

SYLLABUS

portfolio capstone

GRFX-4803-001 (11716) | SPRING 23

Instructor: Professor Nikki Arnell

Office: HSS 3085

Office Hours: MW 7:30-7:50am in HSS 3085 & 5:00-5:40 pm in LIB 336 + Zoom by appt.

Office Phone: cell preferred 303-842-3039 > call or txt

office: 870-680-8457 > leave a message

Email: narnell@astate.edu

Online Coursework: nikkiarnell.net | Slack | Google Drive

This class is required for any student acquiring a BFA in Graphic Design. You must receive at least a C for this class to count toward this degree. Earning a D or an F means you must take the class again. Aside from a few special cases, this class is a required co-requisite to GRFX-4503 Professional Practice for Design.

COURSE DESCRIPTION

TEACHING METHODS

REQUIRED

- Materials
- Book (none)
- Adobe Creative Cloud
- Class Website and Apps
- Other Costs for 4503+4803 Final Pieces
- Required Attendance

RECOMMENDED

- Further Study
- Student Memberships

POLICIES

- Information Required to Know
- Deadlines
- Critiques
- Attendance
- Class Distractions and Disruptions
- Drink/Food Policy in Labs
- Craftsmanship

ASSESSMENT + GRADING

- Weekly Portfolio Assessments
- Other Projects
- The Final
- Course Grade
- Extra Credit
- One More Thing

PROGRAM LEARNING OUTCOMES

UNIVERSITY AND DEPARTMENT OF ART + DESIGN POLICIES

- Inclement Weather
- Access and Accommodation Services
- Academic Integrity Policy of the
Dept. of Art + Design
- Dept. of Art + Design Handbook

CALENDAR

course description

A portfolio is the most important tool in your arsenal for job acquisition. Think of it as a living organism that must continue to grow with your artistic development as well as adapt to an interviewer's demands. The best display of any designer's work – in a linear digital or tangible format and/or an online portfolio - should complement her/his/their overall visual brand, including résumés, cover letters, business cards, and all forms of networking.

A-State 2022-23 Course Catalog: Capstone course required for all graduating BFA, Graphic Design emphasis students. Preparation of portfolio of graphic design solutions that demonstrate the students overall knowledge and special skills. Prerequisite, advisor, instructor and chair permission, minimum GPA of 2.75 in all course work with an ART, ARTH, ARED, or GRFX prefix. Corerequisite, GRFX 4503. Spring

Class Location: Library 336

Class Time: MW 8:00 am - 10:50 am > Most weeks will require attendance on only one of the two assigned days (GROUP A or B), but students should expect to stay the entire time when they are present. See calendar.

GRFX4503+4803 Zoom SPG23 URL (only use if required by professor):

<https://astatecall.zoom.us/j/97349354915>

teaching methods

- **This class is taught face-to-face**, unless the university states otherwise during the semester. If virtual class is necessary, join via the GRFX4503+4803 Zoom SPG23 Zoom URL when directed.
- It is imperative that student have command of her/his/their **time management**. This course requires a **substantial** amount of independent studio practice outside of a set class time.
- Students will be split into two groups. Most weeks of this class require each student to show up to their group's one assigned full class that will consist of critique. **Attendance is strictly enforced by the professor**. Consequences for not attending will impact course grade.
- Google Drive and Slack will be used in addition to the class website on nikkiarnell.net.
- This course is based on group lecture and instruction. **Because the majority of the semester only asks for students to meet in person once a week, it is required to put in at least 10 hours of work out of class each week**. See [2022-23 Dept. of Art + Design Student Handbook](#), page 6 "Definition of a Credit Hour, Studio/Lab Classes" for more information.
- **Participation is key throughout the class**. Though attending class is important, being an active contributor is crucial. **Professional Communication is also a significant portion of this grade**.
- Writing expectations are high in this course. Incorrect spelling and grammar are not acceptable. As explained above, professional communication is important. **The purchase and use of the full version of Grammarly (or similar) is highly recommended**.
- Any special requirements must go through [Access & Accommodation Services](#).
- Each project will have a **Project Sheet interactive PDF**. These will be available on class website.
- **If student does not understand something, please speak to the professor as soon as possible, but AFTER one has read over all materials provided for the course.**

MATERIALS

- **Digital storage device:** USB flash drive or external hard drive – **at least 128GB**.
 - > Student should save work to their own Google Drive (or other), but backing up work to an external device should also be routine.
 - > The shared Google Drive folder for this class should only be used to turn in work.
 - > Though it is encouraged to work with files directly on the computer desktop while working, DO NOT store files here.
- **Sketchbook of white pages**, close to 9 x 12 inches. Plain white copy paper can be used if necessary. No lines of any kind. *Fresco or Procreate may be used if student has the hardware.*
- **Pencils** and **Eraser(s)**. No lead weight specified; however, the mark must be dark. Be sure the eraser completely removes any marks you made. If you are not using a mechanical pencil, buy a **pencil sharpener**.
- **METAL ruler** – 18 inch minimum (but larger than 24 inches is difficult to transport).
- The following should be available for student to create her/his/their own printed mock-ups. These were required at some point during graphic design studies at A-State.
 - X-Acto and many #11 blades
 - Self-healing cutting mat – 18 x 24 inches minimum
 - Hard Rubber Brayer Roller

BOOK

There is no required book for this course.

