GRPH 2309.101 CL
Digital Pre-Press
Fall 2022
Monday and Wednesday 9:30 AM - 12:20 PM
STEAM 137

INSTRUCTOR INFORMATION

Instructor: Coleena Jackson

E-mail: cjackson@com.edu

Phone: 409.933.8535 office

Office: 225-62 STEAM Building

Office Hours: MW 12:30 PM-2:30 PM, TTH 1:00 PM-2:00 PM

Course Communication: Students can email me directly at cjackson@com.edu. When you email me, please put the class you are in within the email.
Please keep in mind I will most likely not respond past 8 pm and on weekends. So please plan ahead if you need help. Also, please note that you should check your COM email daily!

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.
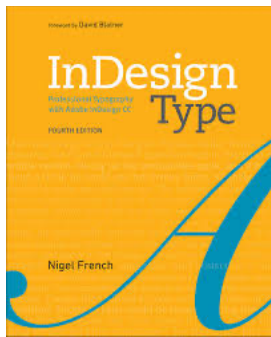
COURSE INFORMATION

Required Textbooks:

InDesign Type Professional Typography with Adobe InDesign 4th *Edition*
By: Nigel French
Published by Adobe Press
ISBN: 13: 978-0-13- 484671-2

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Required Subscription Lynda.com:
As in all other classes students are required to have a subscription to Lynda.com. Lynda.com will be used as an online learning module in this course and you will be required to show proof of completing the following titles:
InDesign 2022 Essential Training
InDesign Layout and Composition

Required Supplies
1. 3M Spray 77 Adhesive
2. Xacto Knife with additional blades
3. Flash Drive
4. 1 12 x 15 Manila Clasp envelope for turning in the project
5. Earbuds for viewing lynda.com videos when in the lab
6. Sketch Pad
7. Money for printing off campus (estimated $35)
8. Lynda.com subscription (free through Houston Public Library)
9. Access to a computer, internet, and software like MS Office or Adobe Creative Cloud. Adobe is provided free of charge, and you will receive an email from Adobe to your COM email with a link to get set up. The login will use your COM username and password. Please make sure to check during the first week of class to make sure your Adobe login is working.

COURSE DESCRIPTION

Theory and techniques for pre-press preparation using industry-standard software for final file output. Topics include the procedures and problems involved in computer file preparation ranging from trapping, color separations, and resolutions to printing basics and service bureaus. Prerequisites: ARTS 2314, ARTC 1302, or Instructor Approval.

COURSE REQUIREMENTS

Goals of this Course

An Advisory Committee of professionals that work within the Graphic Arts industry has determined goals for this course. This course is designed to introduce or build on the principles of page layout and design. Students will learn the fundamentals of an industry-standard layout application including workspace, menus, palettes, document setup, tools, navigation, and printing procedures. Students will complete all lessons and projects assigned by the instructor and design quality, professional-level printed pieces.

Student Personal Responsibilities

1. Participate in course discussions and critiques
2. Purchase the textbook
3. Attend in-class lectures and complete the classroom drills
4. Complete all projects, on time and in a professional manner, with quality and attention to detail.
5. Attend all scheduled classes; attend any field trips or guest lectures.
6. Have two professional copies of your magazine made
7. Complete and turn in Lynda.com Certificates

DETERMINATION OF GRADE

Grading System

Items	Points	% Of Grade	Location
Lynda.com assigned titles	100	10	**Homework**
Develop a Masthead and Cover	100	10	**Face2face**
Build an Imposition	100	5	**Face2face**
Black and White Print	100	5	**Face2face**
Electronic File	100	25	**Face2face**
Color Print	100	5	**Face2face**
Typography, Layout, and Design	100	40	**Face2face**
Total	**700**	**100**	

Please Note: (grades and projects are subject to change)
All typos will represent -5 points. (Typos include misspelled words, superfluous words/letters, extra spaces, double returns, etc.)

