LEWIS-CLARK STATE COLLEGE
BUSINESS TECHNOLOGY & SERVICE
GRAPHIC ARTS/PRINTING TECHNOLOGY
Syllabus

COURSE TITLE: Advanced Printing Techniques
COURSE NUMBER: PITPT 211
CREDIT HOURS: 6
SEMESTER: Spring 2015
INSTRUCTORS: Diane Driskill, Professor/Andy Tuschhoff, Graphic
Designer/Instructional Aide
EMAIL ADDRESS: ddriskil@lcsc.edu, ajtuschhoff@lcsc.edu
OFFICE HOURS/PHONE/LOCATION: Friday 8:00 AM – 12:00 PM or by appointment
Phone: 792-2894, 792-2252
Sam Glenn Complex 113

CONTACT HOURS: MTWTh 8:00 AM – 10:00 AM
LAB HOURS: Same
PREREQUISITE: Completion of all Graphic Arts/Printing Technology course requirements
with the exception of Coop
Debbie Rose Myers
ISBN: 978-1-118-42814-6

REQUIRED MATERIALS:
   Pica Pole (12 or 18 inch)
   Portfolio (minimum size 12 x 18)
   Plastic Paper Savers
   Small Notebook

PURPOSE
This course is designed to allow students to apply knowledge and skills learned in previous
courses to produce printed projects. The student will spend a specified amount of time in each of
the following areas: 1) Digital Image Preparation, which includes Concept Development, Design,
and Layout, 2) Digital Image Assembly and Prepress, 3) Press Operations, and 4) Finishing and
Binding.

METHODS OF INSTRUCTION
This is a structured course. Lecture and hands-on experience will be used. Class discussion is
highly recommended. Please ask questions. It will help all of us learn. There will be special
instructional sessions along with daily lab work. You will have an opportunity to learn and
improve in all areas of print production by actually working on jobs that are brought into the
live shop by real paying customers. You will learn industry standards for quality control to
produce the highest quality job possible. You will demonstrate competency in layout &
design, prepress and file management, offset press techniques, and finishing and binding
processes.
METHODS OF EVALUATION

Your grade will be based on five parts as follows:

- Personal Portfolio 100 points
- Time Cards 140 points (14 wks, 10pts each wk)
- Projects 200 points (0-4 pts/project)
- Maintaining a clean work station and overall lab 140 points (5 pts/day)
- Quizzes 140 points (10 points/week)
- Total 720 points/semester

**Portfolio** – You will turn in a portfolio at the end of the class with a sample finished piece of each job that you have worked on throughout the semester. A professional resume and cover letter will also be required to hand in with the portfolio. This portfolio will be graded on both quality and quantity of work and will also be graded on presentation as if you were applying for a real job. The organization and appearance of the portfolio is very important! You may leave your portfolio in CPMS and keep samples of every project. You can never have too much to show – keep adding to this portfolio. (See attached for portfolio guidelines).

**Projects and Time Cards** – The primary responsibility of the Advanced Printing Technique student will be to do all of the live work brought into the program. Students will have an opportunity to work in any or all of the following areas throughout the semester:

1) Digital Image Preparation, which includes concept development, design, layout, and file management
2) Digital Image Assembly, platemaking, and all prepress operations
3) Press Operations
4) Finishing & Binding
5) Mail Preparation
6) Production Management & Estimating

**Lab** - You will also be graded on maintaining a clean workstation and overall lab. Every day, you are responsible for maintaining your own workstation. That not only includes cleaning up your own belongings, it means cleaning up jobs you are working on; all proofs and any documentation must be filed and put away in the job jacket. This will affect your final grade. Allow yourself time to clean up before class is over. This includes not only your own workstation but overall classroom and lab areas as well.

**Quizzes** – There will be a random quizzes on material covered, whether it is from material in the book or handouts, or material covered in production meetings and/or discussions.

**GRADING SCALE**

Each project will receive a grade from 1 – 4 according to your level of independent work and skills. This is an advanced-level course, and these are the EXPERT guidelines used in the printing industry. By the end of the semester you should have mastered most tasks relevant in the operation of a real print shop and have enough hands on experience to gain employment in any facet of the printing industry or related field.

