GRA 4187C – DESIGN WORKSHOP (3 Credits)

Spring 2024 | Mondays & Wednesdays, 3:00pm – 6:00pm | Room - FAC 0316

PROFESSOR INFORMATION

Marq Mervin (he/him)

1-352-273-3072 | mmervin@ufl.edu

Office Location & Hours: Room 119 | Tuesday, 12pm–4:30pm

INSTRUCTOR RESPONSE

Hey there! I'm Prof. Mervin (he/him). You can anticipate responses to emailed inquiries and questions within 48 hours. Emails received during the weekend will be answered the following Monday. Use the following Calendly link to schedule an appointment with me during my office hours: calendly.com/marq-mervin.

COURSE DESCRIPTION

Per Course Catalog: Bridges the study of design and professional practice. Emphasis on practical graphic design issues applied to real-world experiences.

Prerequisite: GRA 2111C and GRA 2208C and a BFA Graphic Design major and must have passed sophomore portfolio review.

COURSE OUTCOMES

- Encourage advanced study and application of previous graphic design learnings.

- Organize and visually articulate complex information in a meaningful manner.

- Finesse the designer's planner, strategizer, contextual, and form-giver abilities.

- Continue emphasis on identity and systems.

- Learn key issues in contemporary design discourse

- Increase understanding of the relationship of design to the economy, culture, and society.

REQUIRED/RECOMMENDED TEXTS & MATERIALS

In order for you to fully participate and meet course learning objectives, students taking graphic design courses are required to have appropriate hardware, software and access to the Internet. See this website for more details regarding hardware, software, specifications, and some purchasing options, including discounts for UF students: https://arts.ufl.edu/academics/art-and-art-history/programs/design-and-visual-communications/technology/

Because computer access is an institutional requirement, computer costs are designated as allowable costs for students who qualify for Financial Aid. Accordingly, Student Financial Affairs has added costs for access to a computer into budgets. For more information, contact your financial adviser in the Office of Student Financial Affairs directly.

You are required to have:

- Course Textbooks *(optional)*

- Adobe CC membership

- Cloud-based Storage *(iCloud, Google Drive, Dropbox, etc.)*

- External Hard Drive/USB Drive *(2GB minimum)*

- Your own laptop or desktop computer as required by the program, suitable for graphic design and production with appropriate RAM and storage capacity

- A Sketchbook *(any size)*

GRADE SCALE & BREAKDOWN

GRADE	POINTS
A	900−1000
B	800−899
C	700−799
D	600−699
F	0−599

Semester Project – 1000pts

CLASS SCHEDULE

January	WEEK 1	1/8	Welcome to Class!
		1/10	Workshop 1
	WEEK 2**	**1/15****	**No Class - MLK Day**
		1/17	Workshop 2
	WEEK 3	1/22	Work Day
		1/24	Work Day
	WEEK 4	1/29	Workshop 3
		1/31	Work Day
February	WEEK 5	2/5	Work Day
		2/7	Work Day
	WEEK 6	2/12	Workshop 4
		2/14	Work Day
	WEEK 7	2/19	Workshop 5
		2/21	Work Day
	WEEK 8	2/26	Workshop 6, Part 1
		2/28	Workshop 6, Part 2
March	WEEK 9	3/4	Work Day
		3/6	Work Day
	WEEK 10**	**3/11****	**SPRING BREAK**
		3/13**	**SPRING BREAK**
	WEEK 11	3/18	T.A. Workshop
		3/20	T.A. Workshop
	WEEK 12	3/25	T.A. Workshop
		3/27	T.A. Workshop
April	WEEK 13	4/1	T.A. Workshop
		4/3	T.A. Workshop
	WEEK 14	4/8	T.A. Workshop

		4/10	T.A. Workshop
	WEEK 15**	4/15	Work Day
		4/17**	**Work Day | Project Due Friday**
	WEEK 16	4/22	Celebration Time!
		4/24	

INSTRUCTOR POLICIES

Attendance Policy: Attendance is strongly encouraged for this course. It is your responsibility to make sure that you are up to date with your work, project submissions, and gaining what you are seeking from the course experience.

Late Assignment Policy: Work is considered late if it is submitted after the specified due date. Late assignments will not be accepted for grading.

Make Up Work Policy: Make Up Work is not offered for this course.

Extra Credit Policy: Extra Credit is not offered for this course.

Here are a few tips that will help you throughout the course:

- Check your school email address and Canvas often. I will not be contacting you at your personal email address.

- Communication is key. If a problem arises (attendance, difficulty with work, family loss, etc.), please let me know sooner rather than later. I'm happy to chat with and work with you.

- Don't be afraid to ask questions.

- Make sure your assignments follow everything as requested and are submitted on time.

- I'm a cordial person, but remember: I'm your professor, not your friend. Please respect this.