ADOBE CREATIVE CLOUD



- These are required to use, but you are not required to purchase Adobe software!

You will specifically use the programs **Illustrator, Photoshop, InDesign, XD, Adobe Express,** and **Acrobat Pro** in this class. **Fresco** and **Dimension** may also be explored.

- **Where to access when not in class:**

- LIB-336 and -338 will be locked outside of classtime, so make sure you save all working files to places other than the lab computer!
- **LIB-340** is open when the library is open. It is accessible via **A-State Student ID** if enrolled in graphic design classes.
- **LIB-205** is available outside of times when classes are held in the room (see sign on door) when the library is open. It too is accessible via **A-State Student ID** if enrolled in graphic design classes.
- In Fall 2022, students enrolled at A-State in classes requiring Adobe Creative Cloud could obtain **access for use on their personal computers**. Hopefully, this will continue for Spring 2023. Please see professor for further instructions.
 - If you do this, make sure to review the hefty [minimum requirements of a computer on which the software is installed](#). Also, archive files often to an external drive then remove them from your computer to ensure your computer runs efficiently!

- **How to access:**

- **Password:** Whenever you first signed up to access the Adobe Creative Cloud as a student at A-State, the password you held at the time for A-State's MyCampus was used. Then A-State continually asks for an updated password for its system; however, Adobe is separate from A-State. Therefore, **the Adobe password may be from an old A-State password**.

CLASS WEBSITE AND APPS

Website

- All projects, outside reading material, notes, and syllabus will also be posted on: www.nikkiarnell.NET : [GRFX-4803](#). Blackboard is not used for this class.

Web Browser

- Chrome (or Safari for Apple) is suggested for best use across all platforms.

Slack

- Download the **FREE Slack app** on your computer, phone, and other devices.

Avoid using Slack as a website.



- You must join the **Workspace: Prof. Arnell SPRING 2023**
- See A-State email for invite or [click this link](#).
>> See professor if link has expired.
- Also immediately find and join the **#general** and all **#4803** and **#4503_4803_** channels.
- [“Star” and “Un-Star” channels as you need them for an organized workspace.](#)
- **Check on a daily basis** via notifications and/or manually.

Google Drive

- **Each student will use a Google Drive folder shared with Prof. Nikki for this class** to turn in projects. The link to this shared folder will be supplied via **A-State email**.
- Because the class folder (and its sub-folders) is shared (not native to student’s drive), each student should add a shortcut for easy viewing on screen. See here > <https://support.google.com/drive/answer/2375057?co=GENIE.Platform%3DDesktop&hl=en>
- Only use this SHARED folder to turn in final work. Please use your own free Google Drive space to save working files.
- Access Google Drive online quickly by bookmarking it.

Zoom

- Download the FREE version of Zoom on all devices so it is available whenever needed.
- Office hours are available on Zoom via appointment.
- Zoom could be used in class for any conversations that cannot safely be held face-to-face, like a student who is ill or in quarantine who must speak with professor.

Grammarly

- It is required to use (at least) the free version of [Grammarly](#) (or similar) every time you write something, like Artist Statements, to be graded. It is recommended to use the paid version.

OTHER COSTS FOR 4503 + 4803 FINAL PIECES

- Business Cards >
100 Business Cards - (VistaPrint Ultra Thick Regular or similar quality) = \$40 + Shipping).
- Website:

- A custom domain and server space are only highly recommended now. The other choice is to use Behance. *Domain (GoDaddy or similar) = avg. \$10-20/year*
- *Server Space = cost depends on how one builds the site. NO FREE SITES ALLOWED, unless absolutely no outside ads will ever be present. For example, the CMS site Wix charges \$11/month for its Combo site, but includes a free domain for a year. Wordpress offers the same for \$4/month.*
- Brand Book professionally printed and bound.
- 1 Process Book - professionally printed and bound.
- Black storage box for the few printed samples. For example, see like this [clamshell archival box](#). Minimum size: 11.25 inches x 17.25 inches x 1.75 inches; maximum size: should still be easy to carry!
- 3-5 tangible samples of work to be in this box. Professionaly printed is preferred, but may not be possible. The absolute highest craft and best possible materials, like good paper stock, should be used.
- The Branded Graphic Design Senior Show will put each student at her/his/their own table. Though a poster of work will be printed for each person, that table will look very empty with nothing on it for people to touch. It is suggested that students set aside money for merchandise pieces like stickers or other elements.
- **Other Printing:**
 - When printing to one of the color printers associated with the Art + Design computer labs, these costs come from a student's account.
 - A student may also be required to – or decide to – print files at an external source like FedEx Office, Office Max/Depot, etc.

