MINT STUDIO: DESIGN + PROFESSIONAL PRACTICE STUDIO
3 Credit Hours, Selective Admission

AT MINT, WE DELIVER APPROPRIATE AND RELEVANT RESULTS. They are achieved by meeting all deadlines, actively participating in critique sessions, providing and receiving feedback in a professional manner, and delivering excellent final project presentations. No projects are left unfinished and you are expected to engage with their development until the end.

INSTRUCTIONAL STAFF
Instructor

Maria Rogal, Professor of Graphic Design
School of Art + Art History, College of the Arts
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office hours Tuesdays 11:30–12:30 in Mint Studio @ Infinity Hall & by appointment

Teaching Assistant

Tareq Odeh, Graduate Teaching Assistant and MFA Candidate, Design & Visual Communications, School of Art + Art History, College of the Arts
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COURSE DESCRIPTION
Mint is an experiential professional practice studio with an emphasis on research, discovery, definition, design, and realization of real-world communication design projects in collaboration with peer design teams and selected client-partners. Projects have a pedagogical function and are diverse in concept, content, media, and scope.

COURSE MEETING TIMES AND LOCATION
Tuesdays & Thursdays, periods 2–4 (9AM –11:30PM) in Mint Studio at Infinity Hall
You should expect to devote 5 hours in class and 5–8 hours outside of class per week to best meet client's needs, project objectives, and production schedules

COMMUNICATION
One way to communicate with me is via UF email. Note that I will use your ufl.edu account so it is a good practice to check your ufl.edu email regularly every day between Monday and Friday. I check emails regularly between Monday and Friday and not on the weekend. Expect up to a 36 hour turn-around. If, after that period of time, you need a response, forward me the original email with a note that you are waiting for a response. Always plan your communication needs with this policy in mind.

ACCOMMODATIONS
Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting https://disability.ufl.edu/students/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.

COURSE OBJECTIVES
· Learning opportunity: design research, strategy, and production; how to design based on real wold problems and constraints (including timelines and budgets).
· The business of design: including development of client-partner relations, design strategy, working relationships, communication, and multidisciplinary collaboration.
· Design excellency: learn how to create innovative, effective, and appropriate design solutions for client-partners focusing on end users with consideration to timeframes, budget, and objectives.

TOPICAL OUTLINE

As an advanced graphic design course using an interative and non-linear process, the topics below will be incorporated into assignments and project work throughout the semester. The major vertical topics include the following, with specific sub-topics identified below. Additional topics will be incorporated as needed, for example content specifically influencing or important to the design or a project.

RESEARCH
· methods
· interviewing
· user testing
· research presentation
· visualizing research

PROFESSIONAL PRACTICE
· the business of design
· collaboration & teamwork
· professional communication
· project planning & management
· presentation & documentation

PROCESS + DESIGN
· design systems
· design strategy
· production
· user-experience
· inclusive design

REQUIRED MATERIALS

· Graphic Design Thinking: Beyond Brainstorming. Author: Ellen Lupton.
  ISBN: 9781568989792
· Adobe Creative Cloud with Typekit
· A Designer's Research Manual. Author: Jen and Ken Visocky O'Grady
  ISBN: 9781631592621
· Laptop: suitable for graphic design and production with appropriate RAM
  & HD Capacity
· Additional readings will be provided electronically

FEES + EQUIPMENT USE

Materials and Supplies Fees for this course: $124.16

· Notify the instructor or TA if there are problems with technology in the studio.
· Lab fees are used to supply the printers with ink and paper for Mint use only. Be conservative in your use of these materials not only because they cost money, but because they create waste. We care about the environment. Keep a balance between what you need to do your work and resource use. Reuse and recycle whenever possible.
· Note that your GD lab fees do not cover the printing of materials for other courses, even those which are related. In the Mint Studio, paper is supplied for the color laser printer. We also provide a very limited amount of Epson paper for our inkjet printer that should used almost exclusively for presentation materials.
· Our Mint Studio should be used as a production room for all class-related materials for client meetings and presentations. We can store materials in the studio during the week, but all scraps and left-over materials should be removed by the end of the day on Fridays. Always clean after yourselves when printing/trimming and during days of production of presentation materials to avoid chaos and accumulation.

COURSE STRUCTURE

This is an interactive course where participants learn primarily by doing—practicing graphic design and related activities—including ideation sessions, crits, lectures, tours, and design research/fieldwork.

ACTIVE PARTICIPATION IS VITAL TO THE SUCCESS OF EVERYONE.

