, no second chances will be issued. On the second occurrence, the ENTIRE class will receive an F as their daily grade.

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grading

Grades will be assigned according to the following scale:

A work well above the general class level, evidence of participation in related activities outside of the classroom, thoughtful participation in classroom discussion and critique
B work above the general class level, participation in classroom discussion and critique
C average work, minimal requirements met
D work below class average, lack of participation and/or poor attendance
F inferior work, work not turned in, failure to attend class

In addition to project, quiz, and test grades, each student’s final grade will also be based on critique participation and application, work ethic, and attitude. These specifications are applied with the following percentages:

80% projects
10% quizzes/tests
10% class participation

lab information

Absolutely no food, drink or smoking is allowed in the lab. No cell phones or headphones on in class.
Do not load any type of personnel software onto these computers. Resist this temptation. Always leave the lab clean.

working on the machines

Please use your USB/backup option as a storage device and for transport only, it is NOT an additional hard drive. You are responsible for keeping up with your files. When arriving in class:
1) insert USB drive
2) copy your work to the 211 folder
3) remove your USB drive
4) work and enjoy class or lab time
5) insert USB drive
6) copy current work onto it

you will need

— one USB harddrive/iphone, etc.
— your own laser printer paper
— a working e-mail address that you check
— twitter account (for messages from Lee Whitmarsh)
— pencil
— tracing paper
— ruler-cork backed
— X-acto knife and blades
— comping supplies to be issued with individual projects
— 3 ring binder

recommended books

— Adobe Illustrator CS5 Classroom in a Book
ISBN-10: 032170178X
— Wiley Illustrator CS5 Digital Classroom
ISBN: 978-0-470-60783-1
attendance

Attendance is required and roll will be taken with a sign-in sheet. • It is your responsibility to sign the attendance sheet; no one else can sign in for you. • I will either email or give handouts to absent students, but will not re-lecture on any material that was missed.

you may be absent from class twice

On your first absence you will receive an e-mail warning. On your second absence you will receive an e-mail. On your third absence you will receive an F in the class. If you wish to drop the class you will receive a drop/fail.

Two tardies of 20 minutes or more equals an absence. It is your responsibility to keep track of the number of tardies you have.

There is no distinction between excused and unexcused absences.

If a student is OVER 10 MINUTES late for the final, a full grade will be deducted from his or her final grade. If a student does not show up for the final they automatically fail the class.

You are responsible for the work covered in the missed class at the next class meeting, as well as any work expected on the day you return. If you have an emergency, e-mail me: slarkin@leomail.tamuc.edu

I do not check email during class time.

words of advice

come to class engaged, prepared, and ready to work with an open mind.

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu

student conduct

All students enrolled at the University shall follow the tenet of common decency and acceptable behavior conducive to a positive learning environment. (See Student's Guide Handbook, Policies and Procedures, Conduct)

All students must show respect toward the instructor and the instructor’s syllabus, presentations, assignments, and point of view. Students should respect each others’ differences. If the instructor determines that a student is not being respectful toward other students or the instructor, it is the instructor’s prerogative to ask the student to leave, to refer the student to the department head, and to consider referring the student to the Dean of Students who may consider requiring the student to drop the course. Please refer to pages 42 – 46 of the Texas A&M University-Commerce Student Guidebook’s Codes of Conduct for details.