REQUIRED ATTENDANCE

- **Social Media** - Mon, Apr 3, 3:15-4:20pm (Zoom synchronous or asynchronous after)
- **Don't Get Screwed** - TBD
- **Confidence Workshop** - Mar 13, 8:00-10:50am (during Portfolio Capstone class)
- **Branded: Graphic Design Senior Show:** Thurs, Apr 27, 5:30-8:00pm
- **Portfolio Review 2023:** one of the following (TBD)
 - Mon, Apr 24, 9:00am - 1:30pm OR
 - Sat, Apr 29, Time TBD

recommended

FURTHER STUDY

For more guidance on how to create a portfolio and get a job:

- Burn Your Portfolio: Stuff They Don't Teach You in Design School, But Should by Michael Janda; ISBN-10: 0321918681
- Success By Design by David Sherwin; ISBN-10: 144031022X

STUDENT MEMBERSHIPS



AAF – America Advertising Federation (or “Ad Fed”)

- See information online here: https://aafnea.org/Students_Why_Join
- Participate in the annual Student Addy awards and any (virtual) Lunch and Learns in Jonesboro.



AIGA – the professional association for design

- See information online here: <https://www.aiga.org>

INFORMATION REQUIRED TO KNOW

- **Students are required to review the updated [2022-23 Dept. of Art + Design Student Handbook](#).** Acknowledgment that you have read and understand it is part of the contract signed with professor in order to continue in the class.
- Linked within the handbook are other important policies to review, including the [A-State Student Handbook](#) and [A-State Student Code of Conduct](#).
- Also see [University and Department Policies](#) at the end of this syllabus..

DEADLINES

- **THIS IS A 4000 LEVEL CLASS. STUDENTS ARE EXPECTED TO HAVE COMMAND OF TIME MANAGEMENT.** Deadlines must be observed. Consequences in class are significant, but much less than those in the Real World where one would lose a job and mess up a career.
- **If student does not turn in at least the minimum required weekly assessment by the due date and time, the course grade begins to drop significantly.**
- For other projects like Captions and Process Book due dates, student will receive a lowered project grade - 1 letter grade for each DAY the project is late (unless excused).
- If a deadline is missed, student must speak with Prof. Nikki and complete the project, as 50% (= F) is better than 0%

CRITIQUES

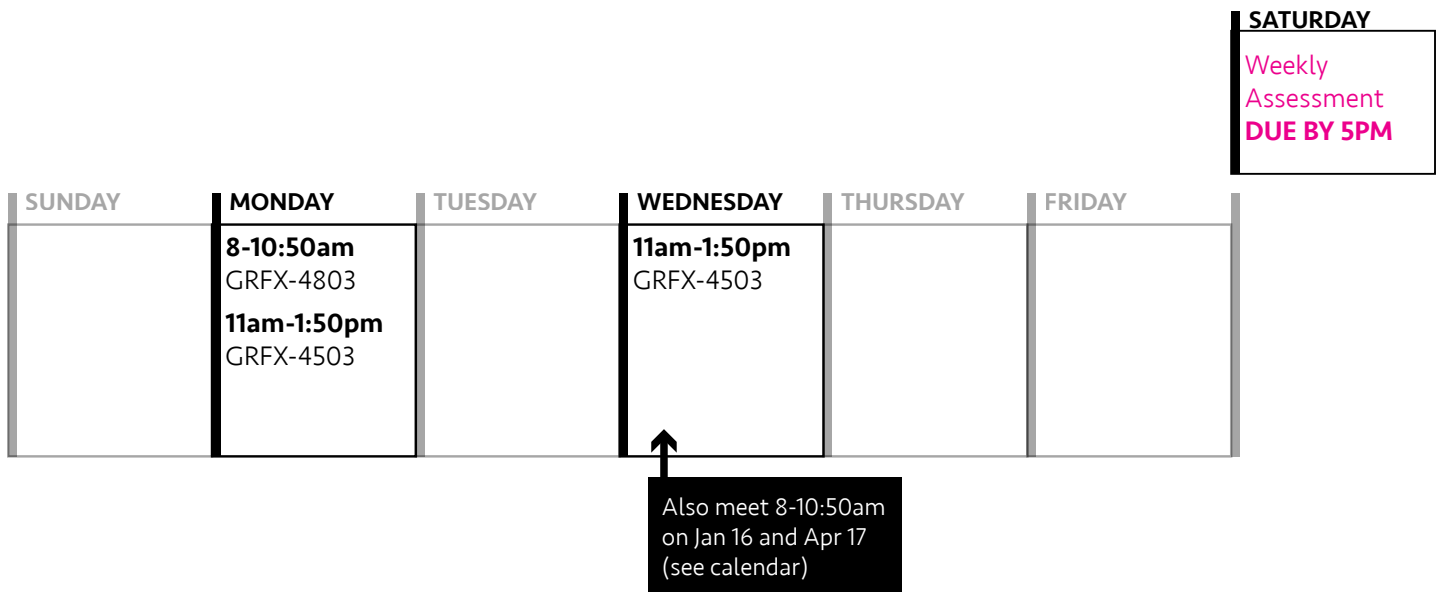
Critiques are an ongoing part of this class as students become increasingly comfortable presenting their work and critiquing others. Critiques are mandatory to attend and participate, whether they are in person, written online in Slack, or virtual face-to-face in Zoom. Be sure you:

- **Share your opinions.**
- **Share your opinions in the form of constructive criticism.**
- **Ask questions when somebody is discussing your work with you.**
- **Take notes when somebody is critiquing your work.**

