Welcome!

My name is Diane Driskill, and I am pleased to be your instructor for this course. I look forward to learning more about you as we get to know each other over the next few months. Please be prepared to share your personal and professional stories; hopefully, we will engage in many valuable discussions during this course.

PURPOSE:

Printing is one of the few industries where customers have the chance to take an active part in the manufacturing of their product. This course is designed to give you an overview of print production and will show you the steps required to take a print job from concept to completion, which includes preparing graphics and text for professional printing.

This course is a continuation of Intro/Printing Technology, which you should have taken prior to this course. This course will sharpen your print production skills with definitive resources created specifically for design professionals who need to create files using the Adobe Creative Suite applications, including InDesign, Photoshop, Illustrator, and Acrobat. Print expert Claudia McCue (the author of the textbook shares her hands-on techniques to prepare files, edit photos and graphics, and prevent common problems without missing a deadline). The textbook is brimming with insightful advice, illustrations, and shortcuts that will have you quickly and professionally producing your work error free in no time.

Finally, in a world-gone digital, it is important that those with creativity not get sidelined due to any lack of technical expertise. The goal of this class is not to make computer gurus out of all graphic designers, but to help them understand the tools and concepts needed to make a living as a graphic designer today. “If you can’t get your work out of the computer, you can’t get work!”

COURSE OBJECTIVES:

Upon completion of this course, students will be able to understand:
1) Life Cycle of a Print Job – Glossary of Printing Terms
2) Ink on Paper
3) Binding and Finishing Processes
4) Preparing Raster Images
5) Vector Graphics
6) Fonts
7) Cross-Platform Issues
8) Job Submission
9) Creative Cloud
10) Photoshop CS4 Production Tips
11) Illustrator CS4 Production Tips
12) InDesign CS4 Production Tips
13) Acrobat Production Tips

PARTICIPATION:

Requirements: You are required to be an active member of our learning community. Active members are expected to participate by reading all required readings, complete assignments and exams, and use various resources provided in each UNIT of our class to engage me and your fellow learners in online discussion format. Specific participation requirements include posting a minimum of 2 times each week of our course by responding to discussion questions.

COURSE REQUIREMENTS:

Assignments: Students are expected to read all assigned readings: textbook chapters, announcements, as well as discussions on the on-line discussion board. Assignments are due by 11:59 PM Sunday of the week assigned. Any assignments submitted after Sunday at 11:59 PM will lose 10% of the total points for the assignment and an additional 10% deduction each day (including weekends) in which the assignment is late. Assignments must be typed in 11 or 12-point font and are to be submitted through the “Assignments drop box” icon through Blackboard. Please do not attach assignments to emails!

Discussions: It is expected that students will post their response to a discussion question AS WELL AS post at least one response to another student’s response during the week the discussion questions are assigned. Ten points will be assigned for each discussion question; 5 points for your response to the discussion question and 5 points for your response to another student’s posting. You must post at least once by 11:59PM every Thursday for full credit. If you don’t, an automatic 5 points will be deducted. Students are expected to be courteous and respectful to fellow classmates when submitting comments or responding to other students’ comments on the discussion boards. Everyone is entitled to his/her opinion and each will be respected.

Quizzes: There will be weekly quizzes worth 10 points each on the material covered during that week. There will be a time limit depending on how many questions are asked, usually 15 minutes.

Exams: There will be two exams: a midterm and a final. Students will be allowed approximately one hour for each exam. Since students can log-on anytime within a full week to take an exam, there will be No Makeup Exams.

Grammar/Spelling/Proper Word Usage: Always answer in complete sentences and re-read what you type before you submit your answer/response. Grammar is important! Points will be deducted for grammatical/spelling errors. If I find too many errors, I will simply return your assignment, and ask that you try again. Points will be deducted in these cases.
METHOD OF EVALUATION:

Your grade will be based on four parts as follows:

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<thead>
<tr>
<th>Part</th>
<th>Points</th>
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<tbody>
<tr>
<td>Discussion</td>
<td>160</td>
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<tr>
<td>Assignments</td>
<td>160</td>
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<tr>
<td>Quizzes</td>
<td>160</td>
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<tr>
<td>Exams (one midterm &amp; one final/100 pts ea)</td>
<td>200</td>
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680 points total

The final grade will be determined using the following grading system; YOU MUST EARN AT LEAST 72% TO PASS THIS COURSE. If you don’t earn at least 72%, you will not be permitted to enroll in any other program courses until this course is repeated.

