

ProPrep

**ART 4356
SPRING 2018**

INSTRUCTOR
Ben Dolezal

OFFICE
FAB 287

OFFICE HOURS
Tues | 2-3pm
Thurs | 2-3pm

EMAIL
dolezal@uta.edu

FACULTY PROFILE
[https://www.uta.edu/profiles/
benjamin-dolezal](https://www.uta.edu/profiles/benjamin-dolezal)

TIME/PLACE
T/TH 11am-1:50pm
FA 358

PREREQUISITE
Art 3354 or advisor approval

DESCRIPTION COURSE CONTENT

Professional Preparation (2-4) 2 hours credit. Exploration and development of the visual communication portfolio. Course work includes advanced level conceptual assignments. Emphasis on complex professional skills. May be repeated for up to six hours credit.

STUDENT LEARNING OUTCOMES

Synthesize creative solutions - IDEAS for electronic and print media in the area of Visual Communication. Solve communication problems with invention + clarity.

Each student will participate in the formulation and evaluation of their portfolio to help prepare themselves for future careers in industry or advanced study in an MFA program.

Demonstrate skills to enhance the processing of information from the initial concept/sketch to the completed project.

Explain the "message" and the receiver in relation to Design.

Creation of a visual vocabulary that reinforces the designer's use of visual form and aesthetic functions.

The ability to determine design priorities and alternatives research, define and evaluate criteria and requirements.

Evaluate current design trends and philosophies as it pertains to enhancing your work and enhancing your visual vocabulary.

Create memorable and exciting solutions.

Demonstrate an awareness of environmentally sound design decisions and the potential for the development and use of sustainable design strategies.

Formulate a personal design manifesto

Evaluate how the boundaries between disciplines are becoming more fluid and less discernible.

Analyze your impact on the visual landscape of culture.

Conceptualize, articulate and transform ideas into meaningful and memorable experiences.

Demonstrate self-reflection in your creative attitudes and abilities.



USEFUL WEBSITES

designobserver.com
visuelle.co.uk
thedieline.com
fubiz.com
netdiver.com
artsmonitor.com
icograda.org
aiga.org
typeculture.com
designarchives.aiga.org
dsvc.org
underconsideration.com
logopond.com
thecoolhunter.net
grainedit.com
designmilk.com
typophile.com
designlab360.org

RECOMMENDED BOOKS

Not For Sale - For Promo Only
(Victionary)

Nice To Meet You Too!
(Victionary)

Identity Suite
(Victionary)

LogoLounge Series
(Catharine Fishel + Bill Gardner)

Meggs' History of Graphic Design
(Philip B. Meggs)

Graphic Design Thinking:
Beyond Brainstorming
(Ellen Lupton)

MATERIALS AND COST

This is an expensive class. Most materials will be defined by project solutions. In addition, you will be required to create a portfolio to take to job interviews. This book will cost between \$150 and \$300. You will also need to purchase a domain name and web hosting for your online portfolio. Web related expenses will typically cost between \$50 and \$100 for one year of web hosting.

JOB RESEARCH AND INTERVIEWING

You are required to contact professionals both for researching information and setting up interviews for full-time jobs, internships or MFA programs.

COURSE OUTLINE

Students in this course will split their time between assigned projects, personal experimentation and portfolio enhancement. In addition, one-day problems/experiences may be assigned that are not currently listed. Assigned Activities: [1] Quick-Turn Project [2] Promote Me: Part 1 (Portfolio Book, Personal Brand, Resume) [3] Project Management [4] Promote Me: Part 2 (Portfolio Website, Portfolio PDF). Additional reading assignments, competitions, projects may be added as the semester progresses.

EXPECTATIONS FOR OUT-OF-CLASS STUDY

Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 20-40 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for critiques, etc.