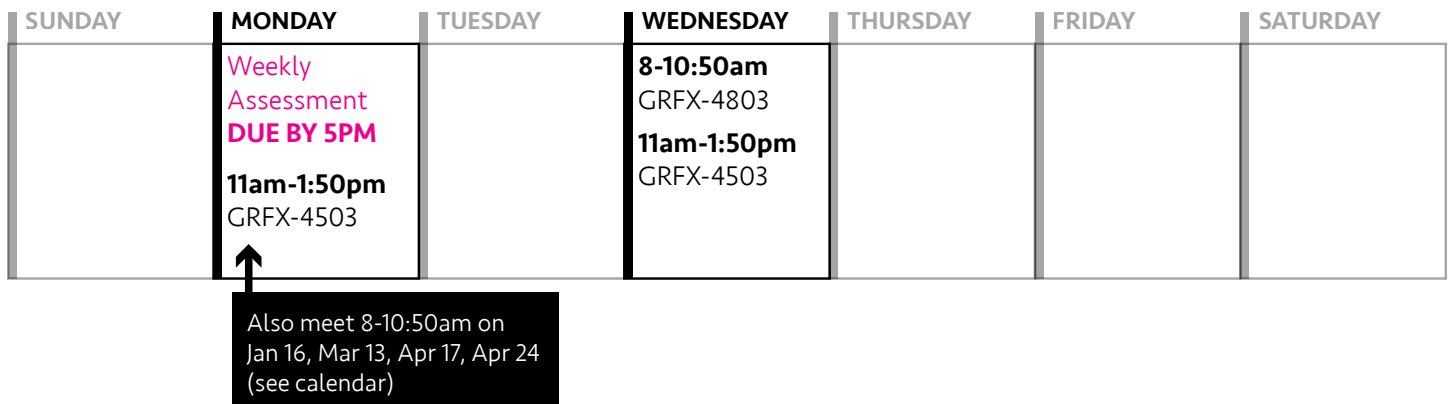
ATTENDANCE

Each student will be assigned either **Group A** (meet on Mondays) or **Group B** (meet on Wednesdays). Student may switch groups with a student for a week if necessary, but should inform Prof. Nikki beforehand.

- If a student is in **Group A** for portfolio class, their week (beginning our first full week of class) would look like this:



- If a student is in **Group B** for portfolio class, their week (beginning our first full week of class) would look like this:



- **A-State Student Handbook:** “Students should attend every lecture, recitation, and laboratory session of every course in which they are enrolled. Student who miss a class session should expect to make up missed work or receive a failing grade on missed work...
Students must use their available absences for any cause which requires them to miss including, but not limited to, vacation, illness, emergency, or religious observances.
Students who are aware that they will have absences during a term should ensure that they do not exceed the absences available.”
- **All classes are expected to be attended in person this semester unless otherwise officially notified.** Attendance and participation are essential to passing this class; however, immediately contact Prof. Arnell via A-State email, Slack Direct Message, call or text (303-842-3039) before showing up to class if you feel ill. You will likely be moved to the other group.
- **This class requires attendance at weekly critiques for a total of only 10 times for the entire semester.** This often proves to be extremely challenging for a student to obtain the final required amount of work fully approved in such a tight time frame unless a large amount of independent study is completed in addition to attendance at every single class. Therefore, the following applies for this class:
 - **3rd unexcused absences** = you already missed twice, so on your third time >> final letter grade reduced by 1 (ex. if you have an A for the semester, you receive a B)
 - 4th unexcused absences = final letter grade reduced by 2 (ex. if you have an A for the semester, you receive a C)
 - 5th unexcused absences = final letter grade reduced by 3 (ex. even if you have an A+ for the semester, you still get a D)
 - Attendance is taken at the beginning of class. If you are tardy, it is your responsibility to be recorded on the roster.
 - **3 tardies = 1 absence**
 - Leaving early without being excused by instructor = 1 absence
- **For classes or other activities student is expected to attend virtually at a scheduled time (synchronous delivery):**
 - Same as above. Attendance and participation relate to whatever platform is in use. For example, if the class is meeting on Zoom, then student is expected to be present.
 - If connection to internet is a problem, student must contact professor immediately via phone or text. Don't suffer consequences for something that isn't your fault.

- **For classes or other virtual activities student is expected to attend virtually BY a scheduled time (asynchronous delivery):**
 - Same as above. If this is not done on time, it will be considered an absence or a lack of credit.

CLASS DISTRACTIONS AND DISRUPTIONS

- Bring headphones if you would like to listen to music during critiques of others, though it is suggested you listen and even participate.
- Cell phone and/or Smart Watch usage during lecture is not allowed and computers are to be used for coursework only.
- Calling, texting, checking social media sites (other than for coursework), e-mailing, etc. are prohibited during lecture and discouraged during meeting times time.
- If you do not follow these rules, you will be asked to leave the classroom and counted absent for the day.
- If student causes any disruption in class after professor clarifies there is a problem, student will be asked to leave and student will be counted absent (see attendance policy and grade consequences).
 - Campus security will also be notified if professor feels this is necessary.
 - A permanent record of the student's disruption may also be registered if professor feels this is necessary.

DRINK/FOOD POLICY IN LABS

- No **liquids** are allowed on any table where a computer owned by the university is located. You may place the drink on the floor next to you or place it on the center table.
- No **food** is allowed on or near any table while working on public lab computers. You may eat on the center table, then wash or sanitize your hands before using the lab keyboard.