Plus/Minus Grading System

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<td>92%</td>
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<td>A</td>
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<td>90%</td>
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<td>A-</td>
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<td>88%</td>
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<td>72%</td>
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<td>70%</td>
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<td>D+</td>
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<td>62%</td>
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<td>D</td>
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<tr>
<td>60%</td>
<td>61%</td>
<td>D-</td>
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<tr>
<td>Below 60%</td>
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ACCEPTABLE USE OF TECHNOLOGY POLICY

Students enrolled in any BTS program or course have the right and privilege to use computer systems and networks as far as that use does not violate policies set forth by the college and the State of Idaho. All computer use must comply with the LCSC policy and procedures No. 1.108, the Appropriate Use of Technology Guidelines found at http://www.lcsc.edu/it/Policy_&_Procedures/LCSCFY2002AppropriateUse.htm, and State of Idaho Executive Order No. 2005-22. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

DISABILITY POLICY:

If you need course adaptations or accommodations because of a disability, if you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment to talk with me as soon as possible. My office location and office hours are listed on the front of this syllabus.
Students who request special accommodations should present a Faculty Notification Form from Disability Services, which is located in the Student Counseling Center, RCH 111. Doug Steele is the coordinator of Disability Services. If you have questions or concerns, please call extension 2211.
**Consumer Information**
In 2008, the federal government required all post-secondary institutions offering federal financial aid programs to provide key data to both prospective and current students. To comply with this requirement, Lewis-Clark State College has developed a consumer information page, which may be accessed at [http://www.lcsc.edu/student-consumer-information/](http://www.lcsc.edu/student-consumer-information/).

**Disability Accommodations**
Students requiring special accommodations or course adaptations due to a disability and/or a health-related issue should consult their course instructors and the LCSC Student Counseling Center immediately (RCH 111, 792-2211). Official documentation may be required in order to provide an accommodation and/or adaptation.

**Student Rights and Responsibilities**
Students have the responsibility for knowing their program requirements, course requirements, and other information associated with their enrollment at LCSC. Students should review the LCSC General Catalog ([http://webdev.lcsc.edu/catalog](http://webdev.lcsc.edu/catalog) and the LCSC Student Handbook ([http://www.lcsc.edu/media/1152314/13-14-Student-Handbook-Revised.pdf](http://www.lcsc.edu/media/1152314/13-14-Student-Handbook-Revised.pdf)) for more information.

**Accidents/Student Insurance**
Students participating in LCSC classes normally must look to their personal health insurance policy (Student Health Insurance Plan or comparable private coverage) should an accident occur. In the event of an accident, please seek medical help, if necessary, and report the incident to LCSC Security (792-2226). Fieldtrips or other special student activities may also require students to submit a signed participation waiver (forms can be obtained from the supporting Division Office).

**Enrollment Verification/Attendance**
Students who are not actively pursuing their classes may have to repay part or all of their financial aid awards depending upon the circumstances.

**Academic Dishonesty**
Academic dishonesty, which includes cheating and plagiarism, is not tolerated at LCSC. Individual faculty members will impose their own policies and sanctions regarding academic dishonesty. Students who are accused of being academically dishonest may be referred to the VP for Student Affairs for official disciplinary action.

**Illegal File Sharing**
Students using LCSC’s computers and/or computer network must comply with the college’s appropriate use policies and are prohibited from illegally downloading or sharing data files of any kind. Specific information about the college’s technology policies and its protocols for combating illegal file sharing may be found on the VP for Student Affairs’ webpage ([http://www.lcsc.edu/student-affairs/student-code-of-conduct/](http://www.lcsc.edu/student-affairs/student-code-of-conduct/)).

**Diversity Vision Statement**
Regardless of race, color, age, sex, religion, national origin, disability, veteran status, or sexual orientation, you will be treated and respected as a human being.

**Disclosures**
During this course, if you elect to discuss information with me which you consider to be sensitive or personal in nature and not to be shared with others, please state this clearly. Your confidentiality in these circumstances will be respected unless upholding that confidentiality could reasonably put you, other students, other members of the campus community, or me in danger. In those cases or when I am bound by law to report what you have told me, such as incidents involving sexual assault or other violent acts, I will submit a report to appropriate campus authorities.

Updated January 2014