In an effort to give back to our community, and give students real-world client experiences, we may take on a "real community" project. This changes from semester to semester, but if the instructor has the opportunity to work with a "real client" we will. Grading will be realigned to the outcomes of that project, and students will be made aware of changes via blackboard grade center and class discussion.

In the classroom as in business, the need may arise for students to go beyond the given instructions or directions. Therefore, additional resources will be helpful to the student. These may include additional Lynda.com videos, textbook resources in the labs, videos, and help from classmates or instructor.

Grading Scale:

90 - 100% = A

80 - 89%   = B
70 - 79%   = C
60 - 69%   = D
Any grade below 60 is an F

COURSE POLICIES AND GUIDELINES

Attendance:
Roll will be taken each class period; 100% attendance is expected. More than 5 missed classes may result in a student being dropped from the course. The only exception to this rule is death within the immediate family or a note from the Doctor. Students missing more than 4 class days will drop one letter grade at the end of the semester. For example, an A student will drop to a B, a B student will drop to a C, and a C student will drop to a D.

Tardiness:
Tardiness after 20 minutes is considered an absence.

Make-Up Policy: Make-up Exams or Assignments are not allowed without the consent of the instructor. Any deviation from this policy would be only for extenuating circumstances, which are substantiated and approved as a special case by the instructor at the request of the student.
All instruction missed is the responsibility of the student.
All work given a deadline will include -10 points for late work.
If given makeup or retake tests will include -10 points.

Extra Credit: There is no extra credit in this course

Concerns/Questions Statement: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact the Fine Arts Department Chair, Paul Boyd at 409-933-8342, pboyd@com.edu

COURSE SCHEDULE

Week	Date	Lecture	Critiques	Name of Assessment
		**Module 1_Research and Masthead Design**		
1	8/22	Read Syllabus, Course Overview, Schedule, Magazine Project Overview, Sample Layouts		
2	8/29	Examine types of magazines, sample of mastheads, determine your magazine, target audience, magazine name	Masthead	First draft Masthead due

**Module 2_Imposition**				
3	9/5 9/7	Labor Day COM Closed Produce masthead, create imposition, collect/write articles for magazine	Imposition	
**Module 3_Production**				
4	9/12	Produce front cover design	Front cover	Imposition due 9/14 Front cover design due
5	9/19	Produce inside front cover design	Ad	**Lynda.com Certificate Due** *InDesign Design and Composition*
6	9/26	Produce inside back and back cover design	Ad	
7	10/3	Production of inside pages of magazine		**Lynda.com Certificate Due** *InDesign 2022 Essential Training*
8	10/10	Production of inside pages of magazine	Instructor to review and critique electronic file	
**Module 4_Proofing and Preflight**				
9	10/17	Image Correction, continue production of inside pages	Review file	
10	10/24	Proofing, continue production of inside pages	Review file	Your magazine should be completed by the end of this week.
**Your magazine should be completed by the end of week 10**				
**Module 5_Printing**				
11	10/31	Proofing and print B&W of magazine		10/31 Print B&W off campus

				<mark>**11/2 B&W Due bring to class**</mark>
12	11/7	Proof B&W and prepare to print color		
13	11/14	**Print color magazine off campus**		11/14 Print Color off campus <mark>**11/16 1st Color print due bring to class**</mark>
14	11/21	Proofing and final reprints		<mark>**11/23 Print 2nd color copy off campus**</mark>
		Module 6_Presentations		
15	11/28	Presentations		<mark>**11/30 Final Presentation**</mark>
16	12/5	Package and turn in all files		Package and turn in all files

NOTE: The course Schedule is subject to change. But, will be communicated online and in class.

COURSE COMMUNICATION

Course Communication: As stated on page 1

In-Class: Please feel free to approach me with questions in class. Communication between us regarding your designs will be much easier if we handle it within the classroom. Please discuss your design ideas, show me your thumbnails, layouts, etc. during class time or my office hours when we can work one-on-one.

