

Fall 2009
myweb.csuchico.edu/~farmstrong

Digital Pre-publishing 1
CDES-282

Section 01-02

Monday and Wednesday, 9:00 – 10:50 am
THMA-226

Section 03-04

Tuesday and Thursday, 10:00 – 11:50 am
THMA-226

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Tuesday and Thursday, 12:00 – 1:50 pm

Wednesday, 11:00 – 11:50 am

Course Outline

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Course Description

This course is an introduction to digital typography and pre-publishing, using Adobe InDesign and Acrobat on Macintosh computers. During the semester, we'll study digital fonts and typography, document construction and image processing. Our discussions will focus on developing an awareness of typographic attributes and the interdependency of design and production in a digital environment.

Prerequisite

CDES-281, Print as Digital Output Medium

Structure

The Macintosh Design studio (THMA-226) is reserved for students currently enrolled in CDES-282 during scheduled class sessions. One additional independent hour per week, individually arranged during the posted open-lab hours, is required to work on assignments. This studio is not available to you at any other time, particularly during other class sessions.

The course is divided into four units. Each unit has several topics coordinated with a project assignment (see Syllabus).

At the beginning of each class session, view the Syllabus and select the topic for that date. You'll find a written lecture topic, instructions for a portion of the current project assignment and a studio activity (InDesign tutorial).

We would like you to feel comfortable, creative and productive during studio sessions. If you want to listen to music on your i-pod, mp3-player or cd-player, please be respectful of other students by wearing headphones or earbuds.

For additional information, see the Syllabus for [Section 01-02](#) or [Section 03-04](#).

Website

Course material (outline, syllabus and project assignments), grades and other resources are available by selecting one of the hyperlinks located in the left column on every page.

Bibliography

Required

James Felici, *The Complete Manual of Typography* (Z250 F448 2003)

Adobe InDesign CS3 Classroom in a Book @ www.safaribooksonline.com

MLIB Reserve

Bob Gordon, *Making Digital Type Look Good* (Z250.7 G67 2001)

David Jury, *About Face, reviving the rules of typography* (Z246 G84 2002)

Supplies and Archiving

You'll need to archive your work on some form of removable media (an external firewire drive (iPod) or a USB flash/jump drive) or file server (gmail.com account). Save your work frequently (to the Student Work folder on the desktop) and copy your files regularly (daily) from the Student Work folder to your choice of removable media or file server.

Assignments

Each of the four project assignments will be described in a separate document. For additional information, see [Project Assignments](#).

Your Adobe InDesign document file for each project assignment is due (submitted via file server) at the beginning of class on the date indicated in the Syllabus. Project grades will be weighted 20% (#1), 25% (#2), 25% (#3) and 30% (#4).

Reading Assignments should be completed before class begins on the date indicated in the Syllabus.

Outside the scheduled studio sessions, plan at least four additional hours per week: approximately two hours for working on project assignments in the computer lab during open-lab hours and another two hours for reading assignments.

Examinations

There will be four exams (including midterm and final) during the semester, each taken upon completion of a project assignment. Exams will assess your understanding of the material by asking you to answer multiple-choice questions and solve situational problems, based on the studio activities and reading assignments described in the Syllabus. Exam grades are the preparation component (30%) of project grades.

Make-up exams (#1, #2 and #3) will be given only during the following class session.

Section 1, Final Exam:

Monday, 14 December, 10:00 – 11:50 am, THMA-226

Section 2, Final Exam:

Friday, 18 December, 10:00 – 11:50 am, THMA-226

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Intellectual Property

The creative digital products that you design as project assignments in this course are your property. Sometime in the future, we may want to publish accredited examples of student work for this course in print or on the Web. If, for any reason, you would not want us to publish your work for this course, please let your instructor know in writing (e-mail) before the end of the semester. Your decision, concerning your permission for us to publish your work, will not affect on your grade in this course.

Communication

An e-mail account is **required** for this course. Please send an e-mail message to your instructor, indicating your course and section number, your department/option and an alphanumeric "pin" (unique personal identification number created with any number of characters) for viewing your grades online. For your own protection, the pin you create should not be any portion of your name, e-mail address, phone number, driver's license number, birthday or Social Security number.

If you normally use a private ISP (AOL, earthlink, hotmail, etc), please set [WildcatMail Forwarding](#) to automatically forward e-mail to your active account.

Please set your wireless phones to "vibrate" or "silent" during class. If you need to make or receive a call during class, please talk outside the studio.

Disability Support Services

Please let your instructor know if you have any learning or physical disabilities that might affect your performance in this course. If you have a documented disability that may require reasonable accommodation, please contact Disability Support Services (DSS). Students with disabilities are responsible for submitting all appropriate documentation and forms from the DSS office within the first week of classes. If necessary, please schedule an appointment to discuss your disability options and DSS accommodations.

CSUC Disability Support Services

530 898-5959

www.csuchico.edu/dss

CSUC Disability Support Services' Handbook for Students

www.csuchico.edu/dss/student_handbook.htm

Activity Fee

A course fee of \$30 is due by 5:00 pm on Friday, 18 September, payable at Kendall Hall. If payment is not received by that time, a late fee of \$20 will also be due.

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Computer Lab Policies

For information concerning policies on access and use of the CDES Computer labs, see the CDES Facilities Policies.

Evaluation Criteria for Project Assignments

Preparation (30%) – performance on examinations.

Process (20%) – ability to understand and apply concepts discussed during studio activities (InDesign lessons)

Product (30%) – ability to develop thoughtful solutions and demonstrate technical skill through craft and quality of [Project Assignments](#).

Professionalism (20%) – participation (asking questions) during group discussions, demonstrations, contributions to [Glossary](#) and other [Resources](#); work habits (including punctuality and attendance) and communication skills; accuracy of spelling and grammar in written documents (e-mail messages and project assignments); ability to follow instructions and meet deadlines, outlined in the Syllabus.

For your individual exam and project grades, as well as a current arithmetic-mean calculation, see [Grades](#).

Grading System

3.76 to 4.00 = A
3.51 to 3.75 = A–
3.26 to 3.50 = B+
2.76 to 3.25 = B
2.51 to 2.75 = B–
2.26 to 2.50 = C+
1.76 to 2.25 = C
1.51 to 1.75 = C–
1.26 to 1.50 = D+
0.76 to 1.25 = D
0.51 to 0.75 = D–

Academic Policies

For information concerning academic policies, such as attendance or add-drop procedures, see the CSUC Academic Policies and Regulations.

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Furlough Days

Due to extraordinary budget cuts to the CSU system, fees to students have been increased, many sections have been cut and faculty will be required to take nine furlough days each semester. Unfortunately, these furlough days mean that I will be unable to include all elements of this class that I believe would provide the best educational experience for you.

The following days have been identified as my fall furlough days, which means that I will not be available for class, office hours or email on these days.

- > Tuesday, 09.08 (campus-wide State Budget Closure Day)
- > Monday, 09.21 (personal furlough day)
- > Thursday, 10.01 (personal furlough day)
- > Thursday, 10.15 (campus-wide State Budget Closure Day)
- > Thursday, 10.29 (personal furlough day)
- > Monday, 11.02 (campus-wide State Budget Closure Day)
- > Thursday, 11.19 (personal furlough day)
- > Wednesday, 12.02 (personal furlough day)
- > Monday, 12.07 (personal furlough day)

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