

Typography 1

FALL 2018 SYLLABUS

GRA2208c
Section 18718

Tuesday

11:45 – 2:45 PM

FAC 112

Thursday

11:45 – 2:45 PM

NRNA G514I

Instructor:

Marjorie Shropshire

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Office hours:

Tuesday 10:30-11:30 AM

(FAC 310)

COURSE DESCRIPTION

GRA 2208c is a studio course, introducing the art of visual communication: the visual realization of a most basic element of communication – the word. The history of typographic forms, principles of composition, and the expressive potential of type will be explored through readings, research, workshops, and projects. Design challenges will be approached through exploration, experimentation, selection, critique and refinement.

STRUCTURE

This course will include a combination of textbook readings, research from additional sources, analysis and critique of 'found' design, in-class workshops, and studio design production. Studio assignments will involve hand work and digital typographic design using Adobe Illustrator, Photoshop & InDesign.

You are expected to attend all classes and participate in critique of your own and others' work. Work that isn't presented at critique will be considered late. Critiques will provide an opportunity to speak in detail about concepts and ideas, to identify mistakes and discuss possible alternative solutions, and to recognize what is working well in a project.

OBJECTIVES

This course is designed to familiarize students with formal attributes including vocabulary and conventions of type in conjunction with studio work that encourages critical thought and formal experimentation.

At the end of this course, students should be able to:

- Articulate the history and antecedents of typography and written language through time
- Gain technical skills for digital and traditional type compositions
- Gain understanding of the basic principles of typography, including the selection and arrangement of type for effective legibility
- Develop effective compositions of text, information, and visuals to enhance concept
- Develop a keen sensitivity to the aesthetics of type arrangement
- Understand commonly used typographic terms (leading, point size, kerning)
- Identify letterform anatomy (serif, ascender, bowl, ligature)
- Use a variety of tools and methods to produce work (computer, scanner, photography)

TOPICS

The projects, discussions, and activities during this class will provide opportunities to engage with the following topics:

- History of typography
- Typographers past & present
- Typography vocabulary, terms, rules & conventions
- Typography as image
- Hierarchy & grid
- Anatomy of letterforms
- Expressive typography
- Typography in the environment
- Current trends & uses

GUIDELINES FOR CRAFT

How you present your work is important. Be sure your work follows these guidelines:

- Corners of mounting boards are square and sides are cut straight
- Follow the measurements for trim size provided on the project sheet
- Trimmed edges should be clean. Use a sharp blade for trimming work
- Erase all pencil marks
- How you mount your work should reflect the care taken to create it.

TEXTS AND ADDITIONAL RESOURCES

REQUIRED: *Thinking With Type* (2nd Edition) - Ellen Lupton (ORDER ONLINE)
The Fundamentals of Typography (2nd Edition) - Gavin Ambrose & Paul Harris
aiga.org (American Institute of Graphic Arts)
typographyserverd.com (good typographic examples)
typographica.org (type reviews, books, commentary)

PROCESS BOOK / FOLDER

You are required to keep a process book to document your progress throughout the semester. The process book is used for sketches, photographs, brainstorming ideas, type specimens, thumbnails, taking notes, progress steps and other material related to this course. You will turn in the process book at midterm for review and then again at the end of the semester. **Evidence of adequate notes and your design process will be factored into your overall grade.** You are encouraged to collect interesting samples of items that inspire you. THE PROCESS BOOK SHOULD BE SPECIFICALLY USED FOR THIS CLASS ONLY.

SUPPLIES (Note: Additional supplies may be needed as the semester progresses)

- Pencils, metal ruler with cork backing
- X-acto knife with No.11 blades
- Tracing paper
- Self-healing cutting mat
- Masking tape
- Access to a digital camera
- Black foam board for mounting projects. Please have (2) 20x30 sheets of foam board on hand before the first project is due.

DEADLINES

All deadlines will be announced in class.

- All projects and exercises are due on the day and time given and will be considered late when critique has begun or after work has been called for.
- Late work is not accepted. Be sure to present your work on each critique session and show your progress.
- If you are absent or tardy it is your responsibility to obtain missed information from another student in the class.

