

**“PEOPLE WHO LIVE IN
FEAR OF OTHERS
STEALING THEIR IDEAS** GENERALLY
DON'T **HAVE MANY GOOD
IDEAS. CREATIVITY
IS ABUNDANT.
EXECUTION IS
SCARCE.** WHAT PREVAILS IS NOT THE
BEST IDEA, **BUT THE BEST
IMPLEMENTATION.”**

—ADAM GRANT



SR. DESIGN WORKSHOP | SPRING 2021

GRA4187C | SENIOR DESIGN WORKSHOP | SPRING 2021

3 Credit Hours | Location: FAC 316 / Remote | M/W 8:30–11:30 AM EST

Instructor: Jarred Elrod | **Office:** FAC 103 | **EM:** jelrod@arts.ufl.edu | #designworkshopUFL

Office Hours: T/R 11-11:45 or by appointment

TEAMS Site: Senior Design Workshop | SP 21

Course Communications: Contact via UFL email with questions / meeting requests

Required Text & Links + Readings: Will be posted via course TEAMS site

COURSE
DESCRIPTION

This course bridges the study of design and professional practice—emphasis will be placed on practical graphic design issues applied to real-world experiences and professional grade design portfolio development.

COURSE
OBJECTIVES

- Reiterate importance of follow-through and craft as it relates to execution of portfolio ready Graphic Design projects
- Refine individual Graphic Design processes and existing projects
- Improve time management, workflow and organizational skills
- Improve mental resiliency in preparation for entrance into the professional design job market through outside critiques from industry professionals, job interview preparation, and honest self evaluation
- Actively demonstrate ability to ideate + design at a professional level via a refined design portfolio and public presentation at the end of the semester
- Begin job search, application and interview processes and /or freelance practice preparation if desired

Teaching Philosophy: I strive to develop flexible project frameworks that establish the students as primary decision makers. I generously offer support and access to my design expertise, but make it a point not to confuse feedback with art direction, as this develops a learning culture rooted in dependency rather than exploration and ultimately, autonomy. I believe that one must actively engage in the process of making decisions to develop a sense of true confidence and a unique identity as both a person and a Graphic Designer.

Instructional Methods: Expect a diverse range of both teaching and methods of practice in this course. Activities will include (but not limited to) the following: formal and informal group and individual critiques, group project work, professional presentations to visiting clients, experimental workshops, lectures with and without visual presentations, general Q&A sessions about design / the current state of design, etc...

Make-Up Work: You are eligible for make-up work only in the event of an excused absence. Work may be different from what is originally assigned. It is your responsibility to ask for make-up work within a week of the absence.

Deadlines: All deadlines / detailed schedules will be announced in advance through project briefs and posted on the course website or via email. The course site will be updated daily and contain digital copies of all material handed out in class. Work is due on time and will be considered late after work has been called for.

Attendance Policy: Beginning with the first day of class for the semester, only 2 unexcused absences are permitted. To be clear, there is no reason to accommodate Drop/Add for this required course in this selective major. Every unexcused absence beyond this will lower your grade by a whole letter grade (A to B, not A- to A-). Late arrivals (more than 10 minutes after class start time) will be marked tardy; 3 tardies will be counted as 1 unexcused absence—these rules are the same for on-line or in-person meetings. Excused absences follow university guidelines and include religious holidays, a verifiable death in the immediate family, illness with a doctor's note, a court or legal obligation, or participation in official university activities. Please notify the instructor in advance if you know you will be absent. Students observing a religious holy day of their faith must notify the instructor in advance. Leaving early (any time prior to class dismissal) without permission is considered an absence. Arriving more than 20 minutes after the start of class is no longer considered tardy and will count as an absence. A total of 5 absences, excused or unexcused, will result in an "E" for your final grade. It is your responsibility to see that the instructor's attendance record is corrected from an absence to a tardy if you are late.

Required Course Technology: Studio space, sketchbook, pencil, laptop, adobe creative suite, investment in WEB URL, and/or WEB HOSTING

Communication: You are responsible for emails I send to your ufl.edu account. It is a good practice to check your ufl.edu email at least once per day between Monday and Friday. I check emails regularly between Monday and Friday. 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.

