AD 1510.503

Type: 1

**The Syllabus // sixteen weeks of typographic greatness //</p>

**Course Description**

Type 1: 3 Hours. Students will learn about typography as both conceptual and plastic form, and as hierarchical systems. The course will be structured around lectures, demonstrations, extensive studio work and critiques. Traditional and digital techniques will be used over the course of the semester.

**Prerequisite**

Students must be concurrently enrolled in ADES 2515 and must have successfully completed ADES 1540.

**Books: Required**

- *Lettering & Type*, by Bruce Willen & Nolen Strals
- *Typeface: Classic Typography for Contemporary Design*, by Tamye Riggs
- *Thinking with Type: A Critical Guide for Designers, Writers, Editors & Students*, by Ellen Lupton
- *Type Matters!* by Jim Williams

**Course Objectives**

A Define and demonstrate a mastery of typography, parts of characters, appropriate type selection, typographic measurement systems, leading, posture, weight, size, kerning, word spacing, alignment, line length, type rendering, visual hierarchy, typographic manipulation, communication with type, type identification, typographic awareness.

B Demonstrate a mastery of the design process: concept, thumbnails, pencil roughs or sketches, tight pencil comprehensives (comps), and computer generated comprehensives.

C Demonstrate a mastery of the elements and principles of design: composition, balance, contrast, repetition, movement, dominance, tension.

D Demonstrate a mastery of the principles of Gestalt: figure/ground (form/counterform), unity, repetition, similarity, closure, continuity, proximity.

**Course Structure**

This class will be extremely demanding in mental focus and commitment involving many hours of homework. 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. Students must participate in the Sophomore Portfolio Review in December in order to pass this course.

**Grading & Evaluation**

Maximum number of points a student can earn for design and concept is a total of 100%.

Maximum number of points a student can lose for the following is 20% of the grade.

You will be graded on the following criteria:

- **Craft**: supercomps 15; presentation 15; technical proficiency 15; design/ideation 15
- **Performance**: attitude 15; deadlines 15; participation 15; engagement 15; proactivity/curiosity 15
- **Professionalism**: presentation 15; follows instructions 15; critique 15; class interaction 15

**Assignment 1**: Monogram 15%
**Assignment 2**: Typographic Mashup 20%
**Assignment 3**: Evocative Typography 25%
**Assignment 4**: Type Poster 35%

**Research**: Type Research pdf, Zoom quiz 5%
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**ACCESS**
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 email: eagleconnect.unt.edu

**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’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. 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 two unexcused absences will be accepted. The third unexcused absence will lower your final semester grade by one letter grade. The forth unexcused absence will lower your grade by two letter grades. The fifth unexcused absence will lower your grade by three letter grades and so on.**

A total of six 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 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.

**DISABILITY ACCOMMODATION**
The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable 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 reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability at unt.edu/oda. You may also contact ODA by phone at (940) 565-4123.

**EMAIL**
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.

**EMERGENCIES**
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.untsystem.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. If the university is closed for more than one day, you should check the UNT website at www.unt.edu, the UNT Facebook page and @UNT_EagleAlert for the latest information.
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FINANCIAL AID
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 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.

GRADING POLICY
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
Academic Integrity Standards and Consequences. According to unt Policy 06.003, 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 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. According to the unt catalog, the term “cheating” includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term “plagiarism” includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent acknowledgment of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Plagiarism is also literary or artistic theft. It is the false assumption of authorship; the wrongful act of taking the product of another person’s mind and presenting it as one’s own. Copying someone else’s writing or art, intact or with inconsequential changes, and adding one’s name to the result constitutes plagiarism.

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.

SEXUAL HARASSMENT
UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and unt policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking and/or sexual assault, there are campus resources available to provide support and assistance. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648.
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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 FEEDBACK
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, 14 and 15 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 spot.unt.edu or email spot@unt.edu.

SUCCEED AT UNT
UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grow. 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. Get prepared. Get involved. Stay focused. To learn more about campus resources and information on how you can achieve success, go to success.unt.edu.