COURSE ATTENDANCE

Students who will be absent from class for the observance of a religious holiday or illness will be required to makeup assignments missed. Because of all the material covered in class each session the lecture cannot be repeated for students who miss or show up tardy for class. It is imperative that students arrive on time and remain in class the entire time. As a result, I have elected to take attendance in my classroom and it will affect your overall grade in the course. Roll is taken during the first 15 minutes of class. Anyone who arrives after the roll is taken but before 15 minutes has passed will be considered tardy. Anyone who arrives more than 15 minutes late will be considered absent. The roll is a daily record of your attendance and has a major impact on your grade. Consistent tardies are disruptive/disrespectful to your classmates. 3 tardies will equal one absence. After 3 absences (unexcused) the final class grade will drop one letter grade and will continue to drop for each successive absence.

UNIVERSITY CALENDAR

JAN 16
First Day of Class
JAN 16-19
Late Registration
FEB 22
ICPF Packaging Teleconference
MAR 12-16
Spring Vacation
MAR 22
Advisathon
MAR 30
Last Day to Drop Classes
APRIL 2
Registration for Fall Term Begins
MAY 4
Last Day of Classes
MAY 7-11
Final Exams
MAY 12
Commencement Ceremonies

COURSE CALENDAR

Week 1	Course Introduction / INTRODUCE PROJECT 1 INTRODUCE PROJECTS 2 & 3
Week 2	PROJECT 1 DUE / CRITIQUE Work In Class / Individual Portfolio Reviews
Week 3	Work In Class / Individual Portfolio Reviews Branding Workshop and Design Proposal/Estimate Discussion
Week 4	100 Personal Logo Sketches Due / CRITIQUE Design Proposal and Estimate Due
Week 5	5 Digital Logo Versions Due / Portfolio Photography (2) Final Personal Logo Due / (Turn In Time Sheet)
Week 6	Brand Standards Template Due / (Turn In Time Sheet) ICPF PACKAGING TELECONFERENCE - NO CLASS
Week 7	Checkpoint 1 for Project 3 / (Turn In Time Sheet) 2 Portfolio Layout Options Due / CRITIQUE
Week 8	Check Business Card Layouts / (Turn In Time Sheet) Digital PDF of portfolio book layout is due
Week 9	SPRING BREAK - NO CLASS SPRING BREAK - NO CLASS
Week 10	Checkpoint 2 for Project 3 / (Turn In Time Sheet) ADVISATHON - NO CLASS
Week 11	Work in Class / (Turn In Time Sheet) All New Work Created for Project 3 Must Be Completed
Week 12	Work In Class / Order Portfolio Binders and Business Cards PROJECT 2 DUE / INTRODUCE PROJECT 4
Week 13	BFA Exhibition Work Selected Design Invoices / How To Present Work for the Gallery
Week 14	Digital Versions of Gallery Work Checked Gallery Work Checked / Loan Agreement Signed
Week 15	ALL WORK DUE TO GALLERY / April 24 Work In Class
Week 16	Work In Class PROJECTS 3 and 4 DUE
MAY 4	SENIOR EXHIBITION RECEPTION, 5-7PM

All Dates and Assignments Are Subject To Change

GRADING POLICY

A
90-100
EXCELLENT
B
80-89
GOOD
C
70-79
AVERAGE
D
60-69
WEAK
F
0-59
UNACCEPTABLE

VISUAL ASSESSMENT**1. Completion of problem as outlined in Instructor handout and presentation**

- [A] The student has completed the assignment and has accomplished all aspects of the problem at a high level. The student is encouraged to expand the solution(s) of assignment after satisfying the initial brief.
- [B] The problem has been completed and the student has presented solutions that satisfy a high percentage of the assigned problem.
- [C] The project has been completed but the student may have missed a number of details related to the successful completion of the project.
- [D] Numerous aspects of the completed project do not satisfy the objectives of the assigned problem.
- [F] A major disregard for assigned project.

2. Innovative Idea Development

- [A] Completed project reflects a high level of thinking and solution development. The idea captures the nature of problem assigned and powerfully communicates it visually. Memorable ideas...
- [B] Effective solution to assigned problem. Ideas are engaging.
- [C] The idea solves the assigned problem. May need development to be more effective.
- [D] Attempts have been made to develop effective solutions but the ideas fall short to be engaging.
- [F] Significant problems in development of ideas for the project have occurred. Please see the instructor.