If the reason for lateness falls under the excused absence list, illness or death in the family, there will be no penalty as long as work is completed by the new agreed upon date. Please contact me prior to the due date with your explanation.

COMMUNICATION

It is the student's responsibility to frequently check their UFL e-mail, as this is the instructor's primary method of reaching students outside of class.

STUDIO NOTES

- Cell phones should be silenced before roll is taken.
- Texting and the use of social media/entertainment sites during class is prohibited.
- No spray adhesive or aerosols may be used in the studio.
- Please eat before or after class or during the break, not during class.
- Respect the studio environment and other students. Clean up after yourself.
- Contribute constructive criticism during discussions and critiques. Critique ideas, not people.
- Be honest. Dishonesty in any form (lying, cheating, plagiarizing, etc.) will not be tolerated.
- Exit quietly if you need to use the restroom – you do not need to ask.

GRADING SCALE

Grades will be assigned in accordance with University definitions; plus or minus indicate performance relative to the letter grade definition.

A	100	-	95
A -	94	-	90
B +	89	-	87
B	86	-	83
B -	82	-	80
C +	79	-	77
C	76	-	73
C -	72	-	70
D +	69	-	67
D	66	-	63
D -	62	-	60
E	59	-	and lower

A grade of C- or below will not count toward major requirements.

For more information on UF grading policies, visit:
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

GRADING & EVALUATION

Students will receive a detailed project sheet for each project outlining important dates, learning outcomes and evaluation criteria. Projects are due at the beginning of each class period on the assigned due date. Failure to meet deadlines will affect your grade in this class.

The final grade will result from:

80% – Projects: (20% for each of 4 projects). The project grade will result from: concept (including process book), form, craft, and presentation. Details will be provided on the project sheet.

20% – Professionalism: (quizzes, group presentations, attendance, participation, attitude)

Professionalism means that you bring requested supplies to class; complete and bring with you out-of-class assignments, sketches, books and notes; contribute constructive feedback during critiques and during group discussions; are prepared to discuss assigned readings; always act professionally, are punctual and meet project deadlines;

Professionalism will also be evaluated individually for each project.

- Timeliness: meet all final and intermediate deadlines. Arrive early.
- Quality and quantity: exceed the minimum, seek critique.
- Innovation: seek difference, not similarity.
- Community: collaborate, listen and share.

ATTENDANCE

This course is a studio class where attendance is vital. You are permitted 3 unexcused absences during the semester without consequence to your final grade. FOR EACH UNEXCUSED ABSENCE OVER 3, YOUR PROFESSIONALISM GRADE WILL BE REDUCED. MORE THAN 5 ABSENCES WILL RESULT IN AUTOMATIC FAILURE OF THE CLASS. 3 tardies (more than 10 minutes late) or early departures equal one absence. Students over 30 minutes late to class will be counted absent.

Attendance will be taken at the beginning of each class. If you have extenuating circumstances, inform me via e-mail as soon as possible. A doctor's note will be required in order to excuse an absence due to illness.

Because critiques will be conducted as if you are presenting work to a client, any student who is late to a final critique will not be permitted to show their work, and their final project grade will be reflected accordingly.

University guidelines for excused absences:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

ABSENCES FOR RELIGIOUS HOLIDAYS

Students will be excused from class or other scheduled academic activity to observe a religious holiday of their faith with prior notification to the instructor. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances.

12-DAY RULE

Students who participate in athletic or extracurricular activities are permitted to be absent 12 regular class days per semester without penalty. It is the student's responsibility to maintain satisfactory academic performance and attendance.

DISRUPTIVE BEHAVIOR

Be advised that you can and will be dismissed from class if you engage in disruptive behavior. Students 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.

The Dean of Students Office: <https://www.dso.ufl.edu/>

HONESTY POLICY

As a result of completing the registration form at the University of Florida, every student has signed the following statement: "I understand that the University of Florida expects its students to be honest in all of their academic endeavors and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University." The university's policies regarding academic honesty, the honor code, and student conduct related to the honor code will be strictly enforced.

Full information regarding the above mentioned policies is available at: <https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>

STUDENTS WITH DISABILITIES

Students requesting classroom accommodations must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation.

