INFORMATION
Instructor: Casey McGarr, Assistant Professor Visual Communication
Office Location: 415
Office Hours: Monday 1-3, Wednesday 11-4, by appointment only, phone, or email
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CLASS INFORMATION
Credit hours: 4.0
Meeting times: Thursday 12:00 p.m. till 4:00 p.m.
Meeting location: 406 VisCom Press
Schedule press time by sign in sheet located in classroom

REQUIRED AND SUGGESTED TEXT BOOKS AND RESOURCES
Printing Digital Type on a Hand-Operated Flatbed Cylinder Press by Gerald Lange
General Printing by Glen U. Cleeton and Charles W. Pitkin
http://www.fiveroses.org/bibliography.html

COURSE DESCRIPTION
This course will serve as an introduction to the basic concepts of letterpress printing through demonstrations and a hands-on experience. Course content will address letterpress history, type anatomy, terminology, formal and aesthetic issues, tools, materials of the trade, and safety issues. Thumbnail ideation, writing, type setting, and linoleum carving will also be explored.

COURSE OBJECTIVES
1. Develop a working knowledge of the type, presses, and equipment within the studio environment including preparing for printing, cleaning, general safety, and upkeep.
2. Learn to print proficiently
3. Consider the historical, present, and future applications of the letterpress
4. Combine text and image, and discover new ways to unite the two
5. Develop individual ideas into fully realized concepts.

COURSE STRUCTURE
The class will be a combination of lecture, in class demonstrations, printing, and critiques. A basic understanding of typography and design will play a crucial role in your letterpress experience. Explore new concept possibilities using limited color to accomplish dramatic letterpress prints.

TYPE DISTRIBUTION / CLEANUP (POINTS WILL BE TAKEN OFF FINAL GRADE IF STUDENT DOESN'T FOLLOW POLICY)
• All type must be redistributed as each project is completed.
• Efficient redistribution will allow other students to use the type.
• Distributing furniture, leading, and rags in their proper areas.
• Cleaning ink off presses, tables, and ink knives will maintain a good working pressroom.

CRITIQUES
1. Critiques are a valuable part of learning a skill and developing as a creative individual.
2. Critiques provide an opportunity for the class to gather and create intelligent discussion around the work that has been produced and further the process.
3. Students have varying backgrounds and experiences: this is an asset to the class. No student should feel they do not have the knowledge to make a meaningful comment. Concerns of design and layout depend heavily on intuition and impulse: everyone's contributions are valuable.
SUPPLIES
Old clothes or Apron (cheap white)
Basic tools: pencils, erasers, sharpie markers, scissors, ruler, masking and scotch tape, xacto knife and blades
Xacto knife and blades
3 ring Binder
Sketchbook
Tracing paper 9x12

ASSIGNMENTS (ARE SUBJECT TO CHANGE BASED UPON THE NEEDS AND PROGRESS OF THE CLASS)
Type setting and printing (2 projects) 20%
Linocut and type poster, Music 20%
Linocut and type poster, Food Festival 20%
5 Personal Projects, your choice 20%
Participation Grade 20%

ABSENCE POLICY
• You may be absent from class twice.
• On your first absence you will receive an e-mail warning, which is copied to Lee Whitmarsh.
• On your second absence you will receive an e-mail and you will contacted by Lee Whitmarsh.
• 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.
• A tardy of 60 minutes equals an absence.
• Two late returns from break of more than 10 minutes equals one absence.
• 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.
• There is no distinction between excused and unexcused absences.

CLASS POLICY
Cell-phones, head-phones, beepers or other pda devices may not be turned on or used in class at any time.
YOU WILL BE ASKED ONCE TO PUT AWAY CELL PHONE, THE SECOND TIME YOU WILL BE ASKED TO LEAVE AND COUNTED AS ABSENT.
Computers may not be used in class without the permission of the instructor.

CELL-PHONES, HEAD-PHONES, BEEPERS OR OTHER PDA DEVICES MAY NOT BE TURNED ON OR USED IN CLASS AT ANY TIME.
COMPUTERS MAY NOT BE USED IN CLASS WITHOUT THE PERMISSION OF THE INSTRUCTOR.

GRADING SCALE
A. 90 to 100 points: Excellent (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. 80 to 89 points: Good (work above the general class level, participation in classroom discussion and critique)
C. 70 to 79 points: Average (average work, minimal requirements met)
D. 60 to 69 points: Below Average (work below class average, lack of participation and/or poor attendance)
F. 50 to 59 points: Poor (inferior work, work not turned in, failure to attend class)
In addition to project, quiz and test grades, students final grade will also be based on critique participation and application, work ethic, and attitude.

GRADE EVALUATION
Your final grade will be based on an average of all assignments, attendance and an participation grade. The participation grade is based on: dedication to methodology application, conceptual thinking ability, daily class involvement and contributions to your classmates, as well as both a desire and capacity to show progress and meet deadlines. Grades will be discussed on an individual basis by office appointment only—not in class. Note: Violations of class policy with respect to cell-phones, head-phones, or other PDAs as well as unauthorized computer use in class with result in a one-point deduction from the current assignment.

WORDS TO-THE-WISE
Show up, be committed in your work, and immerse yourself in the process. It’s your show.
DO NOT FALL BEHIND

HOLIDAY
September 7th - Labor Day (Monday)
October 22nd - Mid Term Exam
November 25th - 27th Thanksgiving Holiday
December 10th - Last day of class

STUDENT CONDUCT
All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See current Student Guidebook).

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette http://www.albion.com/netiquette/corerules.html

ADA STATEMENT STUDENTS WITH DISABILITIES
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- Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: Rebecca.Tuerk@tamuc.edu

WEBSITE: OFFICE OF STUDENT DISABILITY RESOURCES AND SERVICES
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

NONDISCRIMINATION NOTICE
Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.