

AVT 215-002 Typography

SYLLABUS: Spring Semester 2019

Room 1020 | Mon./Wed. 7:20 - 10:00 pm

PREREQUISITES

AVT 104: Studio Fundamentals I and AVT 180: New Media in the Creative Arts—or permission of instructor with portfolio review.

INSTRUCTOR

James B. Hicks III, email: jhicks8@gmu.edu

COURSE DESCRIPTION

Introduction to history and use of type. Reading and projects develop awareness of type as a linguistic and visual communication tool. Introduces typographic design elements, including color, hierarchy, integration with imagery, structure, and content. Fulfills general education requirement in arts.

OBJECTIVES

- Recognize the importance of proper use of typography in visual communication
- Understand the anatomy and evolution of the roman letterform
- Understand the history of printing and its contribution to graphic design
- Develop essential craft, critique and presentation skills
- Learn and apply basic layout skills in InDesign
- Understand and explore the use of grid systems

CONTENT

AVT 215 is not a graphic software training class—students must demonstrate proficient skills in Adobe Creative Suite programs Illustrator and Photoshop by completing the AVT 180 prerequisite or passing a software test. Through lecture, studio and computer lab time, students will learn typographic principles using hand rendering as well as software on the Macintosh platform. Students will develop a series of projects from rough schematics to final presentation for their portfolio. Students will be expected to research and utilize external graphic vendors and professionals, and are strongly encouraged to join professional design organizations such as AIGA and ADCMW.

TEXTS & MATERIALS

- *Thinking with Type, 2nd Ed.* by Ellen Lupton (physical copy not required—mostly available online at thinkingwithtype.com, but it will be easier to do the reading if you have the book)
- *Complete Manual of Typography, 2nd Ed.* by James Felici (recommended)
- *Elements of Typographic Style*, any edition by Robert Bringhurst (highly recommended)
- A sketchbook (min. size 8" x 10"); A design notebook
- Various papers and markers
- Project-dependent material that will vary per concept
- Super-Black mounting boards, spray mount, tracing paper, mounting tape, Xacto™ knives & blades (#11), self healing cutting mat (all for home use)

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. Not being properly prepared with required assignments is considered an absence from the class.* Final projects are due at the **beginning** of class. Projects submitted after the beginning of class are automatically reduced by half a letter grade (e.g., an A– project will become a B+). **Projects turned in after the class period on the due date will not be accepted.** Generally no extensions will be permitted without significant extenuating circumstances. (Also, printing assignments due that day on the classroom printer will not be viewed or received warmly. This includes work in progress for in-class review.)

If compelled to miss a class, you must contact the instructor via email with an acceptable explanation **within 12 hours**. **There are no excused absences.** If absent, you are responsible for materials covered in class. Please “buddy-up” with a classmate for this information. **More than three absences from class (without communicating with the instructor) will result in a failing grade for the semester.** Tardiness will also affect your final grade—three late arrivals equals an absence. There will be a sign in sheet.

** If you do not have work for in-class review, you will be considered “half absent,” and will be assessed a half-day absence accordingly.*

EVALUATION

All final projects will be graded by the following criteria: **concept development, execution and presentation.** Concept—developed through schematic thumbnail sketches and computer roughs—has the same weight as execution. Proper presentation on required materials also has equal weight as the first two.

Your final semester grade will be determined by final project grades (50%), assignments (20%), quizzes (10%) and class participation (10%). There will be a written final exam worth (10%) of your grade.

This class fulfills a Mason Core requirement for Arts.

Mason courses in the film making, visual and performing arts stress generative, inquiry based learning through direct aesthetic and creative experience in the studio environment. Art history courses address the intrinsic relationship of personal and cultural creativity, and the manifestation of aesthetics, visual culture and visual narrative within historical contexts.

Arts goal: Courses aim to achieve a majority of the following learning outcomes: students will be able to identify and analyze the formal elements of a particular art form using vocabulary appropriate to that form; demonstrate an understanding of the relationship between artistic technique and the expression of a work’s underlying concept; analyze cultural productions using standards appropriate to the form and cultural context; analyze and interpret material or performance culture in its social, historical, and personal contexts; and engage in the artistic process, including conception, creation, and ongoing critical analysis.

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.

ArtsBus - Dates for Spring 2019

February 23, 2019

March 30, 2019

April 13, 2019

ArtsBus Credit

- * Each student must have up to 5 AVT 300/Artsbus credits before graduation. 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 independently, or do the DC Alternate Assignment.
- * If you plan/need to go on multiple Artsbus trips during a semester and need them towards your total requirement, you must enroll in multiple sections of AVT 300. Please go to the Artsbus website: <http://artsbus.gmu.edu> "Student Information" for additional, very important information regarding Artsbus policy.
- * Non-AVT majors taking art classes do not need Artsbus credit BUT may need to go on the Artsbus for a class assignment. You can either sign up for AVT 300 or buy a ticket for the bus trip at the Center of the Arts. Alternate trips must be approved by the instructor of the course that is requiring an Artsbus trip.

Visual Voices Lecture Series Fall 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/>

January 24, 2019

February 21, 2019

February 28, 2019

March 7, 2019

Important Deadlines:

Martin Luther King Day (no classes)	Mon Jan 21
First day of classes; last day to submit Domicile Reclassification Application; Payment Due Date; full semester waitlists removed	Tue Jan 22
Last day to add classes—all individualized section forms due	Tue Jan 29
Last Day to Drop (with 100% tuition refund)	Feb 5
Drop period begins with a TBD refund percentage	Feb 6
Final Drop Deadline (TBD tuition refund percentage)	Feb 12
Student Self-Withdrawal	February 13 – February 25
Immunization Record Deadline	Thu Mar 1
Midterm progress reporting period (100-200 level classes)—grades available via Patriot Web	Mon Feb 18 – Fri Mar 22
Selective Withdrawal Period (undergraduate students only) (100% tuition liability)	February 26 – March 25
Spring Break	Mon Mar 11 - Sun Mar 17
Incomplete work from Fall 2018 due to Instructor	Fri March 29
Incomplete grade changes from Fall 2018 due to Registrar	Tue April 2
Dissertation/Thesis Deadline	Fri May 3
Last day of classes	Mon May 6
Reading Days Reading days provide students with additional study time for final examinations. Faculty may schedule optional study sessions, but regular classes or exams may not be held.	Tue May 7
Exam Period (beginning at 7:30 a.m.)	Wed May 8 – Wed May 15
Commencement	Fri May 17
Degree Conferral Date	Sat May 18

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.

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.