GRFX-2303-001 (62373) | TYPOGRAPHY AND LAYOUT | FALL 19

Instructor: Professor Nikki Arnell
Office: Art Annex 211
Office Hours: Mondays and Wednesdays, 7:30-8am and 4:15-4:45pm; by appointment
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 > coursework > **GRFX-2303 FALL19**; Google shared folder; Slack channel

COURSE DESCRIPTION

Typography is the visual component of the written word. Typography's simplest definition is the art and technique of arranging type. Many untrained people believe that is just downloading a font and starting to type stuff into a computer, but that is not the case at all. As the legendary designer Massimo Vignelli (1931-2014) stated,

> **"We think typography is black and white. Typography is really white. It's not even black.**
> **It is the space between the blacks that really makes it. In essence, it's like music. It's not the notes.**
> **It's the space between the notes that makes the music."**

This goes for two letterforms or an entire page of type. Your choice of typeface and how you make it work with the space around and within it will make the difference between a good, bad, and great design. Typography takes skill to do well and one will only be a mediocre designer until this is mastered.

> **A-State 2019 Course Catalog**: Craftsmanship, terminology and application of classical typography in traditional and digital print processes. This course requires three or more hours per week outside of class. Prerequisites, a grade of C or better in ART 1013, GRFX 2103 and GRFX 2203; or instructor permission. Fall, Spring.
> **Time:** 1-2:50pm MW
> **Location:** Humanities and Social Sciences Building 2041
> **Course Length:** Fall 2019 semester

TEACHING METHODS

- This course is based on group and independent studio instruction plus *at least* 8 hours of individual work out of class each week. (See **Building Access** under Policies.)
- Participation is key throughout the class. Though attending class is important, being an active contributor is crucial.
- Reading and study are required in this course to supplement work. Reading corresponds with a required weekly Typography Workbook. Consequences for not reading materials include an inability to do a Second Try on any project for an improved grade. Pop quizzes are also possible at any time over assigned readings.
- Instead of Blackboard or closed Facebook groups, this class will use Slack. The Slack application should be installed on a student's computer (vs. web access) for ease of use if possible. If student has a smartphone, the Slack app should be installed and notifications set. Student should set up notifications or check manually daily to not miss anything.
- All messaging about the class (other than grades or other FERPA-related information) should be done via Slack.
- Become very comfortable using Google shared folders and documents, as almost all class materials will be presented and saved in this way.
- Quiz content is pulled from required readings (see calendar), links posted on Slack, and class discussion.
- Specific information for each Project will be given with due dates for the various stages of projects, including sketches, notes, presentations, and critiques. It is possible that deadlines might be pushed back throughout the process, but this should not be expected.
- It is *imperative* that student have command of her/his time management and communication skills. Independent study is key throughout the class. Student should enter schedule into her/his calendar at the beginning of the semester and plan time around due dates. Procrastination should not be a habit. As this class is not held in a computer lab and both attendance and scheduled presentation times are rigidly enforced, there is little room for error.
- If you miss a lecture or demonstration, you will be responsible for obtaining the information given and notes taken from another student. Do not count on self-explanatory lecture slides posted to be enough to understand the contents missed. Pick two classmates with whom you can communicate with directly throughout the semester; however, communication via Slack will be available to everyone.

- 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. All written directions, whether that be a project sheet or syllabus, will be on nikkiarnell.net. It is possible that "assignment" directions – for example for required online samples of something – may only be contained in the Slack channel, but will still be available if one searches.

REQUIRED
Software

You will live and breathe Adobe Creative Cloud as a designer.
- *How to access:* Most applications will be available on the computer labs in the Art Annex. However, your correct password allows you to *use* the software.
- *Password:* The Adobe Creative Suite is included with your enrollment as a student. Due to its hefty price and licensing agreements with the university, it requires a password.
  - Whenever you first signed up to access the Creative Cloud as a student here 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 better security; however, Adobe is separate from A-State. Therefore, the Adobe password may be from an old A-State password.
  - If you can't sign on, put in a work order with A-State, as this is a licensing issue a professor cannot fix. Go to MyCampus and see "Adobe Creative Cloud" at the bottom of choices available. This will lead you to page about how to contact IT.