CRAFTSMANSHIP

- I expect perfect craft and student's grade. Project rubrics state this.
- Cutting and mounting work requires practice.
- It also takes time and practice for anything that is rendered by hand.
- Digital work also can be an exact science. Use guides, grids, and other elements of the program.

assessment +grading

WEEKLY PORTFOLIO ASSESSMENTS

- Assessment is completed throughout the course on an individual basis via a shared Google Drive folder separated into dated folders corresponding with due dates on the course calendar.

*For example, the provided folder for a Group A student would be named **3 - FEB 4** because it is the third week of assessments and it's due for professor to review on Saturday, February 5th.*

1. Student will submit pieces/ideas to go into one's portfolio and present it with its accompanying reasoning using a provided **Weekly Assessments** form.

*The submitted form for a student with the last name of Smith should be **Smith.FEB4.PDF** and it would be turned into the **3 - FEB 4 folder** by 11am on February 5th.*

2. Professor will then evaluate the work before the class critique.

This file would appear in the same folder, but have “_REPLY” added to the file name.

*The file would be titled **Smith.FEB4_REPLY.PDF** and it would be turned into the **3 - FEB 4 folder** usually within 48 hours of the original submission.*

3. Student should review the file and be ready for discussion in his/her next scheduled class.

*In the example, student would show up for Portfolio class on **Monday, February 6th**.*

- **Weekly Count/Clarification:** In addition to evaluations of work, a TextEdit file identified by “_COUNT” will have the final list for that weekly assessment. This is because sometimes the marked up Weekly Assessment isn't absolutely clear where the student stands.

*The file for the example above would be titled **Smith_Feb4_COUNT.RTF***

- Each work will be listed as one of the following:

see next page

- > **No:** Student should not use this piece, nor submit it again without suggesting significant changes.
 - > **Maybe:** This piece is not all that strong, but it isn't an absolute refusal. Student shouldn't work on it anymore for now; however, it is not a definite No.
 - > **Revise (or don't do):** Student should continue to revise or choose to no longer work on the piece.
 - > **Approved > Art:** Student only needs to finalize the explanatory caption.
These portfolio Captions are explained via a project sheet mid-semester.
 - > **Approved > Final:** Done!
- Though professor will push student to revise until work to A quality, it is possible that professor may say "approved, but should improve". This may only occur if the professor is concerned that student may not be able to finish all required work for the semester. Hopefully, a student will have time once the allotted number of other pieces are approved to return to this piece (or start another one to replace this) and make it A-quality work.
 - Once student has reached the required amount of approved work, student is no longer required to – but is allowed to – turn in more work for review until the final assessment is turned in before the final portfolio of work is created. Student is still required to show up to group's critiques.

OTHER PROJECTS

- Other projects, including **Captions** and a **Process Book** in digital form, and the updated website and Behance pages are created from work only after work it's **Approved > Final**, so student should attempt to obtain as many of these as soon as possible in the semester so she/he/they do not fall behind.
- It is also extra credit to obtain an archival box with fewer than five impressive tangible samples and printed process books. Speak with professor as soon as possible if this will be completed.

THE FINAL

The "final" for this course is in 3 parts:

- The first – and largest portion of the final grade – is the **creation of the portfolio** exactly to specifications. The quality of work within will be reflected in the grade. This default digital portfolio of student’s best work is created for their “desired job”, including the work and captions placed into 2 separate delivery PDFs:
 - > **LARGE version** that is self-contained and works independent of wifi - intended for interviews where one has his/her own computer/tablet.
 - > **SMALL version** that is small enough to email or digitally attach easily, depends on wifi - intended for digital delivery/upload and interviews where one has dependable wifi access. *This is helpful when you may have the opportunity to share work in a conversation, i.e. you meet a connection at a coffee shop and start talking. Though you would have access to your website of work, you would do better by controlling the flow of information to which you speak (vs. just sitting there while somebody looks at your website and doesn’t listen to you).*
- A **Portfolio Review** containing both in-person and virtual interviews with professional designers from across the country. This is also part of the “final” for GRFX-4503.
- A table of work at **Branded: Graphic Design Senior Show**. This is also part of the “final” for GRFX-4503.

COURSE GRADE

In order to receive an A:

- All submissions for Assessments and conclusive revisions must be timely and complete.
- The final portfolio must be exceptional in all respects – including its Captions and Process Book (and optional archival box).
- Student must present well in all interviews of the Portfolio Review.
- Student’s performance at Branded must be professional and engaging.

To be mediocre in any of these areas will reduce the course grade.

The course grade will be based on the final portfolio and its contents (70%), ongoing submissions for evaluations and conclusive revisions (5%*), process book (10%), and performance at both the Portfolio Review and the Senior Show (15%).

- Percentages are approximate.

