Students in this course will apply the processes and skills acquired in *Foundations for Communication Design*, *Typography 1*, and *Color and Image* to produce a variety of graphic design artifacts such as visual identity development and collateral which may include, but is not limited to, brochures, stationery ensembles and/or poster design.

**PREREQUISITES**
ADES 1510, ADES 2515. co-requisite: ADES 2510

**REQUIRED BOOKS**
*Designing Brand Identity* by Communication Arts by Alina Wheeler,  *(PDF is acceptable)*

**COURSE OBJECTIVES**
1. Review: communication design process, creative problem solving methodologies, strategy development and iterative thinking, typography terminology, color theory, collaborative teams.
2. Introduce the concept of graphic design in practice as a career trajectory
3. Engage in expanded use of creative methodologies and conceptual thinking
4. Develop concepts for target audience identification and ethnographic study
5. Engage in identity development and brand development as it relates to business goals
6. Produce work that is strategically sound, creatively appropriate, and well designed

**COURSE STRUCTURE**
This class will be extremely demanding in mental focus and commitment involving many hours of out-of-class work. You may expect that 80–90% of class time will be spent in critique and discussion of work completed outside of class. The remaining 10–20% will be spent in in-class work, lecture and demonstration.

**GRADE PERCENTAGES**
Each student’s final grade will be a strict average of the exercises, reviews and assignments in the given percentage:

- **Exercise 1a:** Client research: Phase I—Client research process
- **Exercise 1b:** Brand strategy: Phase II—Brand strategy & brief
- **Assignment 1:** (including Exercise 1a, Exercise 1b): Visual Identity: Image Mark: 20%
- **Assignment 2:** Collateral Design: 20%
- **Assignment 3:** Brand Poster (Boutique Client): 20%
- **Assignment 4:** Visual Identity: Logotype/Lettermark (Corporate Client): 20%
- **Assignment 5:** Collateral Design Logotype/Lettermark (Corporate Client) 20%

**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. 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.

Communication from your professor will be disseminated either in class, UNT e-mail, or via the university’s Canvas web application.

**ACCESS TO INFORMATION**
Your access point for business and academic services at UNT occurs at *my.unt.edu*. All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward your e-mail: *eagleconnect.unt.edu*
the syllabus // continued... //

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, concealing sources, 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/designer and claiming it as your own original work of art.

Scholastic Dishonesty
UNT does not tolerate Scholastic dishonesty. Academic dishonesty could result in expulsion from the University.

Academic dishonesty includes, but is not limited to, the submission of someone else’s materials as one’s own work. Academic dishonesty may involve one or more of the following acts: cheating, plagiarism, or collusion. Plagiarism is the use of an author’s words or ideas as if they were one’s own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation or artwork of others. Cite your references.

Art/design plagiarism is the act of reproducing the work of another artist/designer and claiming it as your original work of art. This includes the use of Artificial Intelligence generated imagery of text. If there is an academic reason for generating AI imagery or narrative for any reason discuss this with your professor for approval before using these technologies in your projects.

Collusion is intentionally aiding or attempting to assist another in the act of academic dishonesty. This act includes but is not limited to providing a paper or project to another student, providing an inappropriate level of assistance, communicating answers to a classmate during an examination, removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

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, concealing sources, 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 penalties.

Attendance Policy
Roll will be taken at the beginning of every class. You’ll 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. You will receive two (2) free tardies. After the first two tardies, every four (4) tardies will equal one (1) unexcused absence. Only two (2) unexcused absences will be accepted over the semester. The third (3) unexcused absence will lower your final semester grade by one letter grade, the forth (4) by two letter grades, the fifth (5) by three letter grades and so on. A total of six (6) absences, excused or unexcused, will result in you receiving a failing grade (F) 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 their stationary with a telephone number. The doctor’s note must be presented at the next class. A receipt is unacceptable. If you are more than thirty minutes late, it will be counted as an unexcused absence. 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.
the syllabus // continued... //

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 (ODA) 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. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation website at disability.unt.edu. You may also contact them by phone at 940.565.4323. If you have a disability, it is your responsibility to obtain verifying information from the Office of Disability Accommodation (ODA) and to inform me of your need for an accommodation. Requests for accommodation must be given to me no later than the first week of classes for students registered with the ODA as of the beginning of the current semester. If you register with the ODA after the first week of classes, your accommodation requests will be considered after this deadline.

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.

Mobile phones should be put away when class begins. Laptops will only be opened for in class work. No social media, checking e-mail, 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.

You must use your UNT e-mail address to communicate with professors. You may forward your UNT e-mail to a private e-mail address via your My UNT settings.