FORMAT OF LEARNING ACTIVITIES & ASSIGNMENTS
Teaching Methods: In order to accomplish the educational purpose, this course will provide multiple instructional tools to assist in your learning including online video training and the Internet.

Lectures/Demonstrations: Important material from the text and outside sources will be covered in this course. You should plan to take careful notes as not all material can be found in the texts or readings.

SUCCESS TIPS FOR STUDENTS:

SOFTWARE:

Adobe Creative Cloud

Adobe InDesign CC

In the graphic arts program, we will be using the Adobe Creative Suite. Please look for an email from Adobe in your com.edu email. This email will come by the second week of class. Follow the link to set up free use of the software while enrolled in the course. The graphic arts lab will also have access to the adobe suite. You are welcome to use our labs. Please check the lab schedule posted in BB for times. Also, note there is one Mac computer in the campus library with our software. You may need to identify yourself as a graphic art student to the library staff and ask them to show you which computer has the software.

Required Lynda.com In all Graphic Art classes, faculty will reference Lynda.com videos in the classroom. This course will require Lynda.com certificates please check your D2L class for additional information about this course.

Backup Copies of Assignments: You are responsible for keeping copies of all assignments.

File Management: You are expected to have intermediate or higher-level skills in file management: the ability to create folders, move & rename folders & files, identify the type of file by its file extension, attach files to emails, and download plug-ins required for the course.

STUDENT RESOURCE:

Adobe.com

Graphic Design Rips Offs or Inspiration?

Ethics in Graphic Design

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook <https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf.

An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal. https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Michelle Brezina at 409-933-8124 or mvaldes1@com.edu. The Office of Services for Students with Disabilities located in the Student Success Center.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 5. The last date to withdraw from the 16-week session is November 18. The last date to withdraw for the 2nd 8-week session is December 1.

FN Grading: The FN grade is issued in cases of failure due to a lack of attendance, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program, you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:
If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here https://www.com.edu/community-resource-center/. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Technology Outages
When taking quizzes please make sure you are not using Wi-Fi. It is recommended that you are at a workstation that is hardwired to the Internet. Wi-Fi can fluctuate and you may lose connection. If the College loses power and servers are down, I will be made aware of the issues by the Educational Technology Dept. and will reopen a quiz if I need to. Please be proactive and take your quizzes before the deadline to avoid issues. If you forget to take a quiz that is not a technology issue, you will have a zero.

Academic Dishonesty: Any incident of academic policy will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a grade of zero on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Plagiarism: Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving a proper citation, copying directly from a website, and pasting it into your paper, and using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a grade of zero and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Resource about avoiding plagiarism:
https://www.plagiarismtoday.com/2006/08/02/web-design-plagiarism/

Plagiarism and web design: prevention and reaction

Student Learner Outcomes

Student Learner Outcomes: Upon successful completion of this course, students will:
1. Relate the fundamentals of prepress
2. Perform computer-generated file preparation for digital output
3. Troubleshoot common problems
4. Coordinate operation with service bureaus

Core Objectives: Students successfully completing this course will demonstrate competency in the following **Bolded Core Objectives**:

1. **Critical thinking skills** – to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
2. **Empirical and quantitative skills** – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
3. **Communication skills** – to include effective written, oral, and visual communication
4. **Teamwork** – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. Social responsibility – to include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
6. Personal responsibility – to include the ability to connect choices, actions, and consequences to ethical decision-making

Student Learner Outcome	Maps to Core Objective(s)	Assessed via this Assignment
1. Relate the fundamentals of prepress	Critical thinking skills	16-Page Color Magazine
2. Perform computer-generated file preparation for digital output	Empirical and quantitative skills	Electronic Prepress File
3. Troubleshoot common problems	Teamwork	Develop and imposition
4. Coordinate operation with service bureaus	Communication skills	Black and White Print