- *5% is in regards to the quality of work when turned in for submissions. If student does not turn in the required amount of work when it is due, this affects the course grade much more significantly. *Each time this happens in the 11 weeks something is due, student should consider her/his/their course grade to drop by ½ letter from the grade of the final portfolio. In other words, if the final portfolio and process books are of A+ quality, but student misses 2 weeks of due dates then the student would receive a B. Even if said student turns in the work some time during the week it is due – but not on the day it is due – then the grade still suffers. **Consequences would be suffered in the Real World and so it is reflected in this course.***
- See how attendance affects course grade.
- Be aware that the overall course grade does not use + or -; therefore, be sure something like participation doesn't pull your B+/A- to a B grade (for example).

EXTRA CREDIT

[Extra credit](#) is available to help increase one's course grade. See the following options specific to this class. If not clearly explained during the course, please see professor for more details!:

- Leave-Behind
- Second Process Book - printed and/or digital
- Printed Portfolio Book
- Other ideas? Talk to me!

ONE MORE THING

- I love a good story, but not when it's just a lame excuse for late work.
- I encourage defense of your design choices and professional communication, but have no patience for lack of respect and bad manners.
- Thank you for being part of my class. I hope you are excited to learn and ready to excel to your highest potential!

If you do not understand something about how you are assessed in this course, PLEASE speak to the professor as soon as possible but AFTER you have read over all materials provided for the course.

program learning outcomes

BFA GRAPHIC DESIGN

Subject Knowledge : REINFORCED/ASSESSED

- Students will be able to synthesize professional work that answers project objectives using aesthetic, conceptual, and technical skills.

Problem Solving Skills : REINFORCED/ASSESSED

- Students will be able to solve complex problems for interconnected systems of objects, people and settings using knowledge of aesthetic and contextual issues.

Technical Competence : REINFORCED/ASSESSED

- Students will be able to create a portfolio that proves adaptation to technological innovation via effective designs that display a working knowledge of multiple processes and media.

BFA GRAPHIC DESIGN - DIGITAL DESIGN EMPHASIS

Subject Knowledge : REINFORCED/ASSESSED

- Students will be able to apply a working knowledge of digital design principles to conceptualize, develop and complete professional work that answers project objectives and responds to audience and context.

Conceptual : REINFORCED/ASSESSED

- Students will be able to distinguish and integrate key digital design concepts, principles and theories to the design of effective and meaningful interactions between humans and digital devices.

Professional Development : REINFORCED/ASSESSED

- Students will be able to demonstrate skills that reflect readiness for post-baccalaureate employment, graduate school, or professional certification.

Technical : REINFORCED/ASSESSED

- Students will be able to demonstrate mastery of the technical skills required to develop web and mobile applications that are secure and user friendly.

university and dept. of art + design policies

INCLEMENT WEATHER

- The university remains open for academic classes and all other services during inclement weather except in extreme circumstances determined solely by the Chancellor of the University. Regional and local news media will publicize the closing. Commuter students are encouraged to use good judgment in deciding whether to drive to campus during inclement weather. In those cases where the decision is made not to travel to campus under this policy, it is the responsibility of the student to immediately contact each of his/her professors upon return to explain the circumstances and to determine the need to complete any missed assignments. The student is responsible for all missed assignments during inclement weather within a time frame to be determined by the professor.

ACCESS AND ACCOMMODATION SERVICES

- Any student who is registered with A-State's Access and Accommodation Services (formerly known as Disability Services) and who needs reasonable accommodation must notify the professor by the end of the second week of classes.
- The Director(s) of Access and Accommodation Services (A&AS) are the university's compliance coordinators for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act and Amendments (ADAAA). Reasonable and appropriate accommodations are made for qualified students with disabilities and impairments to provide access and remove barriers to success. Reasonable access includes but is not limited to academic adjustments (extra time on exams, preferential seating, recording class lectures, note-taking services), access to buildings/locations/spaces, use of various modes of communication, use of assistive devices and technology, adjustments regarding extracurricular activities, and more.

- Students who want to receive accommodations must register with Access and Accommodation Services, participate in an intake session, and follow the process required to maintain accommodations for each term. <http://www.astate.edu/a/disability/>

ACADEMIC INTEGRITY POLICY OF THE DEPT. OF ART + DESIGN

Academic Integrity:

- Academic integrity calls for students to do their own work and not to claim as their work anything someone else has done. Intellectual growth calls for doing one's own work; so does academic honesty.
- Infringements of academic integrity include offering someone else's work as your own (see Plagiarism below), buying term papers, and cheating (see Test cheating below). Specific penalties may result.

Plagiarism*

- "Plagiarism" means giving the impression in an assigned paper or studio work that someone else's thoughts, ideas, images and/or words are your own.
- To avoid plagiarism give written credit and acknowledgment to the source of the thought, idea, image and/or words, whether you have used direct quotation, paraphrasing, or just a reference to a general idea.
- If you directly quote words written by someone else, enclose the quotation in quotation marks and provide a footnote.
- If you directly incorporate an image by someone else, you should give credit to that person, in the title, or following your signature, or in some other appropriate way.
Example: "... after Rembrandt."
- No written paper or studio project created for credit in one class should be used for credit in another class without the knowledge and permission of all professors concerned.
- The research as well as the complete written paper or studio project should be the work of the person seeking academic credit for the course.

Cheating/Unapproved Collaboration

Cheating is an act of dishonesty with the intent of obtaining and/or using information in a fraudulent or unauthorized manner. Examples of cheating include, but are not limited to:

- Observing and/or copying from another student's assignment.