3. Understands and uses design/compositional strategies

- [A] Highly refined use of design theory and compositional strategies.
- [B] Good use of design and compositional concepts.
- [C] Acceptable use of design and compositional concepts.
- [D] A number of problems in the design and composition of completed project.
- [F] Numerous problems in the use of design and compositional strategies.

TECHNICAL ASSESSMENT**4. Implements technical skills**

- [A] Finished project is completed and presented with a high degree of technical skill. It is very neat, clean, and has a professional quality.
- [B] Good quality in technique. Has a level of applied technical skill that will not affect the finished project in a negative manner.
- [C] Average technical quality. Refinement would be required to advance the presentation level of the completed project.
- [D] Numerous technical issues need to be improved.
- [F] Very little evidence of technical care in the development of the project.

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5. Daily preparation for studio class: staying on task, bringing appropriate art materials to class, and participating in class discussion and project critiques

- [A] Student is always ready for studio with materials out and in use. Is willing to discuss their work with fellow students in formal and informal settings.
 [B] Student is consistently prepared for studio and many times will contribute verbally in critiques.
 [C] Student is inconsistent in preparation for studio and class participation.
 [D] Student is rarely prepared for studio... excuses used frequently.
 [F] Very little evidence of student interest in studio.

6. Preliminary research that leads to the development of an assigned problem as requested by the instructor

- [A] All research requested was completed at a very thorough level. Shows time and effort and involved at a high level.
 [B] Good research quality has a broad range of materials and resources.
 [C] May be lacking in quality and quantity. More time required to fully examine project possibilities.
 [D] Weak examples and lack of evidence of project research.
 [F] Very little evidence of quality investigation/ documentation.

REWORKING OF PROJECTS AND EXTRA CREDIT

Students are encouraged to enhance their work even after it is completed and graded. The refined work on projects will improve their portfolio.

COURSE FINAL GRADES/ASSESSMENT

Will be an average of all graded activities. If additional activities are added and become part of the final grade the instructor will provide the value of the activity in relation to the final grade. (assignments turned in late will receive a performance level of unacceptable (F))



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UNACCEPTABLE

GRADE SHEET

Visual Communication / ART 4356

Project:

Student:

Grade:

1. Completion of problem as outlined in handout and presentation

A B C D F

2. Innovative idea development

A B C D F

3. Understands and uses design and compositional strategies

A B C D F

4. Implements technical skills

A B C D F

5. Daily preparation for studio class: staying on task, bringing appropriate art materials, and engaging/participating in class discussions and project critiques.

A B C D F

6. Preliminary research leading to the development of an assigned problem

A B C D F

GENERAL SCHOOL POLICIES

DROP POLICY

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wwwb.uta.edu/aao/fao/>).

DISABILITY ACCOMMODATIONS

UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

NON-DISCRIMINATION POLICY

The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.

TITLE IX

The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.



GENERAL SCHOOL POLICIES

ACADEMIC INTEGRITY

All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

"I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code."

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents' Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>.

STUDENT SUPPORT SERVICES

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

ELECTRONIC COMMUNICATION

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

CAMPUS CARRY

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

GENERAL SCHOOL POLICIES

EMERGENCY EXIT PROCEDURES

Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located at the East end of the hallway. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

CLASSROOM POLICIES

Turn cell phones off during class. Leave the classroom if you need to text or make a call. Keep laptops closed during lectures. No children or pets allowed in the classroom.

STUDENT FEEDBACK SURVEY

At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

FINAL REVIEW WEEK

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

GENERAL SCHOOL POLICIES**COURSE AWARENESS**

I have read and understand the syllabus. any questions I have regarding the syllabus have been presented to and answered by the professor teaching this course. I understand that the department of art and art history adheres to university policies and I have read and understand university policies. Please go to: www.uta.edu/catalog/general/academicreg to read university policies if you have not yet done so. It is the responsibility of the student to obtain and read this information.