COURSE DESCRIPTION
This hybrid lecture/studio course provides a historical perspective of the evolution of graphic design and examines graphic designs contribution to culture through writing and design projects. The course will have both lecture and studio content, providing “hands-on” experiential opportunities in traditional graphic techniques.

CONTENT
Class sessions will be devoted to lecture and presentation, graphic arts technique demonstrations, critique, as well as open studio time. Students will be required to attend one ArtsBus date, TBA.

REQUIRED TEXTBOOK & MATERIALS
- Graphic Design: A New History, 2nd Ed. by Stephen J. Eskilson (required)
- Lot$ of project-dependent materials that will vary per workshop

PERFORMANCE REQUIREMENTS
Due to the dynamics of the course your attendance, participation and punctuality are critical to your successful completion of the class. You must be on time and prepared—with no exceptions.
Absoences will gravely affect successful completion of the course—and there are not excused absences. Please Note: Missing three classes will result in an automatic failure of the course [Period]. Excessive tardiness will also affect your final grade—two (2) late arrivals equals an absence.

Not being properly prepared with required assignments is considered an absence from the class. Final projects are due at the beginning of class. Projects turned after the start of class are automatically reduced 1/2 letter grade. Late projects—after the end of class on the due date—will not be accepted.

If compelled to miss a class, please contact the instructor via email with an justification in advance. If absent, you are responsible for materials covered in class. Please “buddy-up” with a classmate for this important information.

Eating during class time is distracting in many ways—please finish any snacks or meals prior to our class.

EVALUATION
Students will be expected to demonstrate graduate level research, writing and presentation skills in the execution of all projects. Graduate students will have additional levels of achievement in workshop projects. They will also present their research paper to the undergraduate students via a 10–12 minute presentation, along with a two-sided .pdf information sheet for class distribution.

Final semester grade is determined by grades for the written research paper + presentation, assignments, quizzes, projects and class participation. There will be a written final exam worth 10% of your grade.

A non-returnable bound portfolio of semester projects must be turned-in at the end of the semester, with it’s quality and presentation included in your final grade.

If you are a student with a disability and you need academic accommodations, please notify me then contact the Disability Resource Center (DRC) at 703-993-2474. All academic accommodations must be arranged through the DRC.

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*Formerly AVT 418
**University and School of Art Policies**

In accordance with George Mason University policy, turn off all beepers, cellular telephones and other wireless communication devices at the start of class. The instructor of the class will keep his/her cell phone active to assure receipt of any Mason Alerts in a timely fashion; or in the event that the instructor does not have a cell phone, he/she will designate one student to keep a cell phone active to receive such alerts.

**Commitment to Diversity**

This class will be conducted as an intentionally inclusive community that celebrates diversity and welcomes the participation in the life of the university of faculty, staff and students who reflect the diversity of our plural society. All may feel free to speak and to be heard without fear that the content of the opinions they express will bias the evaluation of their academic performance or hinder their opportunities for participation in class activities. In turn, all are expected to be respectful of each other without regard to race, class, linguistic background, religion, political beliefs, gender identity, sex, sexual orientation, ethnicity, age, veteran's status, or physical ability.

**Statement on Ethics in Teaching and Practicing Art and Design**

As professionals responsible for the education of undergraduate and graduate art and design students, the faculty of the School of Art adheres to the ethical standards and practices incorporated in the professional Code of Ethics of our national accreditation organization, The National Association of Schools of Art and Design (NASAD).

**Open Studio Hours**

SOA teaching studios are open to students for extended periods of time mornings, evenings and weekends whenever classes are not in progress. Policies, procedures and schedules for studio use are established by the SOA studio faculty and are posted in the studios.

**Important Dates**

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<th>Date</th>
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<tr>
<td>January 22</td>
<td>First Day of Classes</td>
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<td>January 29</td>
<td>Last Day to Add Classes</td>
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<td>February 23</td>
<td>Final Drop Deadline</td>
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<td>March 12–18</td>
<td>Spring Break</td>
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<tr>
<td>May 5</td>
<td>Last Day of Classes/Final Exam Period Begins May 4</td>
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<td>May 18</td>
<td>Commencement</td>
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Once the add and drop deadlines have passed, instructors do not have the authority to approve requests from students to add or drop/withdraw late. Requests for late adds (up until the last day of classes) must be made by the student in the SOA office (or the office of the department offering the course), and generally are only approved in the case of a documented university error (such as a problem with financial aid being processed), late ADD fee will apply. Requests for non-selective withdrawals and retroactive adds (adds after the last day of classes) must be approved by the academic dean of the college in which the student’s major is located. For AVT majors, that is the CVPA Office of Academic Affairs, Performing Arts Building A407.