Materials
- 18-24 inch *metal* ruler
- Spray Mount/Spray Adhesive
- Card Stock 8.5 x 11in. *(Project 4)*
- X-Acto and *many* #11 blades
- Kneaded eraser
- Ultra Fine point black Sharpie marker
- Hard Rubber Brayer Roller[1]
- Pencils
- Black mounting boards (no gray boards, no foam core, no poster board):
  - *Project 2:* one 19 x 14 inch black mounting board
  - *Project 5:* TBD
- Self-healing cutting mat – *It is impossible (and unsafe) to cut a straight line using the old mats in the mounting room.*
- **Digital storage device**: USB flash drive(s), external hard drive, etc. Student should save work to the cloud (Google shared folder), but backing up work to an external device should also be routine. Though it is encouraged to work with files directly on the computer desktop *while working*, DO NOT store files here where safety depends on a lab computer's hard drive.

Book
- *Typography (2nd Edition)* by Gavin Ambrose and Paul Harris; ISBN-10: 1474225284
  You must purchase this book to use with the required weekly Typography Workbook.

Online
- You must join **Slack**. Workspace: **Prof. Arnell A-State Classes**. Private Slack channel: #**grfx-2303_main** *(see A-State email for invitation)*. Check via notifications and/or manually on a daily basis. Other private Slack channels *may* be created by professor for separate topics or projects in class.
- All projects, outside reading material, notes, and syllabus will also be posted on: **www.nikkiarnell.net**.
- Each student will create and use a **shared Google Drive folder** with Prof. Nikki to turn in projects. The link to this shared folder will be supplied to you.
- Lynda.com account may be used to review Illustrator, Photoshop, and InDesign.

Other Expected Expenses
- *Printing:* See the cost to print color and its new process under Policies : Color Printing. These costs come from a student's account, so it might seem to be free. As final work requires high quality prints, it is a good idea to set aside money to have work printed at a more professional level.

RECOMMENDED
Software

It is highly recommended that you pay for the full **Grammarly.com** subscription if you need any help writing (and speaking) as a college-educated, professional adult. Yes, that sounds elitist. Do it anyway.

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[1] Find these in the printmaking section of the local Hobby Lobby or most art stores.

Materials
- Utility blade (and blades)
- Colored pencils
- White pencil or grease pen
- Transparent (Scotch) tape
- White polymer eraser
- Rubber cement

Social Media
- See announcements under #general on our Slack channel.
- Follow the public **A-State Department of Art + Design** Facebook page and the **ASTATE ART + DESIGN** Instagram feed.
- Join the A-State Dept of Art+DESIGN GD page on Facebook where information like job and internship announcement, art exhibitions, and graphic design news will be posted. It is a closed group and permissions granted to GD majors.
- There are plenty of other pages to follow, so get on your favorite social media platform(s) and search.

Books
- Thinking With Type by Ellen Lupton; ISBN: 1-56898-448-0 > FREE PDF at https://bit.ly/2wpebG8

Web Sites and Periodicals - *see nikkiarnell.net : links : Creative Every Day*

Student Memberships
- **AIGA** (the professional association for design) - https://www.aiga.org
  "As the profession's oldest and largest professional membership organization for design—with more than 70 chapters and more than 25,000 members—we advance design as a professional craft, strategic advantage, and vital cultural force. From content that defines the global practice to events that connect and catalyze, we work to enhance the value and deepen the impact of design across all disciplines on business, society, and our collective future."
  - o **AIGA-Memphis** is our base, though there is also a very active new chapter in northwest Arkansas. Please see here for current events! http://memphis.aiga.org/.
  - o Professor Arnell is on the board in Memphis and serves as its Education Director. Prof. Arnell is also the faculty advisor of the A-State Student AIGA group, serving along with Prof. Parker. Please remember that being involved with this group is extraordinarily beneficial for students. The experience and its consequential line on the résumé is reason enough.
- **AAF** (American Advertising Federation) - http://www.aaf.org/ . This group is also beneficial in which to be involved. Almost all of the design professors have served as board members for the regional club (https://aafnea.org/) at some point and still in close contact with members. It is recommended that design students attend monthly Lunch & Learns in Jonesboro and enter the annual (Student) Regional Addys held in December.