UNT uses a system called Eagle Alert to quickly notify you with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at my.unt.edu. Some helpful emergency preparedness actions include: 1) know the evacuation routes and severe weather shelter areas in the buildings where your classes are held, 2) determine how you will contact family and friends if phones are temporarily unavailable, and 3) identify where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

A student must maintain Satisfactory Academic Progress (sap) 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 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 done so.

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.
the syllabus // continued... //

**GRADING POLICY**
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.

Assignment 1: Visual Identity: Image Mark: 20%
Assignment 2: Collateral Design: 20%
Assignment 3: Brand Identity Boards (Boutique Client): 30%
Assignment 4: Visual Identity: Logotype/Lettermark (Corporate Client): 20%
Assignment 5: Applied Logotype/Lettermark for corporate client 10%

**RIGHTS & RESPONSIBILITIES**
Each University of North Texas student is entitled to certain rights associated with higher education institutions. See unt.edu/csrr for further information. A core value of the University of North Texas (UNT) is to "promote a culture of diversity, respect and dignity that values individuals and people’s differences" and commits to "conduct ourselves in a respectful, courteous manner and treat people fairly and equitably”.

**RISK FACTOR**
Risk Factor: 2. – In level 2 courses, students 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, fumes and repetitive stress injuries related to extended computer use. Students will be informed of any potential health hazards or potential bodily injury connected with the use of any materials and/or processes and will be instructed how to proceed without danger to themselves or others.”

Risk Factor for computer use: Several important risk factors for discomfort and injury need to be considered for prolonged computer use. These include awkward postures, high muscle loads, long durations of use, contact pressure on the body, and a high frequency of exertion. It has been shown that small reductions in exposure to these risk factors can significantly improve pain reduction and injury avoidance over time.

**STUDENT BEHAVIOR**
Student behavior that interferes with an instructor’s ability to conduct a class or other students’ opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student’s conduct violated the Code of Student Conduct. The university’s expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at deankoffstudents.unt.edu/conduct

**SEXUAL HARASSMENT**
Sexual harassment means unwelcome sex-based verbal or physical conduct that unreasonably interferes with a student’s ability to participate in or benefit from educational programs or activities. For purposes of this policy, conduct is sufficiently severe, persistent or pervasive if it is frequent, or threatening, or humiliating nature unreasonably interferes with or limits the student’s ability to participate in or benefit from the University’s educational program or activity, including when the conduct reasonably can be considered to create an intimidating, hostile, abusive or offensive educational environment. Conduct constituting sexual harassment, as defined herein, toward another person of the same or opposite sex is prohibited by this policy. Examples of conduct which might be considered sexual harassment under this policy may be found here: https://policy.unt.edu/sites/default/files/16.005SexualHarassment_0.pdf

Page 2, Section 4, items a,b,c,d,e,f, and g.
the syllabus // continued... //

**STUDENT EVALUATION OF INSTRUCTION**

Student Evaluation Administration Dates. Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13 and 14 (insert administration dates) of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an e-mail from "UNT spot Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the e-mail in their UNT e-mail inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation e-mail that the survey has been submitted. For additional information, please visit the spot website at [www.spot.unt.edu](http://www.spot.unt.edu) or e-mail [spot@unt.edu](mailto:spot@unt.edu).

**STUDENT RECORDS**

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the university’s policy in accordance with those mandates at the following link: [essc.unt.edu/registrar/ferpa.html](http://essc.unt.edu/registrar/ferpa.html)

**SUCCED AT UNT**

UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grown. And, as a faculty member, I am committed to helping you be successful as a student. Here’s how to succeed at UNT: Show up. Find Support. Get advised. Be prepared. Get involved. Stay focused. To learn more about campus resources and information on how you can achieve success, go [success.unt.edu](http://success.unt.edu).

**COVID-19 POLICIES AND PROCEDURES**

The policy in this class is to strongly request a face-covering be worn in class, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. You need to communicate with the professor before being absent so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you cannot attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community. If you are experiencing any symptoms of COVID-19, please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider before coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions due to symptoms, pending or positive test results, or potential exposure.

Remote instruction may become necessary without notice if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a webcam and microphone (built into Mac Powerbooks) to participate in fully remote portions of the class. Information on how to be successful in a remote learning environment can be found at [https://online.unt.edu/learn](https://online.unt.edu/learn).

Students are required to have computer access, Web browser software, and Internet connectivity. Phones and tablets may be used as supplementary devices, but not for primary video conferences and Zoom screen-sharing. Zoom will be the classroom’s video conference...
The College of Visual Arts and Design is devoted to the principle of freedom of expression, artistic and otherwise, and it is not the college’s practice to censor works or ideas on any of the following grounds including but not limited to: situations, actions, and language that can be personally challenging or offensive to some students. Students who might feel unduly distressed or made uncomfortable by such expressions should withdraw at the start of the term and seek another course.