Students will take responsibility for organizing projects, researching to find answers/sources of information, documenting and sharing information, problem solve, and work together as a group to complete project work and meet deadlines.

The Instructor and GTA are primarily facilitators. Class sessions will focus on the work at hand, and establish an environment to do this in the most respectful, creative, and efficient manner. Our main goal is to be agile and flexible in order to meet changing project/work needs, acknowledging these may change based on interactions, the design process, and research findings.

In taking on a project, we make an agreement with the client-partner, and work to establish a relationship of trust. To do this, we treat everyone with whom we interact with the respect that we want for ourselves.

OUR COMBINED EFFORTS BUILD MINT'S POSITIVE REPUTATION.

COURSE SCHEDULE
This course is organized into seven units of two weeks each, with deliverables due at the end of each unit. The purpose of this structure is to have a consistent rhythm throughout the semester. However, keep in mind that teams will have the opportunity to develop a prorject schedule, so this will be adjusted. Readings, assignments, and exercises will be handed out per module, with the majority in the first two units of the semester.

1. Introduction to Mint & the business of design	1/7	Introduction to course/Mint, design business and processes—Double Diamond, ways of working, IRB, orientation to facilities, Q&A, intro to client partner
	1/9	In-studio assignment. Design Process. Design challenge / problem identification; time management
	1/14	In-studio assignment. Overview of Design Research and Fieldwork, preparation of questions. Practice Interviews
	1/16	In-studio assignment. Practice Interviews. Deliverable due
2. Design Research expect some out of class work with client-partner beginning now and through the semester	1/21	Client Partner introduction, on-site + review
	1/23	Client Partner on-site
	1/ 27–31	Individual check-in meeting 1 / 15–30 minutes, schedule in advance
	1/28	Opportunities, design challenges/identification
	1/30	Deliverable — results of design research, practice presentation
3. Design Research + Design	2/4	Client Partner Meeting, presentation
	2/6	Teams/Project Distribution — Project schedule
	2/10	Client-Partner on-site visit for those who can attend, time TBD — Signing Day
	2/11	Project work as defined on team schedule / TBD
	2/13	Deliverable

4.	2/18	Project work as defined on team schedule / TBD
	2/20	Project work as defined on team schedule / TBD
	2/21	Ligature Weekend – prepare to share with partners
	2/24–27	Individual check-in meeting 2 / 15 minutes, schedule in advance
	2/25	Design Visiting Speaker Lecture at 6:15pm
	2/27	Deliverable
spring break		
5.	3/10	Project work as defined on team schedule / TBD
	3/12	Project work as defined on team schedule / TBD
	3/17	Project work as defined on team schedule / TBD
	3/19	Deliverable
6.	3/24	Project work as defined on team schedule / TBD
	3/26	Project work as defined on team schedule / TBD
	3/30–4/2	Individual check-in meeting 3 / 15 minutes, schedule in advance
	3/31	Project work as defined on team schedule / TBD
	4/2	Final Design Deliverable (this date may be adjusted but should not extend beyond 4/9)
7.	4/7	Semester reflection on individual and group processes, accomplishments, wrap up loose-ends, preparation of materials as needed, including production. What are opportunities for next steps? Deliverable due 4/16
	4/9	
	4/14	
	4/16	
Open House	4/21	TBD Time for Mint Open House with client-partner, sharing with community.

HOW I TEACH + CLASS METHODS
This is a professional practice class. My goals is to facilitate a highly interactive environment similar to a professional design studio. You will work on realworld projects and assignments with a particular structure. This should also be flexible enough to allow you to thrive and succeed individually and as a group, prioritizing responsibility, professionalism, independent thinking, autonomy, and a proactive client-designer relationship. I will provide extensive feedback and support. My goal is to expose you, both theoretically and practically, to the current and future needs and expectations of the design profession. One goal I have is to identify and maintain standards of excellence in all aspects of interactions.

GRADING + EVALUATION
UF grading policies for assigning grade points are located here: catalog.ufl.edu/UGRD/academic-regulations/grades-grading- policies/.

The purpose of grading and evaluation is to pinpoint the strengths and weaknesses of one's performance. Information on current UF grading policies for assigning grade points is online here: https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx. Grades are based on your overall performance in Mint although specific project assignments and roles factor into this evaluation. To aid in the assessment process, each student will write and submit his/her own thoughtful self-assessment and meet with the instructor twice during the semester to discuss your class experience and performance.