P O L I C I E S
Craftsmanship
  Cutting and mounting work requires PRACTICE. I expect perfect craft and your grade will fall if it is not (see rubric on projects).
Adherence to the Design Process
  Thumbnail sketches are expected at the beginning of all projects. *No work will be accepted if you have not finished this first step unless otherwise indicated.*
Distractions
  Bring headphones if you would like to listen to music during studio or in-class work time. Cell phone usage during lecture is not allowed and computers are to be used for coursework only. Calling, texting, IM'ing, checking social media sites (other than for coursework), e-mailing, etc. are prohibited during lecture and discouraged during studio time. If you do not follow these rules, you will be asked to leave the classroom and counted absent for the day.
Color Printing
  Printing is allowed to the color laser printer (Phaser) in the Art Annex, but (should be) only via the following process. Also please remember that all of these pre-printing steps should be completed before sending anything to print anywhere, so keep this in mind if you print work off campus. Creating correct files is a skill all designers must have.
  Directions:
  1) Be sure your file is ready to print. Check all details.
     a. A good idea is to "print to file" by creating a PDF. Open the PDF on another computer that doesn't contain any of your other working files like links and fonts. Check that it looks as it should.
     b. It is also a good idea to print things as full size to a black and white printer either in one of the Art Annex labs or another lab on campus. Tile smaller pages together with tape if necessary to get an idea of a large print at full size.

2) File : Print > to the Phaser.
   a. Be sure to check the Page Setup if you need it to be Letter or Tabloid, portrait or landscape, Fit To Page or 100% Actual Size, etc.
3) Once a day, the lab monitor will print all files that have been sent to the Phaser queue by design students with active accounts. These prints will then be left on a rack in the Art Annex mounting room for students to retrieve.
   a. Monday – Friday: All files turned in by **10 p.m.** the previous day will be available for pickup by **8 a.m**.
   b. Weekend: All files turned in by **10 p.m.** on Saturday will be available for pickup by **8 a.m.** on Sunday. **(No printing Saturdays.)**
   c. If monitor must change any of the above information during the semester, students will be informed.

Cost:
- Letter: 50¢ per single-sided page, 80¢ double-sided; Tabloid: $1.00 per single-sided page. Each student has a set amount available in her/his student account.
- Please remember there are other locations on campus to print black and white. An expensive color laser printer should never be the first choice for this.
- If you print work off campus, *always* bring your student ID with you and ask if there is a discount! Places to acquire laser color prints in small quantity include FedEx Office, Office Max/Depot, UPS, Master Print, and Art Advertising.

Technical Requirements:
- A laser printer does so via heat, unlike ink jet printers. Only the white Xerox paper we have will be used to print. If another substrate is required, student must print elsewhere.
- The vast majority of laser printers require a margin where nothing will print. A safe consideration is .25 inch all the way around, though sometimes the bottom requires .5 inch. If you would like color to flood the edge(s) of a page, you must print to a larger page size, "pull the bleed" and add crop marks, and then cut down the page.

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. It will be noted if you:
a) Do not share your opinions.
b) Share your opinions not in the form of constructive criticism.
c) Do not ask questions when somebody is discussing your work with you.
d) Do not take notes when somebody is critiquing your work.

Attendance
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
- **4th unexcused absences = final letter grade reduced by 1** *(ex. if you have an A for the semester, you receive a B)*
- 5th unexcused absences = final letter grade reduced by 2 *(ex. if you have an A for the semester, you receive a C)*
- 6th unexcused absences = final letter grade reduced by 3 *(ex. even if you have an A+ for the semester, you still get a D)*[2]
- **Arkansas State University Student Handbook 2017-2018: CLASS ATTENDANCE POLICY**
  Students should attend every lecture, recitation and laboratory session of every course in which they are enrolled. Students who miss a class session should expect to make up missed work or receive a failing grade on missed work...Students who may be assigned a grade of "F" in a course because of excessive absences may withdraw from the course without penalty before the deadline for dropping an individual course...**Students enrolled in freshman or sophomore level courses numbered 1000 or 2000** may during the spring and fall semester miss no more than twice the number of lectures, recitations, laboratory sessions, or other regularly scheduled class activities that would normally be scheduled during a week. Students who miss more than the maximum number of freshman or sophomore level classes may be assigned a grade of "F" for the course...**Instructors shall set forth in their syllabi at the beginning of the semester their attendance requirements and expectations** with regard to making up work missed, class participation and other factors that may influence course grades...**Students must utilize their available absences for any cause which requires them to miss class including, but not being 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.