Having design work accepted into judged student competitions helps build credibility as a young designer. Plan to enter your student work in at least two (2) student competitions per academic year. Work with subject matter instructors to determine the most appropriate shows to enter. Always include winning accomplishments on your resume and feature this recognized work in your portfolio.

The Instructor reserves the right to make adjustments/changes to the course syllabus with or without notice.
"I acknowledge that I have read the course syllabus. I understand the course structure, grading, attendance policies, as well as the risk factors involved. I hereby agree to the syllabus and its provisions."

"I agree to allow UNT and professors permission to reproduce my student work for any educational and promotional purposes without compensation."

and

"I give permission to UNT and professors to use my image and/or voice and/or words in video, photographic, and computer-generated presentations ("Digital Resources") as a part of electronic course delivery, without compensation for any lawful purpose in any form or media."

_NAME (PRINT)_

_SIGNATURE_

_DATE_
the syllabus // sixteen weeks of identity and branding //

WEEK 1: 1.14–16

TUESDAY

OVERVIEW: Class policies, syllabus and projects

READ: Part 1: Basics: come to class prepared to discuss reading assignment next Thursday in class

ASSIGN: Client research EXERCISE 1A & EXERCISE 1B

THURSDAY

LECTURE: Graphic Design & Branding

ASSIGN: Assignment 1: Identity Development: Visual Identity Development & Design

DUE: Client research EXERCISE 1A & EXERCISE 1B IN PROCESS. WHAT'S YOUR PLAN OF ATTACK?

WEEK 2: 1.21–23

TUESDAY

LECTURE: Graphic Design & Branding

ASSIGN: Review reading Part 2: Process in Designing Brand Identity

DUE: Client research EXERCISE 1A & EXERCISE 1B IN PROCESS

THURSDAY

LECTURE: Identity marks: lettermarks, logotypes, representative symbols, non-representative symbols, combination marks; show examples

DUE: Final client research document: report/presentation for client research Exercise 1a & Exercise 1b—client research process. See assignment for details

ASSIGN: Assignment 1: Identity Development: Visual Identity Development & Design

ASSIGN: Sixty (60) representative symbol thumbnails. Explore concept, forced connection and metaphorical solutions first; ideas are more important than form at this stage. Work in class with creative brainstorming techniques. Introduce the matrix.

WEEK 3: 1.28–1.30

TUESDAY

DUE: Sixty (60) Representative Symbols thumbnails revisions

ASSIGN: Thirty (30) Representative Symbols revisions

THURSDAY

DUE: Thirty (30) Representative Symbols thumbnails revisions

ASSIGN: Thirty (30) Representative Symbols revisions

WEEK 4: 2.4–2.6

TUESDAY

DUE: Ten (10) Representative Symbols revisions

ASSIGN: Three (3) Representative Symbols final tight pencils

THURSDAY

DUE: Three (3) Representative Symbols final tight pencils

ASSIGN: Final Representative Symbol tight pencil

ASSIGN: Final Representative Symbol (on the computer, print plotter color)
the schedule // continued //

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WEEK 5: 2.11-2.13
TUESDAY
DUE: Final Representative Symbols tight pencil
DUE: Computer implementation of representational symbol mark plotter color output, revisions as necessary
ASSIGN: Revisions to final Representative symbol (on the computer, print plotter color)
ASSIGN: 25 Typographic studies (on the computer) for a combination mark using the Representative symbol mark

THURSDAY
DUE: 25 Typographic studies (on the computer) for the COMBINATION MARK using the final representational symbol mark, select the best directions
LECTURE: Extended paper collateral system
OVERVIEW: Assignment 2: Identity Development: Extended Collateral Design
ASSIGN: 15 sets (at G size) of thumbnail studies of the final combination mark of all three basic pieces in the collateral ensemble (letterhead, envelope & business card)
ASSIGN: 10 combination marks

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WEEK 6: 2.18-2.20
TUESDAY
LECTURE: Paper considerations for the collateral system
DUE: 15 sets (at G size) of thumbnail studies of the final combination mark of all three basic pieces in the collateral ensemble (letterhead, envelope & business card)
DUE: 10 combination marks
ASSIGN: 5 revisions to best collateral designs (at ½ size)
ASSIGN: Final combination mark to be implemented on collateral
ASSIGN: A trip to Clampitt Paper to secure paper for collateral