Grading + Evaluation: The purpose of grading and evaluation is to pinpoint the strengths and weaknesses of your work. To this end, we can only respond to what is observable in your work and in-class performance. If you receive a grade lower than a B, you may be asked to re-submit before project will even be considered for acceptance. Expectations for grades are as follows (guideline only):

A	4.00	100-95	Superior; consistently above and beyond criteria
A-	3.67	94-90	Good; room for further improvement
B+	3.33	89-87	Slightly above average
B	3.00	86-83	Average, not remarkable
B-	2.67	82-80	Minimal work done to meet criteria
C+	2.33	79-77	Improvement needed
C	2.00	76-73	Improvement needed
C-	1.67	72-70	Improvement needed
D+	1.33	69-67	Below average; poor and/or incomplete work
D	1.00	66-63	Below average; poor and/or incomplete work
D-	0.67	62-60	Below average; very poor and/or incomplete work
E	0.00	59 or below	Failing; deserves no credit

Grading Points Breakdown: Your overall grade will be based on your performance on work outlined in our “semester guide” document, which will be handed out as a companion to this document. You must earn at least a C in this course for it to count as credit towards your major in Graphic Design.

Projects are evaluated on the following criteria:

• 40 % WORK FLOW + PROCESS

—Research, concept development, iterations, articulation of ideas verbally and in writing;

• 40 % DESIGN + DELIVERY

—Strength of design solution, appropriateness of solution, attention to production of deliverables; and

• 20 % PROFESSIONALISM

—Participation, motivation, collaboration, and consistency, written components and presentations.

Demonstration Of Sufficient Progress: Why is this important? When working professionally, you will have various deadlines—not only at the end—and will build on your ideas. This is called ITERATIVE DESIGN. It is good practice to work consistently, to obtain feedback from your instructor and your peers, and to learn in this studio

environment. To come to class unprepared or to put minimal effort into your work is unacceptable. Establishing a high standard in the classroom ensures that you learn to manage your time to meet deadlines, foster your own design process, obtain appropriate feedback, and develop to the best of your abilities.

University Policy on Accommodating Students with Disabilities: Students requesting accommodation for disabilities must first register with the Dean of Students Office (<http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

University Policy on Academic Misconduct: Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>

Online Coursework Statement: Our class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

Emergency Contact Information:

- **UFL Kognito Master List:** <https://resources.kognito.com/aruf/localResources/UniversityofFlorida/>
- UFL Police: For Emergency Dial 911, for non-emergency dial 352-392-1111
<http://www.police.ufl.edu/>
- UFL Counseling and Wellness Center: 352-392-1575
<http://www.counseling.ufl.edu/cwc/>
- UFL Counseling Center 24/7 Crisis Center Additional Contact + Info:
<http://www.counseling.ufl.edu/cwc/Emergency-Services>

Contacts for Student Healthcare Center

- Dial 911 for medical emergencies.
- Dial 352-392-1161 for urgent after-hours medical questions.
- Dial 352-392-1171 for after-hours mental health assistance, <http://shcc.ufl.edu>

General University Policies and Services: This resource covers most policies and procedures important to students. <http://www.dso.ufl.edu/>

Netiquette Communication Courtesy: All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. <http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>. For issues with technical difficulties for E-learning in Sakai, please contact the UF Computing Help Desk at:

- helpdesk@ufl.edu
- (352) 392-HELP - select option 2
- <https://request.it.ufl.edu>

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.

Absences for 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 he/she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

Honesty Policy: An academic honesty offense is defined as the act of lying, cheating, or stealing academic information so that one gains academic advantage. As a University of Florida student, one is expected to neither commit nor assist another in committing an academic honesty violation. Additionally, it is the student's duty to report observed academic honesty violations. These can include: cheating, plagiarism, bribery, misrepresentation, conspiracy, or fabrication. <https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>

Computer Use and Acceptable Use Policy: All faculty, staff, and students of the University of Florida are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. <http://www.it.ufl.edu/policies/acceptable-use/acceptable-use-policy/>

Disruptive Behavior: 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. A detailed list of disruptive conduct may be found at — <http://regulations.ufl.edu/regulations/uf-1-general/>

Graphic Design Policies: If you encounter other problems in the classroom or studio, first speak with your instructor outside of class or talk with any graphic design area faculty member. 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 individual classrooms, laboratories and the studio facilities is limited to those enrolled in the program. 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. Here are some other things to remember:

- 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 the studios or in the building.
- There is a professional and safe spray booth on the 2nd floor for your use if you have to use it.
- Be community-minded and collegial. Respect each other by listening to your music on headphones and by keeping your desk, row and the community areas clean.
- Recycle paper, cans, and reuse other materials and throw away trash.
- Do not leave food lying around, but you may eat in the studios. We ask that you be attentive to cleaning up and throwing away food remains—preferably in the hallway 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.
- When working in the evening or when few students are present, you should keep the studio door closed. Do not reveal the door pass-code to outsiders. Never leave the studio open and unattended.
- Dial 911 for medical + police emergencies.

SA+AH 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 on-line <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 for Physical Studio Use: All users of the studio classrooms are expected to follow studio guidelines at all times. If you have any questions, ask your instructor.

- 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 & 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).

Health & 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.

