Ades 2520
Graphic Design

The syllabus // sixteen weeks of identity and branding //

Course Description
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
Alina Wheeler, Designing Brand Identity
Communication Arts

Course Objectives
1. Review: communication design process, creative problem solving methodologies, strategy development and iterative thinking, typography terminology, color theory, creative teams.
2. Introduce the concept of graphic design in practice as a career choice.
3. Engage in expanded use of creative methodologies for conceptual thinking.
4. Develop concepts of target audience identification and ethnographic studies.
5. Engage in strategic brand thinking as it relates to identity development.
6. Produce identity collateral 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
Students’ final grades 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: Visual Identity: Image Mark: 25%
Assignment 2: Collateral Design: 20%
Assignment 3: Brand Poster (Boutique Client): 20%
Assignment 4: Visual Identity: Logotype/Lettermark (Corporate Client): 25%
Assignment 5: Applied Logotype/Lettermark to Artifact (Corporate Client) 10%

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.
the syllabus // continued... //

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

ACADEMIC INTEGRITY

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

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. 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). 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. 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).

DISABILITY ACCOMMODATION

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.
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.

You must use your unt email address to communicate with professors. You may forward your unt email to a private email 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 doing 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.

Each University of North Texas student is entitled to certain rights associated with higher education institutions. See unt.edu/csrr for further information.

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.”
the syllabus // continued... //

**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 deanofstudents.unt.edu/conduct.

**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 email from "UNT Spot Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at www.spot.unt.edu or email 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.

**Succeed 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.

**Succeed in the Classroom**

You are expected to bring work to class each day. We only meet two days a week so it’s imperative for your success to get regular feedback. I also understand it’s difficult to juggle classes and work and on occasion those worlds collide. You’ll be allowed (2) days each semester to come to class without work. The (3rd) day you come to class without work, your final grade will be dropped by one letter.

Instructor reserves the right to make adjustments/changes to the course syllabus with or without notice.
the contract  // sign it! //

I acknowledge that I have read the course syllabus. I understand the course structure, grading, attendance policies, as well as the risk factor rating. I hereby agree to the syllabus and its provisions.

“I agree to the terms and conditions outlined in the Permission to Use Student Work contract.”

and

“I agree to the terms and conditions outlined in the UNT Legal Model Release Form contract.”

NAME (PRINT)

SIGNATURE

DATE
the schedule // sixteen weeks of identity and branding //

WEEK 1: J 14
MONDAY
OVERVIEW: Class policies, syllabus and projects
OVERVIEW: Assignment 1: Identity Development—Visual Identity Development and Design
ASSIGN: Client research EXERCISE 1A & EXERCISE 1B

WEDNESDAY
LECTURE: Graphic Design & Branding
ASSIGN: Review reading Part 2: Process in Designing Brand Identity
DUE: Client research EXERCISE 1A & EXERCISE 1B in process

WEEK 2: J 21
MONDAY
Martin Luther King Jr. Holiday, no class

WEDNESDAY
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: 60 representative symbol thumbnails. Explore concept, forced connection and metaphor-ical solutions first; ideas are more important than form at this stage.
Work in class with creative brainstorming techniques. Introduce the matrix.

WEEK 3: J 28
MONDAY
DUE: 60 representative symbol thumbnails revisions
ASSIGN: 30 representative symbol revisions

WEDNESDAY
DUE: 30 representative symbol thumbnails revisions
ASSIGN: 10 representative symbol revisions

WEEK 4: F 4
MONDAY
DUE: 10 representative symbol revisions
ASSIGN: 3 representative symbol final tight pencils

WEDNESDAY
DUE: 3 representative symbol final tight pencils
ASSIGN: Final representative symbols tight pencil
ASSIGN: Final representative symbol (on the computer, print plotter color)
the schedule // continued //

WEEK 5: F 11
MONDAY
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

WEDNESDAY
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 ¼ 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

WEEK 6: F 18
MONDAY
LECTURE: Paper considerations for the collateral system
DUE: 15 sets (at ¼ 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

WEDNESDAY
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

WEEK 7: F 25
MONDAY
LECTURE: Brand books & posters
DUE: Computer implementation of collateral pieces / revisions as necessary
ASSIGN: Collateral revisions
ASSIGN: Assignment 3: Brand Poster, 10 (at ¼ size) thumbnails

WEDNESDAY
DUE: Collateral revisions
DUE: Brand poster, 10 (at ¼ 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: M 4
MONDAY
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: Applied Logotype/Lettermark to Artifact
ASSIGN: 50 Typographic studies (on the computer) for corporate logotype/lettermark client

WEDNESDAY
DUE: Tight pencil brand poster
DUE: 50 Typographic studies (on the computer) for corporate logotype/lettermark client
ASSIGN: Computer implementation of brand poster
ASSIGN: 50 logotype/lettermark thumbnails

SPRING BREAK WEEK 9: M 11

WEEK 10: M 18
MONDAY
DUE: 50 logotype/lettermark thumbnails
ASSIGN: 25 logotype/lettermark thumbnail, revisions
DUE: Computer implementation of brand poster revise as necessary
WEDNESDAY
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: M 25
MONDAY
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
WEDNESDAY
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: A 1
MONDAY
DUE: Computer implementation logotype/lettermark
ASSIGN: 20 thumbnails application of the logotype/lettermark to appropriate artifact
ASSIGN: Final computer generated logotype/lettermark mounted on 10 x 15 inch black board / color and b&w
WEDNESDAY
DUE: 20 thumbnails application of the logotype/lettermark to appropriate artifact
DUE: Final computer generated logotype/lettermark mounted on 10 x 15 inch black board / color and b&w
ASSIGN: 5 revisions to best application of the logotype/lettermark to appropriate artifact
the schedule // continued //

WEEK 13: A 8
MONDAY
DUE: 5 revisions to application of the logotype/lettermark to appropriate artifact, choose the best option
ASSIGN: Computer implementation of application of the logotype/lettermark

WEDNESDAY
DUE: Computer implementation of application of the logotype/lettermark / revisions as necessary

WEEK 14: A 15
MONDAY
DUE: Computer implementation of application of the logotype/lettermark / revise for next class & brand poster in progress

WEDNESDAY
DUE: Computer implementation of application of the logotype/lettermark / revise for next class & brand poster in progress

WEEK 15: A 22
MONDAY
DUE: Brand poster, plotter color
ASSIGN: Revisions to brand poster, plotter color
ASSIGN: Final application of the logotype/lettermark, mounted on black board

WEDNESDAY
DUE: Brand poster revisions, plotter color
DUE: Final application of the logotype/lettermark, mounted on black board
ASSIGN: Final revisions to brand poster, plotter color

WEEK 16: A 29
MONDAY
DUE: Brand poster revisions, plotter color
ASSIGN: Final revisions to brand poster, plotter color

WEDNESDAY
DUE: Final brand poster

WEEK 17: M 6 FINALS