Course Syllabus

Instructor: Douglas May
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Office: Art Building, 239a

Meeting Time: Mon/Wed 3pm–5:50pm
Location: Art Building, 313
Office Hours: Tues 2–3:00pm

COURSE DESCRIPTION
Students prepare for entry into the profession by polishing their portfolio’s content, form and presentation. Students must integrate both the print and interactive media presentations of their work. In addition, basic job research, interview and networking are essential components of this course. Students must successfully pass the communication design final portfolio review in order to pass the class.

PREREQUISITES
ADES 4520, ADES 4515

COURSE OBJECTIVES
1. Set realistic career goals and establish plans for achieving them.
2. Self-assess deficiencies in skill set and in existing portfolio.
3. Develop and demonstrate ability to plan and execute comprehensive graphic design, art direction campaigns, packaging, or UX presentations in a market ready design portfolio.

COURSE STRUCTURE
This class is primarily structured around assigned studio problems. Students and instructor will divide their time between lecture and critiques. Students will primarily be required to complete work outside of class for the duration of the semester. Students should plan to spend 2 to 3 hours or more working outside of class for every hour spent working in class.

GRADE PERCENTAGES
Students’ final grades will be an average of the exercises and assignments in the given percentage:

New Major Campaign: 50%
New Minor Campaign (or two extended and improved existing projects): 25%
Portfolio Refinements: 25%

GRADING
Your final grade will be based on an average of all exercises, and assignments in the given percentages, and affected by attendance (as described in the attendance policy – attached), daily deadline performance and participation.

RECOMMENDED BOOKS
For this class, students are strongly encouraged to stay current with industry publications, including: Society of Publication Designers Annuals, Communication Arts, Type Directors Club Annuals, Print, Graphis, Archive, D&AD Annual, One Show Annual, etc.

RISK FACTOR
Risk Factor 2: In level 2 courses, student are exposed to some significant hazards but are not likely to suffer serious bodily injury. In this class those risks are related to x-acto knife usage, adhesives and fumes and repetitive stress injuries related to extended computer use.

STUDENT RIGHTS
As a student, you have rights and responsibilities within the academic community. See www.unt.edu/esrr for more information.

EMERGENCIES
In case of emergency (alarm will sound), please follow the building evacuation plans posted on each floor of your building and proceed to the nearest parking lot. In case of tornado (campus sirens will sound) or other weather related threat, please go to the nearest hallway or room on
your floor without exterior windows and remain there until all an all clear signal is sounded. 
Follow your teacher’s instructions and act accordingly.

**DISABILITIES ACT:**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation to verify their eligibility. If a disability is verified, the oda will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, oda notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Grades assigned before an accommodation is provided will not be changed. Information about how to obtain academic accommodations can be found in unt Policy 18.1.14, at unt.edu/oda, and by visiting the oda in Sage Hall, 167. You also may call the oda at 940.565.4323.

**ATTENDANCE POLICY**

Good attendance and punctuality are expected for this class and will strongly affect your grades. Roll will be taken at the beginning of every class. You be considered late if you arrive after roll has been taken. If you are late, it is your responsibility during that class period to make sure the instructor knows that you are present by leaving a note with your name, date and time of arrival with the instructor. If not received, you will be marked as absent. You will receive two free tardies. After the first two tardies, every four tardies will equal one unexcused absence. Only three unexcused absences will be accepted. The fourth unexcused absence will lower your final semester grade by one letter grade. The fifth unexcused absence will lower your grade by two letter grades. The sixth unexcused absence will lower your grade by three letter grades and so on. A total of seven absences, excused or unexcused, will result in you receiving a failing grade for the class. There are no excused absences for anything but a verifiable death in the immediate family or with a doctor’s note on his/her stationary with a telephone number. The doctor’s note must be presented at the next class. A receipt is unacceptable. If you are absent, you are responsible for contacting a class member in order to get any information or assignments that were given in class. The instructor will not use any class time to repeat missed lectures or assignments. Do not call the main office to leave the instructor a note that you are missing class for any reason. Under no circumstances should you leave a project with anyone in the main or design office. The office will not accept any projects. Incomplete daily work may result in additional unexcused absences at the discretion of the professor.

**ELECTRONIC DEVICES**

Cell phones should be turned off when class begins. Laptops will only be opened for in class work. No facebooking, checking email or text messaging will be allowed. Failure to comply with this rule may result in point deductions in the professionalism section of your grade or an unexcused absence at the discretion of the professor. Let your instructor know in advance if you have an extenuating circumstance with regard to the above rules.

**PROJECT DEADLINES**

All projects are due on the day and time given at the beginning of class. No late projects will be accepted for grading. You are responsible for turning in work on time regardless of attendance.

**PLAGIARISM**

According to unt Policy 18.1.16, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. Students caught cheating or plagiarizing in the Communication Design program will receive a “0” for that particular assignment or exam. Additionally, the incident will be reported to the Dean of Students, who may impose further penalty. Art/design plagiarism is the act of reproducing the work of another artist or designer and claiming it as your own original work of art or concealing original sources.
A student must maintain Satisfactory Academic Progress to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. Please visit http://financialaid.unt.edu/satisfactory-academic-progress-requirements for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course being doing so.

Instructor reserves the right to make adjustments/changes to the course syllabus with or without notice to the students.