



**Course:** Typography 1

**Course Number:** GR 10210

**Instructor:** Kirk Widra M.Ed.

**Day / Time:** Wednesday 1:00 – 5:00

**Prerequisites:** None

**Email Address:** [kirkwidra@gmail.com](mailto:kirkwidra@gmail.com)

**Contact Hours:** 4 Per Week

**Instructional Contact Hours:** Lecture: 22 hrs Lab 22 hrs

**Academic Credits:** 3 Credits

**Course Length:** 11 weeks

**Course Description:** Beginning with an introduction to the history of letterforms and the function of typography, this course will also examine the construction and aesthetic application of typographic text and headline display applicable for various media. Typographical principals will be introduced as an essential element of design for creating effective communication. Emphasis will be placed on the appropriate and effective use, treatment and application of type in a variety of formats.

**Institutional Learning Objectives**

- Integrate creative discipline-specific knowledge, skills and abilities to obtain entry-level employment in chosen field.
- Use research and information literacy skills to effectively locate, select, and evaluate needed information.
- Use critical thinking in creative and innovative problem solving and decision-making.

**Program Objectives:**

- Demonstrate craftsmanship
- Demonstrate the principles and effective use of typography
- Select and use design terminology according to industry standard

- Demonstrate a working knowledge of the essentials of good design, incorporating color, layout, white space, and typography
- Synthesize information from diverse sources for project purposes

### **Competencies / Learning Objectives**

- Demonstrate proficiency in the use of typography as a key element in communication design.
- Recommend and apply creative and appropriate typographic solutions to design problems based on historical models, contemporary trends, and current technology.
- Draw on historical knowledge and cultural associations in the selection of appropriate typography as aesthetic enhancement in communication design.
- Modify typographic elements to best suit specific communication objectives and information delivery systems.
- Demonstrate an understanding of the principles of type terminology and anatomy.
- Understand and demonstrate proficiency in using basic type formats, units of measure, leading, kerning, text columns and the indication of type.
- Recognize and distinguish between the classification of typographic font families and styles.
- Demonstrate the principles of readability and legibility through the proper selection and treatment of typography.
- Apply variation to type attributes to produce expressive headline typography.
- Apply type hierarchy to the organization of text elements and grid structures to organize type for successful layouts.
- Demonstrate basic proficiency in both layout and illustration software, working and importing in digital formats.

**Required Text:** *The Non-Designer's Type and Design Book (KIT)* Robin Williams

**Technology Needed:** Student will be responsible for computer generating all homework materials as needed. Student are required to use Microsoft Word and whatever graphics and word processing programs they deem necessary. **NOTE: All homework must be submitted in a computer-generated format where applicable, no other format will be accepted. All homework must contain your full name and chapter and or topic in MLA format \*(where applicable) to receive credit.**

**Instructional Materials and References:** Students will be required to gather materials based on instructors' examples and as part of research and developing of projects.

**Teaching Strategies:** Students will be exposed to a combination of instructional techniques including field trips, lectures, hands on demonstrations and exercises, and guest speakers. All project topics are reinforced by one of the previous techniques and are reexamined from multiple angles in order to ensure a clear understanding of material.

**Requirements for Successful Completion of Course:** Required attendance, consistent class participation, and the successful completion of all assignments. All projects must be completed to complete this course. Preparedness will also be considered in the determination of the final grade. If a student is continuously unprepared for class, or leaves early that will have a negative impact on the final grade

**Methods of Evaluation:** Projects(s) 50% | Class participation, attendance, and homework 50%

**Instructor Availability Outside of Class:** Please email in advance to ensure appointment time and location.

- **Day:** Monday | **Time:** 7:00 – 8:00 & 12:00 – 1:00 | **Location:** 1622 Main 8<sup>th</sup> Floor
- **Day:** Wednesday | **Time:** 12:00 – 1:00 | **Location:** 1622 Main 8<sup>th</sup> Floor Faculty Workspace
- **Day:** Thursday | **Time:** 12:00 – 1:00 | **Location:** 1622 Main 8<sup>th</sup> Floor Faculty Workspace

**Dates of Final Review(s):** Week 5 for midterm grade and Week 11 for final grade

**Estimated Homework Hours:** 1-4 a week depending on needs of projects

**Estimated Technology Hours:** As needed

**Topical Outline of Course:** \*Please note this outline is subject to change based on the needs of the course and or time allotted.