UF POLICIES

CLASS CONDUCT
I intend to facilitate an open space for you to be acknowledged, listened to, amplified, and supported. Additionally, to discuss topics that matter to each of us individually, and collectively, as people and as designers. You are a contributor in developing a safe space. We must always hold each other with respect, even when views differ. If you have any concerns, please feel free to speak with me in order to collaborate on a solution.

DISRUPTIVE BEHAVIOR
All member(s) of the University who intentionally act to impair, interfere with, or obstruct the mission, purposes, order, operations, processes, and functions of the University shall be subject to appropriate disciplinary action by University authorities for misconduct, as set forth in the applicable rules of the Board of Regents and the University and state law governing such actions. Be advised that you can and will be dismissed from class if you engage in disruptive behavior. For more information, visit: http://regulations.ufl.edu/wp-content/uploads/2012/09/1008.pdf.

HARRASSMENT
UF provides an educational and working environment that is free from sex discrimination and sexual harassment for its students, staff, and faculty (http://www.hr.ufl.edu/eeo/sexharassment.html).

ACADEMIC INTEGRITY
Academic integrity means that if you use words, images, or ideas that are not your own, you must cite them. Claiming the work of others as your own is a serious breach of professional ethics and will result in a failing grade in this class. The U F Honor Code specifies a number of other behaviors that are in violation of this code and the possible sanctions.

HONESTY POLICY
UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Click here to read the Conduct Code - https://sccr.dso.ufl.edu/process/student-conduct-

code/. If you have any questions or concerns, please consult with the instructor or TAs in this class.

TWELVE-DAY RULE
Students who participate in official athletic or scholastic extracurricular activities are permitted twelve (12) scholastic day absences per semester without penalty. In any case, it is the student's responsibility to maintain satisfactory academic performance and attendance.

RELIGIOUS HOLIDAYS
Students, upon prior notification of their instructions, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. A student who believes that they have been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure: http://www.registrar.ufl.edu/catalog/policies/regulationattendance

IN-CLASS RECORDING
Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or guest lecturer during a class session.
Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media,

book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

ACCOMMODATIONS
Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. Visit the following link to get started with the Disability Resource Center: https://disability.ufl.edu/get-started/. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

HEALTH & SAFETY
The goal of the SA+AH Health and Safety Program is to protect the health and welfare of all faculty, staff, and students and to cooperate with the University of Florida's Department of Environmental Health & Safety (EH&S). The SA+AH H&S policy and handbook is online here.

Michael Christopher is the Health and Safety administrator for the Graphic Design program. While there are very limited health and safety risks with the materials we typically use for graphic design, be aware that materials used in other areas often carry risks.

It is your responsibility to store everything you bring in the studio safely. Do not bring in any materials that are hazardous or combustible as the graphic design studios are not equipped for this type of storage. Knowingly or repeatedly storing such items in the studio may result in disciplinary action and loss of access to studio space outside of class time as well as loss of storage space.

- Batteries, some monitors, and lamps from digital projectors, if broken, may release mercury. There are no known health hazards from intact materials.

- Do not use spray adhesives or do hazardous work in the studios.

- Do not block aisles, halls or doors with stored items or when working.

- Take items which do not fit into the trash to the dumpster, follow dumpster guidelines.

- All users must follow the S+AH Container Policy (see the SA+AH Health and Safety Handbook online here.

- The GD Area policies prohibit use of hazardous materials, this applies to materials used in other areas. They may not be stored, ever, in the GD studios. Failure to adhere to these guidelines may affect your ability to use the studio unsupervised outside of regular class times.

GATOR EVALS

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

RESOURCES & TECH/EQUIPMENT

TECH & EQUIPMENT ASSISTANCE

With questions related to your computer system and technology in the Graphic Design area, you can contact our Lab Technician, Michael Christopher (mchristo@ufl.edu). He can help diagnose problems and provide solutions.

HEALTH & WELLNESS RESOURCES

U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit U Matter, We Care website to refer or report a concern and a team member will reach out to the student in distress.

Counseling and Wellness Center: Visit the Counseling and Wellness Center website or call 352-392-1575 for information on crisis services as well as non-crisis services.

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the Student Health Care Center website.

University Police Department: Visit UF Police Department website or call 352-392-1111 (or 9-1-1 for emergencies).

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the UF Health Emergency Room and Trauma Center website.

GatorWell Health Promotion Services: For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the GatorWell website or call 352-273-4450.

ACADEMIC RESOURCES

E-learning Technical Support: Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu.

Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

Library Support: Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center: Broward Hall, 352-392-2010 or to make an appointment 352-392-6420. General study skills and tutoring.

Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

Student Complaints On-Campus: Visit the Student Honor Code and Student Conduct Code webpage for more information.

On-Line Students Complaints: View the Distance Learning Student Complaint Process.