THURSDAY
DUE: 5 revisions to best collateral designs (at ½ size)
DUE: Final combination mark to be implemented on collateral
ASSIGN: Computer implementation of collateral pieces / revisions as necessary

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WEEK 7: 2.25-3.27
TUESDAY
LECTURE: Brand Board, Manuals, and Guidelines
DUE: Computer implementation of collateral pieces / revisions as necessary
ASSIGN: Collateral revisions
ASSIGN: Assignment 3: Brand Poster, 10 (at G size) thumbnails

THURSDAY
DUE: Collateral revisions
DUE: Brand poster, 10 (at G size) thumbnails
ASSIGN: Select the best 2 brand posters, and revise
DEMO: Collateral, final presentation
ASSIGN: Final collateral, mounted on black board
ASSIGN: Assignment 4: Visual Identity: Logotype/Lettermark
ASSIGN: Corporate logotype/lettermark client research
the schedule // continued //

WEEK 8: 3.3-3.5
TUESDAY
DUE: Final collateral, mounted on black board
DUE: Revisions to brand posters, select the best option
DUE: Corporate client research
LECTURE: Logotypes & lettermarks
ASSIGN: Tight pencil brand poster
ASSIGN: Assignment 5: Collateral Design Logotype/Lettermark
ASSIGN: 50 type studies (computer) for corporate logotype/lettermark client

THURSDAY
DUE: Tight pencil brand poster
DUE: 50 type studies (computer) for corporate logotype/lettermark client
ASSIGN: Computer implementation of brand poster
ASSIGN: 50 logotype/lettermark thumbnails

SPRING BREAK WEEK 9: 3.10-3.12

WEEK 10: 3.17-3.19
TUESDAY
DUE: 50 logotype/lettermark thumbnails
ASSIGN: 25 logotype/lettermark thumbnail, revisions
DUE: Computer implementation of brand poster revise as necessary
THURSDAY
DUE: Computer implementation of brand poster, revise as necessary
DUE: 25 logotype/lettermark thumbnail, revisions
ASSIGN: 5 logotype/lettermark rough pencil revisions (5-6 inches)

WEEK 11: 3.24-3.26
TUESDAY
DUE: 5 logotype/lettermark rough pencil revisions, select the best direction
DUE: Computer implementation of brand poster, revise as necessary
ASSIGN: Final logotype/lettermark tight pencil (8-10 inches) with color
Thursday
Due: Computer implementation of brand poster, revise as necessary
DUE: Final logotype/lettermark tight pencil (8-10 inches) with color
ASSIGN: Computer implementation logotype/lettermark

WEEK 12: 3.31-4.2
TUESDAY
DUE: Computer implementation logotype/lettermark
ASSIGN: 10 sets (at G size) of thumbnail studies of the final logotype/lettermark
(choose which mark works best) of all three basic pieces in the collateral ensemble
(letterhead, envelope & business card)
ASSIGN: Final computer generated logotype/lettermark mounted on 10 x 15 inch black
board / color and b&w
THURSDAY
DUE: 10 sets of thumbnail studies of the final logotype/lettermark collateral
DUE: Final computer generated logotype/lettermark mounted on 10 x 15 inch black
board / color and b&w
ASSIGN: 5 revisions to best logotype/lettermark collateral designs (at ½ size)
the schedule // continued //

WEEK 13: 4.7-4.9
TUESDAY
  DUE: 5 revisions to best logotype/lettermark collateral designs (at ½ size), choose the best option
  ASSIGN: Computer implementation of logotype/lettermark collateral pieces
  ASSIGN: A trip to Clampitt Paper to secure paper for logotype/lettermark collateral

THURSDAY
  DUE: Computer implementation of logotype/lettermark collateral pieces / revisions as necessary

WEEK 14: 4.14-4.16
TUESDAY
  DUE: Final set of all three basic logotype/lettermark collateral pieces in the ensemble at full size, computer generated in color / revise for next class

THURSDAY
  DUE: Final set of all three basic logotype/lettermark collateral pieces in the ensemble at full size, computer generated in color / revise for next class

WEEK 15: 4.21-4.23
TUESDAY
  DUE: Brand poster, plotter color
  ASSIGN: Revisions to brand poster, plotter color
  ASSIGN: Final logotype/lettermark collateral, mounted on black board

THURSDAY
  DUE: Brand poster revisions, plotter color
  DUE: Final logotype/lettermark collateral, mounted on black board
  ASSIGN: Final revisions to brand poster, plotter color

WEEK 16: 4.28-4.30
TUESDAY
  DUE: Brand poster revisions, plotter color
  ASSIGN: Final revisions to brand poster, plotter color

THURSDAY
  DUE: Final brand poster

WEEK 17: 5.5-5.7 FINALS