Disability office: <http://www.dso.ufl.edu/drc/>

COUNSELING SERVICES

Resources are available on campus for students who experience personal problems or lack clear career and academic goals, which interfere with their academic performance.

Find out more here:

University Counseling Center

301 Peabody Hall

Telephone: (352) 392-1575

www.counseling.ufl.edu

HEALTH & SAFETY

The School of Art + Art History Safety Manual will be reviewed in class.

Students and instructors are responsible for following policy and procedures for making art safely at all time. The entire document is available online at: <http://saahhealthandsafety.weebly.com/handbook.html>. All students are required to sign and turn in the signature page to the instructor on the first day of class. All users of the studio classrooms are expected to follow studio guidelines at all times. If you have any questions, ask your instructor.

Area Rules

- Follow all SA+AH Health and Safety handbook guidelines.
- Alcohol is not permitted (open or closed containers).
- No eating or drinking in the lab.
- Shoes must be worn at all times.
- Protective equipment must be worn for hazardous work.
- Do not block aisles, halls or doors with stored items or when working. This is a violation of fire codes.
- Do not store anything on the floor. This impedes cleaning and creates a hazard.
- Do not park bikes in the building.
- Clean up spills immediately.
- Take items which do not fit into the trash to the dumpster, follow dumpster guidelines.
- All users must follow the SA+AH Container Policy (see below).

SA+AH health and safety policy

There are 2 types of labels used in the SA+AH, YELLOW & WHITE. Both labels are found at the red MSDS box and are supplied by the SA+AH. Each is used for a different purpose:

WHITE: All new and or used product in containers (hazardous or what might be perceived as hazardous - i.e. watered down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc.) must be labeled within the SA+AH to identify their contents. Labels can be found at the MSDS box in each studio and work area. All containers must be marked with your name, contents and date opened. All secondary/satellite containers for hazardous materials must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice.

YELLOW: When hazardous items are designated as waste. All containers must have a yellow label identifying the contents that are designated as trash for weekly EHS pick up.

- Flammable solid containers (red flip top) must have a yellow hazardous waste label on the outside.
- 5-gallon jugs must have a yellow hazardous waste label on the outside.
- Fibrous containers must have a yellow hazardous waste label on the outside.
- Each item in the blue bin must have a yellow hazardous waste label.

NOTE: Hazardous Waste labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item and must add up to 100%. Labels should also include the Bldg & room # of the shop generating the waste along with the Waste Manager for your area; this is located on the SWMA sign posted at the sink or at the Waste Management Area.

COURSE SCHEDULE:

August	WEEK 1		
		R 8/23	Course introduction
	WEEK 2	T 8/28	Class Activity
		R 8/30	Lab
September	WEEK 3	T 9/4	Topic: History of typography; Introduce Project 1
		R 9/6	Lab; Class Activity
	WEEK 4	T 9/11	Topic: Anatomy and terminology
		R 9/13	Lab
	WEEK 5	T 9/18	Project 1 due: critique
		R 9/20	Lab; Introduce Project 2 ; Class Activity
	WEEK 6	T 9/25	Topic: Size and space
		R 9/27	Lab
October	WEEK 7	T 10/2	Topic: Classifications, type families & punctuation
		R 10/4	Lab
	WEEK 8	T 10/9	Topic: 3-D and non-traditional type
		R 10/11	Lab; Introduce Project 3: Class Activity
	WEEK 9	T 10/16	Project 2 due: critique; Process book due
		R 10/18	Lab
	WEEK 10	T 10/23	Topic: Paragraph and hierarchy
		R 10/25	Lab; Class activity
	WEEK 11	T 10/30	Topic: Grids / Sketch critique
		R 11/1	Lab
November	WEEK 12	T 11/6	Topic: Logotypes & branding
		R 11/8	Lab; Introduce Project 4; Class Activity
	WEEK 13	T 11/13	Project 3 due: critique
		R 11/15	Lab
	WEEK 14	T 11/20	Class Activity
		R 11/22	Holiday - no class
	WEEK 15	T 11/27	Class activity; Process book due
		R 11/29	Lab
December	WEEK 16	T 12/4	Project 4 due: critique