**ArtsBus Credit and Policies**

You are responsible for knowing and following ArtsBus policies and rules. Please go to the ArtsBus website: http://artsbus.gmu.edu “Student Information” for important information regarding ArtsBus policy. For credit to appear on your transcript you must enroll in AVT 300. This also applies to anyone who intends to travel to New York for credit to appear on your transcript you must enroll in AVT 300. If you plan to travel to New York for credit to appear on your transcript you must enroll in AVT 300.

**ArtsBus Dates for Spring 2018**

February 24 | March 24 | April 14

Visual Voices Lecture Series Spring 2018

Visual Voices is a year-long series of lectures by artists, art historians and others about contemporary art and art practice. Visual Voices lectures are held on Thursday evenings from 7:20–9:00 p.m. in Harris Theater: http://soa.gmu.edu/visualvoices/

**Students with Disabilities and Learning Differences**

If you have a diagnosed disability or learning difference and you need academic accommodations, please inform me at the beginning of the semester and contact the Disabilities Resource Center (SUB I room 234, 703-993-2474). You must provide me with a faculty contact sheet from that office outlining the accommodations needed for your disability or learning difference. All academic accommodations must be arranged in advance through the DRC.

**Official Communications via GMU E-Mail**

Mason uses electronic mail to provide official information to students. Examples include communications from course instructors, notices from the library, notices about academic standing, financial aid information, class materials, assignments, questions, and instructor feedback. Students are responsible for the content of university communication sent to their Mason e-mail account, and are required to activate that account and check it regularly.

**Attendance Policies**

Students are expected to attend the class periods of the courses for which they register. In-class participation is important not only to the individual student, but also to the class as a whole. Because class participation may be a factor in grading, instructors may use absence, tardiness, or early departure as de facto evidence of nonparticipation. Students who miss an exam with an acceptable excuse may be penalized according to the individual instructor’s grading policy, as stated in the course syllabus.

**Honor Code**

Students in this class are bound by the Honor Code, as stated in the George Mason University Catalog. The honor code requires that the work you do as an individual be the product of your own individual synthesis or integration of ideas. (This does not prohibit collaborative work when it is approved by your instructor.) As a faculty member, I have an obligation to refer the names of students who may have violated the Honor Code to the Student Honor Council, which treats such cases very seriously. No grade is important enough to justify cheating, for which there are serious consequences that will follow you for the rest of your life. If you feel unusual pressure about your grade in this or any other course, please talk to me or to a member of the GMU Counseling Center staff.

Using someone else’s words or ideas without giving them credit is plagiarism, a very serious Honor Code offense. It is very important to understand how to prevent committing plagiarism when using material from a source. If you wish to quote verbatim, you must use the exact words and punctuation just as the passage appears in the original and must use quotation marks and page numbers in your citation. If you want to paraphrase or summarize ideas from a source, you must put the ideas into your own words, and you must cite the source, using the APA or MLA format. (For assistance with documentation, I recommend Diana Hacker, A Writer’s Reference.) The exception to this rule is information termed general knowledge—information that is widely known and stated in a number of sources. Determining what is general knowledge can be complicated, so the wise course is, “When in doubt, cite.”

Be especially careful when using the Internet for research. Not all Internet sources are equally reliable; some are just plain wrong. Also, since you can download text, it becomes very easy to inadvertently plagiarize. If you use an Internet source, you must cite the exact URL in your paper and include with it the last date that you successfully accessed the site.

**Writing Center**

Students who are in need of intensive help with grammar, structure or mechanics in their writing should make use of the services of Writing Center, located in Robinson A116 (703-993-1200). The services of the Writing Center are available by appointment, online and, occasionally, on a walk-in basis.

The Collaborative Learning Hub Located in Johnson Center 311 (703-993-3141), the lab offers in-person one-on-one support for the Adobe Creative Suite, Microsoft Office, Blackboard, and a variety of other software. Dual monitor PCs make the lab ideal for collaborating on group projects, Macs are also available; as well as a digital recording space, collaborative tables, and a SMART Board. Free workshops are also available (Adobe and Microsoft) through Training and Certification; visit ittraining.gmu.edu to see the schedule of workshops and to sign up.