Your final grade is calculated by adding the total points earned and dividing them by the total number of assigned projects. Your final grade will be assigned based on a combination of self, peer, client/partner, and instuctor/GTA assessments of your performance in the following categories:

25%	design process	including (but not limited to) research, concept, ideation, collaboration, preparedness, proactiveness
25%	design realization	conceptual, formal, technical, and design resolution, including attention to detail, accuracy, and craft, appropriateness of solution and production
25%	professionalism	active participation, motivation, meeting all deadlines, professional and respectful demeanor in all interactions, proactiveness, demonstration of empathy, appropriate follow-up, and commitment to the work at hand. This will be evaluated every course meeting – with a ✔+ A, ✔ B, ✔– C, ━ D, or ⚬ E *Be professionally curious, including attendance at Ligature and Eric Benson talks (required unless excused in advance).*
25%	documentation	contributing to Mint materials (including at least two IG posts/semester, testimonial) documenting your design process, documenting the project processes and meetings, reading responses, project-related writing, and delivery of process book

Here is another way to look at earned grades...

EXPECTATIONS OF PARTICIPATION + INTERACTIONS
Participation by all members is critical to a positive and productive learning environment.
EXCELLENT TEAM MEMBER... ✔+
Consistently demonstrates excellent and exemplary preparation; has analyzed readings and other material (e.g., visual resources, course material, discussions, experiences, etc.). Offers analysis, synthesis, and evaluation of material. Contributes in a very significant way to ongoing discussions and critiques. Responds very thoughtfully to other students' comments, contributes to cooperative argument-building, suggests alternative ways of approaching material and helps class analyze which approaches are appropriate, etc. Demonstrates consistent active involvement.
This is likely to result in the following semester grades: A, A–

A GOOD TEAM MEMBER... ✔
Demonstrates good preparation: knows readings and other materials well—has thought through implications of them. Offers interpretations and analysis of material to class. Contributes well to discussion in an ongoing way: responds to other students' points, thinks through own points, questions others in a constructive way, offers and supports suggestions that may be counter to the majority opinion. Demonstrates consistent ongoing involvement.
This is likely to result in the following semester grades: B+, B

SATISFACTORY PARTICIPANT...✔–
Offers straightforward information (e.g., straight from the case or reading), without elaboration or very infrequently (perhaps once a class). Does not offer to contribute to discussion, but contributes to a moderate degree when called on. Demonstrates sporadic involvement. You have not earned the confidence of the community.
This is likely to result in the following semester grades: B–, C+, C

NEEDS IMPROVEMENT WHEN… −

Student is present, not disruptive. Tries to respond when called on but does not offer much. Demonstrates infrequent involvement in discussion. Demonstrates basic preparation: knows readings and other materials, but does not show evidence of trying to interpret or analyze them. Proposes very limited ideas during critiques or within a group. Works on outside work during Mint. You do not have the confidence of the community and aren't contributing to the studio.
This is likely to result in the following semester grades: C−, D+, D, D−

grading scale

A	100–94	exceptional work		C	76-73	average, borders inadequate
A−	93–90	superior work		C−	72-70	below average work
B+	89-87	very good work		D+	69-67	barely meeting criteria
B	86-83	above average work		D	66-63	not meeting criteria
B−	82-80	slightly above average work		D−	62-60	not meeting much criteria
C+	79-77	adequate, average work		E	59–0	failure to meet most criteria

MAKE-UP WORK
· You are eligible for make-up work in the event of an excused absence.
· Work may be different from what is originally assigned. It is your responsibiity to ask for make-up work within a week of the absence.
· If you are absent or tardy it is your responsibility to obtain missed information from another student in the class.

DEADLINES + COMMITMENTS
Setting interim and final deadlines for project work is the team's responsibility. All members of a team should know in advance when parts of a project are due. The most important concern here is to meet the project's deadline that you have a hand in setting—no matter what happens in the studio or in other classes. This is the commitment you must take on when working professionally. Unless otherwise planned, there will be NO unfinished projects at the end of the semester. We will work on consistent delivery—guided by an Agile framework,

ATTENDANCE POLICY
Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: catalog.ufl.edu/ UGRD/academic-regulations/attendance-policies/
Absences
· Two (2) unexcused absences are allowed.
· After your second unexcused absence, the instructor may lower your grade by one grade (B+ to B) for each additional absence.
· A total of six unexcused absences may result in you receiving a grade of "E" for the final course grade.
· Leaving early (before class is dismissed by the instructor) without permission is usually considered an absence.
· Excused absences include religious holidays, a verifiable death in the immediate family or with a doctor's note.
Tardies
· Late arrivals (more than 5 minutes after class begins) will be marked tardy.
· Three tardies will be counted as one unexcused absence.
· It is your responsibility to see that the record is corrected from an absence to a tardy if you are late.