Deadlines!!!
Deadlines must be observed. If you miss deadlines in this course, you will receive a lowered grade - **1 letter grade for each DAY the assignment is late** (unless excused). In the real world, you could lose your job, so observing these scheduled deadlines is

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[2] 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. Also you may not register for any class that requires this as a pre-requisite until this class has been passed. Those classes include Intermediate Typography, Advertising Design, Identity Design, Introduction to Digital Design, and almost all upper-level courses in the Graphic Design curriculum.

extremely important. Failure to include a project in critique will lower the grade for that assignment. If you miss a deadline, please speak with me and complete the project, as 50% (= F) is better than 0%.

Building Access

The Art Annex is unlocked: Weekdays 7am-11pm, Saturdays 8am-11pm, and Sundays noon-11pm. Students may stay in the Art Annex reliably after hours if they follow the directions of the Building Access Policy. See nikkiarnell.net : ASTATE : Helpful Links. Students' names on the course roster will be supplied to the department after the first week of classes, but each individual must still acquire an After-Hours Pass.

COURSE LEARNING OUTCOMES

Problem Solving Skills

- Projects will apply theories studied via lectures and assigned readings. Together these will expand vocabulary of visual form and function within the systems of visual communication, *specifically typography's structure and voice.*
- All exercises and projects will also evolve conceptual skill and intellectual curiosity, as well as introduce/reinforce awareness of audience reception per strategic objective.

Technical Competence

- Student will acquire demonstrable knowledge of tools needed for the purposes of design, as well as improvement of hand-eye coordination and craft.
- Student will continue development of software knowledge as a tool of graphic design, specifically the Adobe Creative Suite's Illustrator, Photoshop, and InDesign on the Apple platform.
- Student will also develop the act of looking and the perceptual process by applying all theories via assigned projects.

Communication Skills

- Proper vocabulary and methods of presentation will allow student to communicate with others in a public forum. In addition, these skills will further develop the ability to critically evaluate artistic output for individual improvement.

Interpretation of Historical Artistic Skills

- Lecture and readings will educate student regarding the lineage of relative artistic discipline per project. Specifically, lectures will *introduce* the history of graphic design from the 19th century through today.

Organizational Skills

- Time management and research skills will be reinforced by deadline-dependent grading and strict adherence to the Design Process, as well as an ongoing binder of organized notes and *required* social media postings.

Collaboration Skills

- Continuing methods of critique will improve self-awareness, as well as art reception per audience and context.
- Through all of the above, student will engage in critical thinking skills in both a group and as an individual.

ASSESSMENT / GRADING

- Students are continuously assessed of skills learned in lecture(s) and assigned reading that are then applied in projects through student's creative visual problem solving to objectives listed in project sheet.
- Assessment is completed in each project via a letter grade with a written critique of overall comments and points specific to each project. Some of these assessment points are the same throughout each project, including "Directions were followed accurately with absolutely no errors" and "Ambition - How much did you challenge yourself? Did you plan your time well?". Other points in the rubric are per project and are clearly listed on each project sheet.
- Example below is for one project with its rubric. Student will receive full credit (CR), partial credit (½CR), or no credit (NoCR). The FINAL GRADE includes my overall evaluation, which I explain in Comments. Be sure to take notes during all critiques in class and online, as I will often refer to these in Comments section.

  Course Number Fall 2019 : PROJECT NUMBER
  CR • Directions were followed accurately with absolutely no errors.
  CR • All thumbnail sketches completed to spec.
  CR • Design choices explained logically and eloquently.
  CR • Typography explores shape in relation to space on the entire page available.
  CR • Attention to leading
  CR • Attention to kerning
  CR • Focal Point(s) and/or Visual Tension explored.

