


The Dalles High School Course Syllabus

This is available on the high school website and your google classroom

	<p>Course Name: Intro to Graphic Design</p> <p>Instructor: Leah Ferguson</p> <p>Location: TDHS - Room 406</p> <p>Phone: 541-296-3400 xt. 2406</p> <p>E-mail: fergusonl@nwasco.k12.or.us</p> <p>Office Hours: 3:05-3:30 MTF</p>
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Course Description

In Intro to Graphic Design, we will cover the basic design principles and reach a basic understanding in industry standard programs (specifically Adobe Illustrator, Photoshop, and InDesign). We will also be building a basic portfolio that can be used to apply for trade schools, colleges and even jobs.

Students will first learn about the principles of Design and start to develop their “design eye”. We will be studying design throughout history, in our own community, and internationally. Once we have an initial understanding of these principles, we will begin learning the adobe products. Since most Adobe products go hand in hand, we will be learning the three main programs simultaneously: Illustrator, Photoshop and InDesign. Throughout this process you will be making basic designs for your portfolios, learning about mockups, and grasping industry standard professional practices. This course is a prerequisite for all other design classes.

Course Content Standards (aka: What you'll be expected to know to receive a passing grade)

80% of your grade will be assignments, projects and assessments. The other 20 % will be graded on your job readiness skills or *Professionalism*. Professionalism will include your ability to listen, participate, attend class, meet your deadlines, show up to class on time, and other essential job/class skills. These will be calculated by a mix of reflections and a weekly professionalism grade.

20% Job Ready Skills aka: Professionalism

In addition to the professional skills listed below, students will earn a participation score each week which will make up much of their Professionalism grade.

- Attendance: Students are expected to attend class daily and be on time. If you are unable to make it to school for any reason you are expected to attend TAT to make

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up for lost time. Most work is done in class and not at home, so class attendance is important.

- Reflections: This is an easy way to check participation and listening skills. Thumbnails, notes and other miscellaneous information should be kept in notes, whether digitally, or physically. I do provide notebooks for those who request them. Reflections happen weekly.
- Meeting Deadlines: Keeping to your deadlines in any industry is essential. When assignments are turned in late or half finished, you will lose points. If you have an excused absence that coincides with a deadline, you are in charge of clearly communicating this and advocating for your grade. Points docked for missing due dates and deadlines, cannot be made up, so *please* turn your stuff in on time.

80% Assignments, Projects & Assessments

There will be different kinds of assignments and projects throughout the term, but most of them fall under the 4 categories listed below. Most assignments will be worth 10 points, but bigger projects can be worth more. While not everything listed below will be an individual assignment or project, these are the skills that you'll be expected to know by the end of the trimester.

Principles of Design for Physical and Digital Media

1. Principles of Design
2. Elements of Design
3. Color
4. Composition
5. Typography
6. The difference between good and bad design
7. Basic Design history
8. Building Mockups
9. How to take a design from concept to final product
10. Creating physical and digital thumbnails
11. Designing for a Digital Space
12. Designing for Print
13. Designing for Apparel
14. Design Process

Computer Programs and Digital Literacy

1. Proficiency with Mac OS
2. Proficiency in Adobe Illustrator
3. Proficiency in Adobe Photoshop
4. Proficiency in Adobe InDesign
5. Color Profiles for Use (RGB vs CMYK)
6. Understanding and Creating Vector Images
7. Understanding the difference between Vector and Raster Images

Professionalism and Industry Practices

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1. Meeting your deadlines
2. Attendance and Timeliness
3. Understanding CopyRight and CopyRight Law
4. Understanding Trademarks
5. Collaboration and Teamwork
6. How to give and receive feedback
7. How to properly critique and assess others work
8. File organization

Assessments

1. Skill Assessment Projects
2. Portfolio Feedback
3. Portfolio Final

Required Materials

Thanks to High Desert ESD, NWCSO #21 Tech Department, and other CTE programs/grants, almost all of your class materials are provided for you! That being said, you will be required to bring those materials, along with a writing utensil, to class every day unless told otherwise.

Grading

Assignments and projects will be graded based on individual requirements which will be stated when the assignment is handed out (class wide assignments will also be kept on Google Classroom). Proficiencies in softwares and principles will be assessed through these assignments and your final portfolio. Final portfolios will be graded on a set amount of parameters that we will cover in class.

Intellectual Property

It is worth noting that all work done in class, using district provided programs and technology, is the intellectual property of this program and the district it resides under. Even creating things on your home computer, using the district provided access to the adobe products, technically counts as district property. We will learn more about copyright in class.