TECH REQUIREMENTS
Students will need to purchase individual licenses for Adobe Creative Suite software to work remotely on personal computers. If you need financial assistance for this purchase, you may apply for emergency funds via the CARE act funding link at UNT. Students are required to have computer access, web browser software, and a hi-speed internet connection for this course. Ethernet (also called hard-wired) connectivity is preferred as it will offer a stable connection compared to WiFi. If a hard-wired connection isn't possible, WiFi will suffice. Additional requirements include a microphone and camera access for audio and video capabilities. These features come standard on most computers. Canvas (UNT) and Dropbox (link to be provided) navigation will be required. Phones and tablets may be used only as supplementary devices, but not for primary video conferences and Zoom screen sharing. Zoom on your primary computer desktop will be the classroom’s designated video conference software. Please be familiar beforehand with various Zoom features available within the Web application. Test your own technical setup before classes begin. Online training within Zoom is available. It is highly recommended that you have access to a high-resolution scanner for some of these assignments. Scanner functionality is generally built-in to most desktop printers. Additional scanning software features can be accessed through Adobe Photoshop. Adobe also offers mobile applications for creating useful digital textures and brushes. You can find these in the mobile app store that is compatible with your mobile phone platform.

UPDATES & CHANGES
Instructor reserves the right to make adjustments/changes/updates to the course syllabus with or without notice.
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ZOOM ETIQUETTE

- Arrive five minutes early.
- Run a tech test before class begins.
- Stage your video area—more light is better.
- Dress appropriately for class.
- Turn your video on and engage in class conversations. (Exception: If you don’t have enough bandwidth it’s ok to turn your video off.)
- Sign in with your full name as listed on the class roster. If you don’t provide your full name you won’t be admitted to class. If you’ve changed your name to reflect gender identity, send a private message to alert your professor.
- Try to look into the camera and remember to adjust the camera to eye level.
- Raise your hand to notify your professor you’d like to ask a question.
- Find a quiet space, but also one where you can speak up when called upon.
- Stay muted if you’re not talking.
- The Zoom chat is not private. Don’t type things you don’t want others to see.
- Please don’t eat during class. Breaks will be given periodically.
- Don’t multitask conducting other business or academic activities during class.
- Stay focused and participate.
- Don’t invite other people who aren’t in the class.

If we lose our connection, don’t go away or assume class is over. I’ll reconnect and if we need to pivot to a plan b, I’ll post an announcement in Canvas. Crossed fingers we don’t have too many issues this semester.
the schedule // sixteen weeks of typographic greatness //

WEEK 1 :: 8/24
M
INTRO: Syllabus, attendance, required books and supplies
READING: *Lettering & Type*, pages 1-35
Thinking with *Type*, Letter, pages 11-38
LECTURE: Monogram assignment
ASSIGN: 40 monogram thumbnails, 20 (serif typeface), 20 (sans-serif typeface)

W
CRITIQUE: 40 monogram thumbnails, 20 (serif typeface), 20 (sans-serif typeface)
ASSIGN: 20 monogram revisions, (10 serif/10 sans-serif)
LECTURE: Typographic anatomy

WEEK 2 :: 8/31
M
CRITIQUE: 20 monogram revisions, (10 serif/10 sans-serif)
ASSIGN: Select best 4 directions: full-size tight pencils, (2 serif/2 sans-serif)

W
CRITIQUE: 4 monogram full-size tight pencils, (2 serif/2 sans-serif)
ASSIGN: Pen tool (Illustrator) full-size monograms black and white (1 serif/1 sans-serif)
ASSIGN: Typographic anatomy worksheet

WEEK 3 :: 9/7
M
LABOR DAY HOLIDAY

W
CRITIQUE: Pen tool (Illustrator) full-size monograms (1 serif/1 sans-serif)
ASSIGN: Revisions/final monograms
DUE: Typographic anatomy worksheet

WEEK 4 :: 9/14
M
DUE: Revisions/final monograms
DEMO: Compiling case study pdf for project

W
DUE: Final Monogram assignment files and case study pdf
LECTURE: Typographic Mashup assignment
ASSIGN: 20 thumbnails: 10 for each typeface, due beginning of next class
the schedule // continued //

WEEK 5 :: 9/21
M  
CRITIQUE: 20 thumbnails  
ASSIGN: Revise 20 thumbnail studies, due beginning of next class