CR • Issuu.com upload correct.
CR • Ambition - How much did you challenge yourself? Did you plan your time well?
CR • Participation in critique.
COMMENTS: *(brief written critique here, usually repeating/expanding on critique in classroom setting with peers)*
FINAL GRADE:

- Each project will require a reflection on what was learned and how to continue improving. These are not optional.
- Student should expect to present his/her work at each stage of development, both to the class and the instructor.
- Each project is worth an equal amount. In other words, there is no final project grade that is worth more than others in this course. Student should be aware of the Second Try clause (see syllabus) to be sure all project grades are the best possible as the average of all project grades produce a large portion of the final grade for this course.
- Quizzes may be given over assigned readings, Slack posts, lectures, and movie(s) could also be part of these tests.
- Quizzes and participation also aid in assessing student in this course. "Assignments" like assigned research into samples or other Slack posts are part of participation. It is key that student understand when something is due and what the minimum amount of participation is so that this grade does not fall.
- In order to receive an A, a project must be exceptional in all respects. I will use letter grades A through D with + and -, and F.

  A+ = 100%   –   A = 95%   –   A- = 90% | D+ = 68%   –   D = 65%   –   D- = 60%

  B+ = 88%   –   B = 85%   –   B- = 80% | F = 50% and below (see Deadlines)

  C+ = 78%   –   C = 75%   –   C- = 70% | Not turning anything in at all: 0%
- The course grade will be based on projects (**85%**), tests (**10%**), and attendance and class participation (**5%**).
  (Percentages are approximate. Also see how attendance affects course grade.)
- Be aware that the *overall* course grade does not use + or -; therefore, be sure something like poor attendance or participation doesn't pull your B+/A- to a B grade (for example).
- If student does not understand something about how one is assessed in this course, PLEASE speak to the professor as soon as possible but AFTER one has read over all materials provided for the course.

A Second Try
You may redo any project for an *attempt* to receive a better grade. To be eligible:
- You must first show proof that you have completed the Typography Workbook lessons up to the date you submit the Second Try work.
- You must have turned in the original project on time and completed it.
- You must have adhered to the design process. If I asked for thumbnail sketches when completing the project the first time and you did not do this, then I will accept no attempts at a Second Try to improve your project grade.
- It is advisable that you wait for all critiques for project so that you can improve your work.
- You may have all semester to turn in any redos, but they must be handed in before the week of finals.
- The final project may not be redone.

BFA-GRAPHIC DESIGN PROGRAM LEARNING OUTCOMES
Subject Knowledge *Introduced*
Students will have working knowledge of aesthetic, conceptual, and technical issues in art (contemporary and historical) and conceptualize and develop professional work that answers project objectives.
Critical Thinking Skills *Introduced*
Students will be able to apply strong critical, analytic and communication skills required to advance in academic and professional fields.
Problem Solving Skills *Introduced*
Students will be able to apply problem identification, research and analysis to generate a professional portfolio and evaluate the work based on critical, historical and aesthetic issues.
Technical Competence *Introduced*
Students will be able to complete a body of work in a visual communication that culminates in a professional portfolio.

BFA-DIGITAL DESIGN PROGRAM LEARNING OUTCOMES
Subject Knowledge *Introduced*
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.

Critical Thinking Skills *Introduced*

>   Students will be able to apply the critical, analytic and communication skills required of an academic and professional designer; and will be able to present their work in a competent and professional manner.

Problem Solving Skills *Introduced*

>   Students will be able to apply the concepts of problem identification, research, prototyping, user testing and analysis to generate multiple valid solutions to a digital design problem and evaluate their outcomes based on contemporary critical, ethical, and aesthetic issues.

Technical Competence *Introduced*

>   Students will display competency in the various skills of the contemporary digital designer culminating in a portfolio of professional quality work.

Students in all BFA programs should KEEP ALL GRADED WORK from this course for possible inclusion in his/her BFA Review/Graphic Design Review. The review (ART-3330/GRFX-3400) is a counseling/advising practice for all art students and is the admissions' screening procedure for students interested in pursuing a BFA degree in art/design. The BFA Review/Graphic Design Review should take place after the student has taken the art core and several studio or design courses equaling 30-40 hours of GRFX/ART/ARED/ARTH courses.

A N D . . .

>   **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. So thank you ahead of time for being excited to be here and eager to learn!**

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U N I V E R S I T Y   A N D   D E P A R T M E N T   O F   A R T + D E S I G N   P O L I C I E S

F.E.R.P.A.