- Giving or receiving assistance during an examination period. This includes
- providing specific answers to subsequent examinees and/or dispensing or receiving information that would allow the student to have an unfair advantage in the examination over students who did not possess such information.
- Using class notes, outlines, and/or other unauthorized information during an examination.
- Using, buying, selling, stealing, transporting, or soliciting, in part or in whole, the contents of an assignment when such action is not authorized by the instructor of the class.
- Using for credit in a subsequent class an assignment written for credit in a previous class without the knowledge and permission of the instructor of the subsequent class. This includes when a student is repeating a course for credit.
- Impersonating or attempting to impersonate another person, or permitting or requesting another person to impersonate you for the purpose of taking an examination or completing other assignments.
- Unauthorized collaborating during an examination, lab, or any course requirement with any other person by giving or receiving information without specific permission of the instructor.
- Altering grades or official records.
- Falsifying or signing another person's name on any academically-related University form or document.
- Sabotaging or interfering with the academic progress of others.
- Submitting altered, fraudulent, or falsified data, course, degree program requirements, including but not limited to honor's thesis; doctoral dissertation; qualifying exam; dissertation defense, and University records/forms.

Faculty members may respond to plagiarism in any of the following ways:

- Return the work to be redone; the grade may be reduced.
- Give a failing grade on the work ("F" or zero).
- Give the student a failing grade in the course.
- See [A-State 2022-23 Student Handbook](#) in regards to Academic Misconduct.

If cheating occurs during a test, a faculty member may:

- Seize the test of the offending student, or
- Allow the testing to continue without interruption, informing the offending student at the end of the period about the offense.
- See [A-State 2022-23 Student Handbook](#) in regards to Academic Misconduct.

Faculty members may respond to cheating in any of the following ways:

- Give a failing grade on the exam ("F" or zero).

- Give a failing grade in the course.
- See [A-State 2022-23 Student Handbook](#) in regards to *Academic Misconduct*.

DEPT. OF ART + DESIGN HANDBOOK

- Read through and familiarize yourself with the Policies of the Dept. of Art + Design by reading the **Dept. of Art + Design Student Handbook**. This can be found at:
https://www.astate.edu/college/liberal-arts/departments/art-and-design/student-information/student-info-files/Student_Handbook_2022-23_DeptArtDes.pdf.

calendar

Following is a general schedule plan created in January 2023 for the course. It is also available [here as a Google calendar](#). *All project sheets and in-class announcements override these dates.*

*At the beginning of the semester, each student will be placed in either group **A** or **B**. Each student will usually only need to attend class once a week; however, there is a tremendous of independent study required for this course. Also as soon as students have the minimum required amount of work approved by professor, Weekly Assessments become optional to turn in (class meetings still required).*

WEEK OF JAN 9

Tues Jan 10: A-State classes begin

WED

- Intro Lectures, **GROUPS** assigned
- Begin **Weekly Assessments**
- Class contract (one for co-requisites GRFX-4503 and GRFX-4803) **DUE** >> [CLICK HERE](#) or see link on Slack #4503_4508_main channel.

WEEK OF JAN 16

Mon Jan 16: Martin Luther King, Jr. Day observed. No classes.

WED - Both **GROUP A** and **GROUP B** attend

- **Lecture & Discussion:**
 - > Everybody's Got An Opinion
 - > How to Not Get Called Back
 - > Portfolio Tips 101
 - > Structure and Flow : Skeleton and Your Guts
 - > Understanding and Communicating Your Process (Writing Captions; Process Books)
 - > How to Show Your Portfolio (Physical Forms, Goals of Interaction, Always Reinforce Your Brand)
- **Weekly Assessments** W.I.P and Q&A
 - ▶▶▶ *Sat Jan 21 by 5pm: **Group A** Weekly Assessment (for next Mon) **DUE** in correct folder*

WEEK OF JAN 23

Fri Jan 27: Intent to Graduate for May Commencement due to the university

MON

- **GROUP A** meet + optional attendance for *Group B*
- Discuss Flipgrid Requirements for future weeks

▶▶▶ *Mon Jan 23 by 5pm: **Group B** Weekly Assessment (for Wed) **DUE** in correct folder*

WED

- **GROUP B** meet + optional attendance for *Group A*
- Discuss Flipgrid Requirements for future weeks

▶▶▶ *Sat Jan 28 by 5pm: **Group A** Weekly Assessment (for next Mon) **DUE** in correct folder*

WEEK OF JAN 30

MON

- **GROUP A** meet + optional attendance for *Group B*

▶▶▶ *Mon Jan 30 by 5pm: **Group B** Weekly Assessment (for Wed) **DUE** in correct folder*

WED

- **GROUP B** meet + optional attendance for *Group A*

▶▶▶ *Sat Feb 4 by 5pm: **Group A** Weekly Assessment (for next Mon) **DUE** in correct folder*

WEEK OF FEB 6

MON

- **GROUP A** meet + optional attendance for *Group B*

▶▶▶ *Mon Feb 6 by 5pm: **Group B** Weekly Assessment (for Wed) **DUE** in correct folder*

WED

- **GROUP B** meet + optional attendance for *Group A*

▶▶▶ *Sat Feb 11 by 5pm: **Group A** Weekly Assessment (for next Mon) **DUE** in correct folder*