**Week 1:**

- **Lecture and demonstration:** Intro to class room objectives and lecture on the importance of understanding the history graphic design and typography
- **Classroom Activity / Projects:** Issue tracing type exercise
- **Homework:** Work on completing assignment

**Week 2:**

- **Lecture and demonstration:** Recap the importance of the process of graphic design and review results from previous project. Introduce graphic symbols type font project

- **Classroom Activity / Projects:** Issue exercise and have students start on developing a solution
- **Homework:** Work on completing assignment

#### Week 3:

- **Lecture and demonstration:** Recap the importance of the process of graphic design and review results from previous project. Introduce logo project
- **Classroom Activity / Projects:** Watch video Helvetica. Issue exercise and have students start on developing a solution
- **Homework:** Work on completing assignment

#### Week 4:

- **Lecture and demonstration:** Recap the importance of the process of graphic design and review results from previous project. Introduce graphic poster project
- **Classroom Activity / Projects:** Issue exercise and have students start on developing a solution
- **Homework:** Work on completing assignment

#### Week 5:

- **Lecture and demonstration:** Recap the importance of the process of graphic design and review results from previous project. Introduce final project
- **Classroom Activity / Projects:** Issue exercise and have students start on developing a solution. Issue midterm grade
- **Homework:** Work on completing assignment

#### Week 6:

- **Lecture and demonstration:** No formal lecture
- **Classroom Activity / Projects:** Give students a chance to catch up on previous assignments and ask questions
- **Homework:** Work on completing assignments

#### Week 7:

- **Lecture and demonstration:** Recap final project
- **Classroom Activity / Projects:** Give students a chance to catch up on previous assignments and ask questions
- **Homework:** Work on completing assignment

#### Week 8:

- **Lecture and demonstration:** No formal lecture
- **Classroom Activity / Projects:** Open lab time for projects
- **Homework:** Continue work on final project

#### Week 9:

- **Lecture and demonstration:** Review information to date and review final project requirements
- **Classroom Activity / Projects:** Open lab time for students to catch up on projects and start final
- **Homework:** Continue work on final project

#### Week 10:

- **Lecture and demonstration:** Review for last time final project requirements
- **Classroom Activity / Projects:** Open lab time for projects
- **Homework:** Continue work on final project

#### Week 11:

- **Lecture and demonstration:** No formal lecture
- **Classroom Activity / Projects:** Students present project and instructor issues final grades
- **Homework:** N/A

#### Attendance Policy

- I am committed to a learning-centered, hands-on instruction, which can only be accomplished when students attend class. There are no excused absences. The satisfactory explanation of an absence does not relieve the student from responsibility for the course work assigned and/or due during his/her absences. A student who does not attend class during the first week of school or starts late is still held responsible for his/her absences.
- A student who is absent for *three cumulative weeks\** will be withdrawn from the course and will receive a Withdrawal (W) grade during weeks 1 through 9 of an 11 week term and a Withdrawal/Fail (W/F) grade after week 9 of an 11 week term for that course (after week 4 of a 5.5 week Mid-quarter ground term) unless the student submits an appeal to remain in class that is accepted by the instructor and department director/dean. A student is allowed only one appeal per class. In other words, if a student submits an appeal and it is approved, the next absence will initiate a non-appealable withdrawal from the course. The Attendance Appeal Request Form may be found in the Registrar's Office.
- It is your responsibility to stay in communication with your instructor about absences in order to stay current with assignments. **You are expected to spend the entire amount of scheduled class time in the classroom.** If you are dropped from the class and you have a documented mitigating circumstance, you may have the opportunity to appeal. It is your responsibility to ensure that your attendance in class is brought to the faculty member's attention if you arrive late.