GATOREVALS

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 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 ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at gatorevals.aa.ufl.edu/public-results/.

BEST PRACTICES
· Be open and constructive.
· Critique ideas, not people.
· You are all colleagues—friendship is a bonus.
· Design requires intensive work. If you do not make enough sketches, design iterations, or just do the minimum, your work will reflect that, and this will be reflected in your grade.
· The studio is a creative, professional workplace. It is not your home.

PROGRAM PROMOTION
· Your work may be used to promote the graphic design program at the University of Florida, in faculty teaching portfolios, and as educational examples in academic conferences or journals.
· We will make every attempt to credit your work to you where appropriate.
· You retain intellectual property of your work.

COURSE/STUDIO POLICIES
· If you encounter problems in the course, first speak with your instructor outside of class. If the instructor cannot resolve your concerns, contact the SA+AH undergraduate student advisor. After consulting faculty members and the art advisor, the other authority to contact is the Director of the SA+AH in 101 FAC.
· Access to Mint is limited to those enrolled in the course. If you need to use Mint for a meeting or wish to bring guests who will work with you, request this in advance.
· If you notice any strangers or unusual behavior, report it to the University Police. See police.ufl.edu. Dial 911 for emergencies or 352-392-1111 otherwise.
· Lab fees are used to supply the printers with ink and paper. Be conservative in your use of these materials not only because they cost money, but because they create waste. Keep a balance between what you need to do your work and resource use.
· Do not use spray adhesive in Mint.
· Be community-minded and collegial.
· Respect each other by listening to your music on headphones and by keeping Mint clean. There is limited cleaning by Infinity Hall staff.
· Recycle paper, cans, and reuse other materials.
· Throw away trash.
· Do not leave food lying around.
· You may eat in the Mint room but refrain from bringing in food that smells or is messy — use the same rules as the UF libraries. We ask that you be attentive to cleaning up and throwing away food remains—preferably in the community trash cans.
· Never use or harm animals or the environment in your projects. Use of animals in projects is strictly regulated. For more information, see http://www.arts.ufl.edu/resources/forms/forms1.html
· With questions related to your computer system and technology (network, printers) in the graphic design studio, you can contact our technical lab technician— Michael Christopher, mchristo@ufl.edu. Mike can help diagnose problems and recommends solutions.

- If you receive a key fob, do not share it with anyone outside of Mint. Never leave the Mint door open and unattended.
- Dial 911 for medical + police emergencies.

SCHOOL OF ART + ART HISTORY POLICIES
- The SA+AH Health and Safety policy and handbook is online at www.arts.ufl.edu/art/healthandsafety.
- 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).
- Michael Christopher is the Health and Safety administrator for the Graphic Design program. While there are 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.
- Graphic Design risks are the following and are minimal: Batteries, old monitors, lamps from digital projectors if broken may release mercury. There are no known health hazards from exposure to lamps that are intact. 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 our studios are not equipped for this type of storage. Knowingly storing these in the studio may result in disciplinary action and loss of storage and after-hours studio access.

UF POLICIES
For detailed UF policies see www.dso.ufl.edu
Accommodations for Students with Disabilities www.dso.ufl.edu/drc
Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting https://disability.ufl.edu/students/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 and Wellness
- U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit umatter.ufl.edu/ to refer or report a concern and a team member will reach out to the student in distress.
- Counseling and Wellness Center: Visit counseling.ufl.edu/ 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 shcc.ufl.edu/.
- University Police Department: Visit police.ufl.edu/ 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; ufhealth.org/emergency-room-trauma-center.

Academic 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 Honor Code (sccr.dso.ufl.edu/process/student-conduct-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

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 career.ufl.edu/.
· Library Support: cms.uflib.ufl.edu/ask 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. teachingcenter.ufl.edu/
· Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers. writing.ufl.edu/writing-studio/
· Student Complaints On-Campus: sccr.dso.ufl.edu/policies/ student-honor- code-student-conduct-code/

Disruptive Behavior regulations.ufl.edu/chapter1
Faculty, students, Administrative and Professional staff members, and other employees [hereinafter referred to as '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.

Important Dates on the University Calendar
www.registrar.ufl.edu/catalog/adhub.html

Absences & Absences for Religious Holidays
The course absence policy is described in the body of the syllabus. The university policy is here: www.registrar.ufl.edu/catalog/policies/regulationattendance.html. Because instructors are allowed to require attendance and attendance and participation are critical to learning there is a strict absence policy. The Florida Board of Education and state law govern university policy regarding observance of religious holidays, available at the link above.