- 4 Skilled – can work independently with no supervision
- 3 Moderately skilled – can complete job with limited supervision
- 2 Exposure to the concept – but no hands on experience
- 1 No exposure – No experience or knowledge in this area

The final grade will be determined using the following grading system:

Plus/Minus Grading System
<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>92%</td>
<td>A</td>
</tr>
<tr>
<td>90%</td>
<td>A-</td>
</tr>
<tr>
<td>88%</td>
<td>B+</td>
</tr>
<tr>
<td>82%</td>
<td>B</td>
</tr>
<tr>
<td>80%</td>
<td>B-</td>
</tr>
<tr>
<td>78%</td>
<td>C+</td>
</tr>
<tr>
<td>72%</td>
<td>C</td>
</tr>
<tr>
<td>70%</td>
<td>C-</td>
</tr>
<tr>
<td>68%</td>
<td>D+</td>
</tr>
<tr>
<td>62%</td>
<td>D</td>
</tr>
<tr>
<td>60%</td>
<td>D-</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
</tr>
</tbody>
</table>

**ATTENDANCE POLICY**

Being on time and participating daily are very important. You need to attend class every day and be on time. No employer is going to let you come in whenever you want to, so please be here when you’re supposed to.

**Cell phones must be turned off during class! Use break time for checking e-mail and using cell phones.**

Our attendance policy is as follows:

- Every three absences will lower your letter grade by one grade.
- Every five minutes counts as one tardy.
- Every four tardies will equal one absence.
- Coming in late or leaving early are both tardies.
- There is no distinction made between “excused” and “unexcused” absences.

You will be allowed one break during the three hour block. It will be 10 minutes not to exceed 15 minutes.

You are responsible for any assignments or readings while you are absent. Please see your instructor immediately for missed assignments. **YOU** are also responsible for finding another class member to explain tasks that were demonstrated and discussed when you were absent. Excessive absenteeism may cause you to receive an F for the course. Individual problems should be discussed with your instructor.

You will be required to sign an Attendance Policy Contract at the beginning of class.

**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](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.
Attendance Policy Contract

Being on time and participating daily are very important. A grade of “C” is required to advance to the next printing course. Students with poor attendance or students who do not use class time effectively will be asked to drop the course. Students who “disappear” from class without officially dropping the course or withdrawing from school will receive an “F” on their transcript.

Please read and initial each of the five attendance conditions below and sign and date this sheet.

- Every three absences will lower your letter grade by one grade.
- Every five minutes counts as one tardy.
- Every four tardies will equal one absence.
- Coming in late or leaving early are both tardies.
- There is NO distinction made between “excused” and “unexcused” absences.

Student Signature: __________________________________________ Date: ____________________

I have read and understand the attendance requirements above.

Instructor Signature: __________________________________________ Date: ____________________

I will discuss your attendance with you in person, if a problem occurs.
Portfolio Guidelines

Your portfolio is just a simple bound booklet including your best work. But it is more than just a compilation of samples; it is a window to your personality, goals, and know-how. The manner in which your samples are presented is up to you, as it will tell much about you; so, be creative, but keep in mind the type of job you are applying for. Slant your portfolio to your targeted market.

Here are some items that must be included in your portfolio and what you will be graded on.

25 pts. 1) A **cover letter** that you can update and personalize.

25 pts. 2) **Your resume**, remember this is your chance to make that important impression.

25 pts. 3) **Organization**; divide your portfolio in well-defined sections (i.e. logo design, brochures, etc.). Place very best items first and last. (EX. Group by type of skills, by style, etc.).

25 pts. 4) Clean Presentation, choose a unifying theme to tie everything together (consistent page color, border design, or logo). Don’t draw attention away from your work – avoid wild patterns or loud color schemes that take the viewer’s eye away from the focal point of the portfolio.

Samples of your work include:

- **Printed samples and thumbnail sketches**; some studios show the entire process of sketches from start to finish. Remember to show this with some organization and style.

- **Team design projects** with your contribution clearly noted.

- **Experimental works that have not been printed**. Black and white laser proofs are fine if they are clean and presented with style.

- **Photos of your graphics used on signage**; T-shirts or any other marketing materials.

You always want to be there when your portfolio is reviewed. Take time to tell the stories that lie behind each project and your personality will shine through. Just be yourself. Don’t show anything that you will have to make excuses for. Show your best work and explain how it helped the client prosper.

As your projects increase, always **add to your portfolio**. What you are creating now is a start; keep updating as your skills increase.
Your portfolio should be visually provoking, conceptually clear and it must be perfect: no mistakes of any kind. (Even a typo will give a negative impression).

Check and recheck for spelling errors!

*Good luck in your job search and do stay in touch!*
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/

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) and the LCSC Student Handbook (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’ web page (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