For detailed UF policies see www.dso.ufl.edu

Detailed course outline/schedule (subject to change if necessary):

COURSE OUTCOMES AT A GLANCE:

- Rework and document one systems based project—should be included in portfolio
- Create and/or update professional portfolio website—7 project system MINIMUM
- Create simple PDF portfolio for email/print (optional, but highly recommended)
- Plan + Manage Senior Portfolio Showcase
- Read “Design is a Job” *Mike Monteiro*

WORKSHOP TOPICS:

- Interview prep / interviewing
- Fielding a phone offer/negotiating
- Navigating difficult feedback in person and via email
- Managing money + time
- 10 minute job fit presentations—rolling throughout semester

GROUPS:

- Group 01 meets Monday where noted
- Group 02 meets Wednesdays where noted
- ALL GROUPS MEET TOGETHER WHERE NOTED

TEAMS:

- 4 teams of 5 people—these teams will be UFGD showcase site work teams
- Teams will be organized and named by students
- **Teams 1-2 comprise GROUP 01** (designated to meet Mondays)
- **Teams 3-4 comprise GROUP 02** (designated to meet Wednesdays)
 - **TEAM 1:** Branding
 - **TEAM 2:** Marketing/Social Media
 - **TEAM 3:** Web Development
 - **TEAM 4:** Content Development / Organization

<begin>

M 01/11) FULL CLASS MEETING: First day virtual classroom tour, course discussion, group and team selection break out sessions, collect current URL list

W 01/13) FULL CLASS MEETING: Finalize groups/teams, share user manual exercise docs with your team—rework if necessary, hand out goal setting sheet, hand out semester “road map” brief, discuss “what makes a good portfolio site in 2021?”

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M 01/18) NO CLASS MLK HOLIDAY

W 01/20) FULL CLASS MEETING: Review goal setting sheets, discuss money and time management skills, **PREP FOR NEXT CLASS:** prepare semester plan to discuss for first individual 15 minute meetings

M 01/25) 15 minute individual meetings group 1

W 01/27) 15 minute individual meetings group 2, circle square triangle reading collection 01 due –“Design is a Job” for full class

M 02/01) FULL CLASS MEETING: 10 minute job fit presentations 1-5 (team 01), begin navigating difficult email feedback mock response exercise

W 02/03) FULL CLASS MEETING: 10 Minute job fit presentations 6-10 (team 02), discuss email responses from exercise

M 02/08) 15 minute individual meetings group 1

W 02/10) 15 minute individual meetings group 2, circle square triangle reading collection 02 due–“Design is a Job” for full class

M 02/15) FULL CLASS MEETING: 10 Minute job fit presentations 11-15 (team 03), role play exercise, fielding an initial job offer

W 02/17) FULL CLASS MEETING: 10 Minute job fit presentations 16-20, role play exercise, negotiating a job offer

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M 02/22) 15 minute individual meetings group 1

W 02/24) 15 minute individual meetings group 2, circle square triangle reading collection 03 due—"Design is a Job" for full class

M 03/01) FULL CLASS MEETING: Officially begin UFGD '21 site development—2021.ufdesigners.com, start dedicated team channels, hand out position listing for job interview role-plays

W 03/03) FULL CLASS MEETING: Status update, group discussion on overall progress and UFGD site development

M 03/08) RECHARGE DAY—NO CLASS, Group 1

W 03/10) RECHARGE DAY—NO CLASS, Group 2

M 03/15) FULL CLASS MEETING: Group 1 job interview role plays

W 03/17) FULL CLASS MEETING: Group 2 job interview role plays

M 03/22) 15 minute individual meetings group 1

W 03/24) 15 minute individual meetings group 2, circle square triangle reading collection 04 due—"Design is a Job" for full class

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M 03/29) 15 minute individual meetings group 1, UFGD website production

W 03/31) 15 minute individual meetings group 2, UFGD website production

M 04/05) 15 minute individual meetings group 1, UFGD website production

W 04/07) 15 minute individual meetings group 2, UFGD website production

M 04/12) 15 minute individual meetings group 1, UFGD website production

W 04/14) 15 minute individual meetings group 2, UFGD website production

M 04/19) Public portfolio site showcase group 1—presentations are 8 min. per person

W 04/21) LAST DAY OF CLASS, Public portfolio site showcase group 2 presentations are 8 min. per person

M 04/26)

W 04/28)

F 04/30) UFGD '21 site goes live @ 2021.ufdesigners.com (Final exam day)

NOTES: Senior showcase date / time / delivery modality TBD

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Course Contract:

I, _____, have read the syllabus, understand what is written, intend to abide by these policies, and will earn the appropriate grade according to my work, efforts and attendance for the Spring semester, 2021.

signature _____ date _____