- Students who are not marked present in any of their scheduled classes for fourteen (14) consecutive calendar days before the end of the ninth week of the 11 week term (week 4 of a 5.5 week Mid-quarter ground term), will be withdrawn from the Institute and will receive W's (withdrawals, with no grade penalty), or if the withdrawal occurs after the end of the ninth week of an 11 week term (after week 4 of a 5.5 week Mid-quarter ground term) students will be withdrawn from the Institute and will receive WF's (Failures due to late withdrawal). Calendar days include days that the student does not have any scheduled class. All calendar days that the school is not in session (e.g., school closings and holidays) do not count in the fourteen (14) calendar days as well during the active term. Students who have been withdrawn due to violation of the consecutive absence policy, but are still in good academic standing, if otherwise eligible, will be able to return the following term through the normal readmissions process. Students who have been withdrawn and the withdrawal results in a violation of the satisfactory academic progress policy (SAPP) must follow the procedure for appealing the academic dismissal.
- Students are encouraged to make all schedule changes early in the first week of the quarter to minimize absences. Failure to sit in all classes during the first two weeks of school will result in termination from school for the quarter. Detailed information about scheduled adjustment periods can be found on the back of your official schedule or in the local Ai campus catalog.
- If you are going to miss class, regardless of the reason, you should notify your instructor. You are responsible for gathering any information from the missed class period in a timely manner.

**Academic Dishonesty Policy:** Please note that any form or degree of academic dishonesty challenges the principles of truth and honesty which are among the cornerstones of the college. Consequently, the college treats academic dishonesty as a serious violation of academic trust. All students found to have engaged in such behavior will be penalized.

**Acts of academic dishonesty include but are not limited to the following:**

1. The illegitimate use of materials in any form during a quiz or examination.
2. Copying answers from the quiz and/or examination of another student.
3. Plagiarizing or falsifying materials or information used in the completion of any assignment.
4. Obtaining or otherwise improperly securing an examination paper prior to the time and date for the administration of the examination.
5. It is presumed that material submitted by a student for an assignment is original to that assignment and therefore submitting the same work for more than one course without the consent of the instructors of each course in which the work is submitted is considered dishonest.

6. Intentionally interfering with any student's scholastic work, for example, by damaging or stealing their intellectual property, computer files, project, etc.
7. Stealing and submission of another student's work as your own.
8. Aiding or abetting any of the above.

**The Instructor will impose the following sanctions when a student is found to have committed any of the above infractions:**

1<sup>st</sup> offense = failure of class

2<sup>nd</sup> offense = suspension for two (2) quarters

3<sup>rd</sup> offense = expulsion

Any students found cheating/plagiarizing on their final senior portfolio will be expelled from the college and will not receive their degree.

A faculty member who believes a student has committed academic dishonesty will contact the Dean of Students and will also file an incident report with the Dean of Students. The Dean of Students will contact the student and will meet with the student and the faculty member prior to the next scheduled class session. If it is determined that the student did indeed commit academic dishonesty, the Dean of Students will inform the student of the penalty. Records of academic dishonesty will be held by the Dean of Students.

**STUDENT ACCOMMODATIONS POLICY:** If you are a student who has a need for a reasonable accommodation based on a documented disability, please contact the instructor privately either before or after class to discuss the accommodation. This request ideally should be made prior to the seating of the second class of the quarter. In order to receive a reasonable accommodation, you must have the appropriate documentation on file with the Student Services Office.

**CELL PHONE/ELECTRONIC DEVICE POLICY:**

- Cell phones, ipods, and other electronic devices are not to be used in the classroom during class time.
- Cell phones are not to be used in the library.
- All electronic devices should be muted or turned off prior to class and stored in a location other than the desk top.
- Cell phones are typically not to be used in hallways. Loud and disruptive use of cell phones in hallways will be addressed.
- Emergency use of cell phones is by instructor discretion.
- Students may use cell phones in stairwells and outside of buildings.

**Penalties for use of electronic devices:**

1st offense: Warning given by instructor

2nd offense: Removal from class for 1 day and attendance penalty. Student will be sent to Director of Student Services' office.

3rd offense: Probation and permanent removal from class.

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