WEEK OF FEB 13

MON

- **GROUP A** meet + optional attendance for *Group B*

▶▶▶ *Mon Feb 13 by 5pm: **Group B** Weekly Assessment (for Wed) **DUE** in correct folder*

WED

- **GROUP B** meet + optional attendance for *Group A*

▶▶▶ *Sat Feb 18 by 5pm: **Group A** Weekly Assessment (for next Mon) **DUE** in correct folder*

WEEK OF FEB 20

A-State Midterms Feb 21-27 - no midterm for this course

MON

- **GROUP A** meet + optional attendance for *Group B*
- Begin **Captions** and **Process Book**

▶▶▶ *Mon Feb 20 by 5pm: **Group B** Weekly Assessment (for Wed) **DUE** in correct folder*

WED

- **GROUP B** meet + optional attendance for *Group A*
- Begin **Captions** and **Process Book**

▶▶▶ *Sat Feb 25 by 5pm: **Group A** Weekly Assessment (for next Mon) **DUE** in correct folder*

WEEK OF FEB 27

A-State Midterms Feb 21-27 - no midterm for this course

MON

- **GROUP A** meet + optional attendance for *Group B*

▶▶▶ *Mon Feb 27 by 5pm: **Group B** Weekly Assessment (for Wed) **DUE** in correct folder*

WED

- **GROUP B** meet + optional attendance for *Group A*

▶▶▶ *Sat Mar 4 by 5pm: **Group A** Weekly Assessment (for next Mon) **DUE** in correct folder*

WEEK OF MAR 6

MON

- **GROUP A** meet + optional attendance for *Group B*
- Discuss tangible items usually due and the future

▶▶▶ *Mon Mar 6 by 5pm: **Group B** Weekly Assessment (for Wed) **DUE** in correct folder*

WED

- **GROUP B** meet + optional attendance for *Group A*
- Discuss tangible items usually due and the future

▶▶▶ *Sat Mar 11 by 5pm: **Group A** Weekly Assessment (for next Mon) **DUE** in correct folder*

WEEK OF MAR 13

Sun Mar 12: Daylight Saving Time begins - "Spring" forward an hour

MON

- Both **GROUP A** and **GROUP B** attend
- **Confidence Workshop**
- **GROUP A & B** Preliminary Count **DUE** ▶▶▶ *should have at least 80% approved*

WED

- NO CLASS

FRI

- **GROUP A & B** **Process Book** **DUE**

WEEK OF MAR 20

Spring Break

▶▶▶ *Sat Mar 25 by 5pm: **Group A** Weekly Assessment (for next Mon) **DUE** in correct folder*

WEEK OF MAR 27

MON

MON

- **GROUP A** meet + optional attendance for *Group B*

▶▶▶ *Mon Mar 27 by 5pm: **Group B** Weekly Assessment (for Wed) **DUE** in correct folder*

WED

- **GROUP B** meet + optional attendance for *Group A*

▶▶▶ *Sat Apr 1 by 5pm: **Group A** Weekly Assessment (for next Mon) **DUE** in correct folder*

WEEK OF APR 3

MON

- **GROUP A** meet + optional attendance for *Group B*
- **GROUP A** review **Captions**

▶▶▶ *Mon Apr 3 by 5pm: **Group B** Weekly Assessment (for Wed) **DUE** in correct folder*

WED

- **GROUP B** meet + optional attendance for *Group A*
- **GROUP B** review **Captions**

▶▶▶ *Sat Apr 8 by 5pm: **Group A** Weekly Assessment (for next Mon) **DUE** in correct folder*

FRI

BOTH A & B: *Proof that Process Book off to print by this day.*

WEEK OF APR 10

MON

- **GROUP A** meet + optional attendance for *Group B*

▶▶▶ *Mon Apr 10 by 5pm: **Group B** Weekly Assessment (for Wed) **DUE** in correct folder*

WED

- **GROUP B** meet + optional attendance for *Group A*

WEEK OF APR 17

Both **A & B** attend all classes (MON and WED)

- *Interviewing Lecture and Workshop*
- **Captions **DUE****
- **Final Count **DUE****
- **Final Portfolio (Large) + Final Portfolio (Small) Directions**

WEEK OF APR 24

Apr 25: A-State Last Day of Classes

MON

Both **A & B** attend

- *Website + Behance updated **DUE***
- **Final Portfolio (Large) **DUE****
- **Final Portfolio (Small) **DUE****
- **All other printed material to print**
- **Portfolio Review 2023 possibility #1:** Mon, Apr 24, 9:00am - 1:30pm

THURS

- **GRFX-4503 / GRFX-4803 BRANDED: GRAPHIC DESIGN SENIOR SHOW**
6-8PM (show up for set-up by **5:30pm**), Fowler Center

SAT

- **Portfolio Review 2023 possibility #2:** Sat, Apr 29, Time TBD

WEEK OF MAY 1

[A-State Finals](#) Apr 27 - May 3 • Commencement May 6

SCHEDULED FINAL TIME:

8:00 am MWF, MW or WF	M, May 1	8:00 am -10:00 am
8:00 am M, W or F		
8:00 am MTWR or MTWRF		