>   Under the Family Educational Rights & Privacy Act, the instructor is prohibited from posting grades in any manner that reveals the identity of the student. The instructor also cannot discuss grade information over the telephone or via email, text, or any other format in which positive identification cannot be established. *If you have questions about your grade, please make an appointment to meet with me in person.*

Safety Concerns

>   This course may require the use of hazardous chemicals, equipment or processes that the University Safety Committee recognizes as potentially hazardous to a student's safety and health. Every instructor is required to provide instructional information and training on safe handling and usage procedures prior to engaging students in the use of hazardous chemicals or equipment. In addition, students are advised to notify the instructor or laboratory supervisor of any medications or conditions that may impair their mental alertness and/or their ability to safely engage in the use of any hazardous chemical or equipment.
>   All students should use hazardous chemicals and equipment only under the direct supervision of the instructor or by approval of the instructor, using recommended methods and procedures. Failure to adhere to the outlined safety precautions could result in disciplinary action.

Inclement Weather

>   University closures are decided by university administration and announced to faculty, staff, and students concurrently. If weather or other unforeseen circumstances cause class to be cancelled, immediately check the class's Slack group. If the weather is questionable, also check the class's Slack group just in case professor cancels classes (highly unlikely). If you are a commuter student and weather is extreme, it is imperative that you contact the professor as soon as possible to open a line of communication and not fall behind in coursework.
>
>   **2015-2016 ASU-J Undergraduate Bulletin, Page 14: INCLEMENT WEATHER POLICY**
>   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.

Disability Statement

>   Any student who is registered with A-State's Disability Services and who needs reasonable accommodation must notify the professor by the end of the second week of classes.

2015-2016 ASU-J Undergraduate Bulletin, Page 53: DISABILITY SERVICES
Disability Services (DS) specializes in facilitating full and equal access to ASU-Jonesboro and sister campus services, programs, and activities for students with disabilities. The philosophy of Disability Services is inclusion for students, while maintaining high standards of academic excellence and student satisfaction through the provision of accommodations that support students' personal, academic, social and career development. Students who are allowed access and accommodations are likely to achieve academically and develop their confidence to navigate college life and excel in a university setting. Disability Services offers a variety of support services, including; mentoring and transitional services, alternative testing options, advocacy, note-taking services, physical access to the classroom, buildings, and grounds; assistive technology, software training and alternative textbooks format. Students may participate in several DS programs that promote volunteerism, including; The Ghostwriter Program, Academic Success and Access Program (ASAP), Golf Cart Program, and Delta Sigma Omicron, a fraternity dedicated to promoting advocacy and inclusion of students with disabilities at Arkansas State University. For additional information, please visit our Disability Services' website at http://disability.astate.edu or call 870-972-3964

Academic Integrity Policy of the Department of Art + Design
  I. *Academic Integrity*
    a. 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.
    b. 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.
  II. **Plagiarism***
    a. "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.
    b. To avoid plagiarism give written credit and acknowledgement 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.
    c. If you directly quote words written by someone else, enclose the quotation in quotation marks and provide a footnote.
    d. 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."
    e. 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.
    f. 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.
  III. *Faculty members may respond to plagiarism in any of the following ways:*
    a. Return the work to be redone; the grade may be reduced.
    b. Give a failing grade on the work ("F" or zero).
    c. Give the student a failing grade in the course.
  IV. *Test Cheating may consist of any of the following:*
    a. Having access to exam questions beforehand.
    b. Having access to course information during an exam period.
    c. Observing another person's test during the exam period.
  V. *If cheating occurs during a test, a faculty member may:*
    a. Seize the test of the offending student, or
    b. Allow the testing to continue without interruption, informing the offending student at the end of the period about the offense.
  VI. *Faculty members may respond to cheating in any of the following ways:*
    a. Give a failing grade on the exam ("F" or zero).
    b. Give a failing grade in the course.
    c. Refer the matter for disciplinary action to the Office of Student Affairs.
  VII. *Scope: These policies cover all classes in the Department of Art and Design.*

PLAGIARISM INCLUDES DOING A DIRECT COPY OF WORK CREATED BY ANOTHER DESIGNER/ARTIST.

If you are unsure of the difference between simple inspiration, intentional appropriation, and outright copying, please discuss with Prof. Arnell *before* you begin your work.