W  
CRITIQUE: 20 thumbnails, select best 2 solutions  
ASSIGN: 3 tight pencil iterations of the best 2 solutions, (1 inch cap height) due beginning of next class

WEEK 6 :: 9/28
M  
CRITIQUE: 3 tight pencil iterations of the best 2 solutions, select best 2 options  
ASSIGN: Final tight pencil of the final two solutions, (2 inch cap height)

W  
CRITIQUE: Final tight pencil of the final two solutions, (2 inch cap height)  
ASSIGN: First vector iteration of final two solutions

WEEK 7 :: 10/5
M  
CRITIQUE: First vector iteration of final two solutions, revise for final presentation next class

W  
CRITIQUE: Final vector iteration of two solutions  
ASSIGN: Final revisions, case study pdf and family genealogy chart  
DEMO: Adding final type mashups to typographic genealogy chart

WEEK 8 :: 10/12
M  
DUE: Final Type Mashup assignment to include: case study pdf and family genealogy chart  
LECTURE: Evocative Type assignment  
ASSIGN: Research (digital composition studies + word list) and generate 30 thumbnails  
READING: Lettering & Type, Designing Typefaces pages 97-121

W  
CRITIQUE: Research (digital composition studies + word list) and 30 thumbnails  
ASSIGN: 10 revisions, migrating to rough pencils from thumbnails
the schedule  //  continued  //

WEEK 9 :: 10/19

M
CRITIQUE:  10 rough pencils
ASSIGN:  3 tight pencils

W
CRITIQUE:  3 tight pencils, select best direction
ASSIGN:  Begin pen tooling and explore 15 color studies

WEEK 10 :: 10/26

M
CRITIQUE:  Evocative pen tooling and color studies
ASSIGN:  Revisions

W
CRITIQUE:  Evocative pen tooling and color studies
ASSIGN:  Final revisions and case study pdf
LECTURE:  Type Poster assignment, plastic evocative nature of type
ASSIGN:  Research for typographic poster design
ASSIGN:  Twenty-five appropriate typeface selections for your assigned poster
READING:  Lettering & Type, Creating Letters pages 46-74
          Thinking with Type, Text & the Grid, pages 61-160

WEEK 11 :: 11/2

M
DUE:  Final Evocative Type assignment and case study pdf
CRITIQUE:  25 typeface options
ASSIGN:  30 thumbnail explorations. (3 x 4.5 inches)
ASSIGN:  Research for typographic poster design
LECTURE:  Visual hierarchy

W
CRITIQUE:  30 thumbnail explorations. (3 x 4.5 inches)
ASSIGN:  Revisions: 5 quarter-size explorations of selected work from critique (6 x 9 inches)

WEEK 12 :: 11/9

M
CRITIQUE:  Revisions — 5 quarter-size explorations. (6 x 9 inches)
ASSIGN:  Revisions: Select best two directions, sketch final tight pencils (6 x 9 inches)
ASSIGN:  20 color palette studies
LECTURE:  Color in amounts/color inspiration

W
CRITIQUE:  Final tight pencil & review 20 color palettes, color revisions as necessary
ASSIGN:  Computer implementation of best direction
READING:  Type Matters!
the schedule // continued //

WEEK 13 :: 11/16

M
CRITIQUE: Computer implementation of best direction
ASSIGN: Revisions

W
CRITIQUE: Computer implementation
ASSIGN: Revisions

WEEK 14 :: 11/23 (THANKSGIVING)

M
CRITIQUE: Computer implementation
ASSIGN: Revisions

W
THANKSGIVING HOLIDAY

WEEK 15 :: 11/30 (SOPHOMORE REVIEW)

M
CRITIQUE: Computer implementation
ASSIGN: Final revisions, to poster and final pdf process file

W
Final full-size Type Poster assignment 24 x 36 inches digital file and pdf process file

TH
SOPHOMORE
REVIEW: Work from Type 1 / Image Making & Color Theory will be reviewed

WEEK 16 :: 12/7 (FINAL: AGREED UPON FINAL MEETING TIME)

DUE: Typeface Research. Final meeting/Zoom quiz.