Classroom Expectations (Rules)

Happy Students + Happy Teacher = Happy Classroom and Greater Success

1. Try your best, every day.
2. Be kind. To yourself and others.
3. Respect your peers and our classroom.
4. Respect the equipment and the opportunity to use it.

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5. Computers should be used for SCHOOL work. Playing Roblox, watching Netflix, or other inappropriate use of the computer, will result in a warning, and then a write up.
6. Be Safe. We work with sharp pointy objects on the regular. Any action which is unsafe for you, your classmates, or the equipment will not be tolerated in our studio. This includes but isn't limited to any horseplay, running, or throwing of items.
7. Absolutely no level of plagiarism will be acceptable.
8. Teamwork and Collaboration is a big part of this industry. You must be prepared to engage in group dynamics and work through issues you will encounter. No drama. This plays into your professionalism weekly grade.
9. Clean up yo' mess. We've got a lot of people using this room so if you make a mess, clean it up.
10. If you need to leave the classroom for the bathroom (or other reasons). First: ASK. Only one student is allowed out with a pass at a time, for a maximum of 5 minutes (unless communicated). Longer periods of time will mean a loss of pass privilege, unless there are communicated extenuating circumstances. That's right. You'll be PASS GROUNDED!
11. The TDHS student handbook prohibits cell phone use in class. However we work a lot with mobile apps. So, Cell Phone use is not prohibited, but it needs to be put away when I am teaching, you are doing tutorials, or you are supposed to be actively participating with your groups. If you use your phone responsibly, we won't have a problem. If your phone becomes a problem, then you will be asked to keep it away, or it will be sent to the office.
12. Just ask if you need something or have a question. I hope you have lots of questions and I want you to feel comfortable coming to me with any needs you may have.
13. This is one of my most important rules: Be honest. It is important to me that you feel comfortable enough to be honest with me. If you need to grab something from your car, don't tell me you're going to the bathroom. Just be honest with me and we'll be gucci.

If you feel uncomfortable with any of these rules or expectations, I hope that you'll feel comfortable talking through them with me, otherwise, I would consider talking to your counselor about being removed from this class.

Submitting Classwork and Assessments

We will go over this in class, but most assignments will be turned in via a physical inbox, via google classroom, or through Adobe Creative Cloud.

I will try my very very best to make sure that assignments are kept up to date and posted in Google Classroom, as well as PowerSchool. As stated previously, any missed class time will need to be made up during TAT. If you are gone and able to get a headstart on missed work at home, it will be posted in google classroom.

Late Classwork and Assessments

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Late work is accepted until midterms, and a week before the end of the trimester. Students turning in late work, *regardless of whether their absence on the due date is excused or not*, are responsible for clearly communicating when their work is turned in, and whether it is excused or not. It is not my responsibility to be constantly checking for *your* late work.

Excused Absences: If you are aware of an absence, that's been excused, ahead of the date you are gone, please try to get your work in on time, or before your absence. Late work turned in due to an excused absence will not be docked points, but it is still your responsibility to communicate with me when you turn it in so I know to grade it.

Unexcused Absences: As explained in the Professionalism section, things that are turned in late, with no excused absences, are automatically docked 10%-30% depending on the project. These points cannot really be made up after the fact, so *please* turn your stuff in on time. Late classwork will be the last priority to be graded and may not receive any feedback; regardless of sports eligibility requirements or other obligations. If there are extenuating circumstances, you need to come and talk to me about it if it is going to keep you from meeting your deadlines.

Throughout the trimester I will give you final deadlines for late work, usually when we are moving on to a new unit. After midterms, and the week *before* finals week, *no late work will be accepted*.

Extra Support

I will be available daily for TAT and will come early or stay late if you need/ask for it. Additional necessary support can be provided. I care not just about your learning, but you yourself! At the same time, it is difficult for me to guess what you need, especially in large classes. Please come to me if you feel you need additional support and I will do my best to accommodate you.

Communicating with Parents

Please feel free at any point to contact me. My phone here at TDHS is 541-506-3400 extension 2406. My email is fergusonl@nwasco.k12.or.us. I welcome comments, questions and concerns about my class and its students! Communication goes both ways. I will let parents know if their student is performing poorly in my class.

This course syllabus is a contract of the student (yourself) and the learning community, which includes The Dalles High School teachers, staff and all students in the institution. By taking this course, you are essentially signing a contract, the student agrees to the expectations and rules explained in the syllabus and failure to do so will result in disciplinary action.