

Course Syllabus

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 Edit

ART 57

TERM: Winter 2025

Please note: The syllabus describes expectations for face to face, hybrid and online formats. You are required to read all of this information.

Course Communication Policy

Instructor: Marco A. Marquez

Contact Information

marquezmarco@fhda.edu (<mailto:marquezmarco@fhda.edu>)

Instructor Art/ Graphic Design

Creative Arts Division

Office AT 101

P 408-864-5719

Office Hours

Monday and Wednesday: Online from 9-10:30 AM.

Tuesday and Thursday in the AT 101 from 9:15-9:30, 12:15-12:30 PM.

If the designated days and times are not suitable for your schedule, alternative arrangements can be made for a conversation. I am available to accommodate meetings through phone calls or Zoom sessions, depending on your preference. The most effective way to initiate contact or request personalized instruction is via email.

Contacting the Instructor

The preferred mode of communication with the instructor is via canvas email. Students are encouraged to send inquiries or concerns to marquezmarco@fhda.edu. Please refrain from using the comment sections within assignment submissions, as these may not be monitored regularly and could lead to delays in response.

Instructor Availability

The instructor will be available to respond to emails and messages during standard business hours,

which are Monday through Friday, 9:00 AM to 5:00 PM. Please anticipate a response within 24 to 48 hours of your inquiry.

Instructional Feedback and Communication

Maintaining a clear and open channel of communication with students is a priority. Weekly announcements will be posted at the beginning and end of each instructional unit. Additionally, weekly homepage updates will be provided, and feedback on assignments will be given within seven days following the project deadline.

For meetings, office hours are listed in the syllabus. If these times are not compatible with your schedule, the instructor will make reasonable efforts to arrange an alternative time. Emails will be answered during standard business hours (9:00 AM - 5:00 PM, Monday through Friday), with responses typically provided within 24 hours. While the instructor may occasionally respond to emails on weekends or evenings, this is not guaranteed and is dependent on availability.

Weekly group discussions will also be held to foster engagement. These discussions will provide opportunities to ask questions, explore instructional topics, share assignment results, and engage in reflective activities.

Final Exam/Project/Presentation: March 28, 11:49PM.

A final project outline will be provided with the specific time the project is to be submitted. Final projects can not be turned in outside of the due date and project window. Once the final project window is closed I will NOT accept it. Please allow adequate time to submit your project. I will not accept technical issues as an excuse to submit late work.

Requisites

Advisory: ARTS 53

Course Goal / Description

Interpretation of the elements and principles of design as applied to the use of typography in graphic design. Emphasis on the integration and selection of letter forms and type styles as they relate to the production for the printed page, multimedia design and the World Wide Web. Software used includes Adobe Photoshop, Adobe Illustrator and Adobe InDesign.

Goals: Student Learning Outcome Statements (SLO)

- Student Learning Outcome: The student will use typographic design to demonstrate a knowledge of the elements and principles of design, organization of design elements, materials and forms of communication.
- Student Learning Outcome: The students will analyze styles in typographic design, type selection, and type specification, in relation to new computer technology and the World Wide Web.

Software

Illustrator, Indesign

Software Requirements

Students will need access to the Adobe Creative Cloud, word processor, and a Web Browser.

The specific software covered in this class is Adobe Illustrator, Indesign.

Students will need a browser such as Safari or Firefox to view online tutorials and have access to ZOOM.

Create a Student De Anza.edu Email Account

You may want to create a deanza.edu email. This will help you in purchasing licenses and hardware via collegebuys.org.

To acquire a deanza.edu please follow this link and instructions:

<https://www.deanza.edu/students/new-tech.html>

Attendance Policy

- Two “late arrivals” equals one absence. Missing 30 minutes or more of class constitutes an absence.
- A student may be dropped from the class after 4 absences.
- **A student may be dropped for missing more than one class or lab during the first two weeks of the quarter.**
- **An online student who does not participate within the first five days may be dropped.**
- **An online student who does not participate for a five day period may be dropped.**

- **For an excused absence please contact the instructor.**

Required Text

1. Why Fonts Matter Paperback by Sarah Hyndman.

You will need this book in your possession by Unit 4.

2. Typographic Systems of Design: Frameworks for Type Beyond the Grid (Graphic Design Book on Typography Layouts and Fundamentals) Paperback – Illustrated, April 19, 2007

Please pick this up ASAP.

I will be providing pdf readers and online resources for the class.

If you are looking for a publication to serve as a software reference, I suggest the following.

1. Adobe Illustrator CC Classroom in a Book (Latest Release)
2. Illustrator quick start guide (latest release)

Please note: I would advise that you pursue additional tutorials found online if you are seeking supplemental instruction.

Assignment Grading Scale

A	100 %	to 94.0%
A-	< 94.0 %	to 90.0%
B+	< 90.0 %	to 87.0%
B	< 87.0 %	to 84.0%
B-	< 84.0 %	to 80.0%
C+	< 80.0 %	to 77.0%
C	< 77.0 %	to 74.0%
C-	< 74.0 %	to 70.0%
D+	< 70.0 %	to 67.0%
D	< 67.0 %	to 64.0%
D-	< 64.0 %	to 61.0%
F	< 61.0 %	to 0.0%

Final Course Grade Grading Scale

A	100 %	to 94.0%
A-	< 94.0 %	to 90.0%
B+	< 90.0 %	to 87.0%
B	< 87.0 %	to 84.0%
B-	< 84.0 %	to 80.0%
C+	< 80.0 %	to 77.0%
C	< 77.0 %	to 70.0%
D	< 70.0 %	to 61.0%
F	< 61.0 %	to 0.0%

Grading Policy and Criteria

Grades are generally determined based on craftsmanship, conceptual relevancy, commitment, and timeliness.

Final Grade in course is based on the following:

Quiz: 20 percent of grade

Discussions/Presentations: 20 percent of grade

Projects: 40 percent of grade

Research, Thumbs, Homework Assignments: 20 percent of grade

Assignment Due Date Policy

All due dates are announced in class. It is the student's responsibility to find out when assignments are due. **Late work can be accepted with instructors consent. This means you must ask me to accept your late work.** Work will not be accepted that is 10 days beyond the due date. Late work will result in a lower grade at a 10 percent deduction per day. **No projects will be accepted after the Final Exam Window.**

Students must turn in work in the assigned space in Canvas, clearly labeled and organized. Failure to

do so may result in a zero grade. It is the students responsibility to insure projects are turned in. *Pop quizzes are randomly assigned, and can not be completed outside of the given date. No exceptions.

If you have a family, or health emergency contact me as soon as possible. I will not be able to accommodate you if you do not communicate with me within one week.

Exercises and projects:

Students will receive a handout and example for every project. Handouts will include a project outline, expectations, milestones, and due dates. All projects will be discussed, explained, and demonstrated in class. All projects will be concluded with a class critique where you will share your work with your peers. Project expectations have been designed with a specific goal or outcome in mind. Project outcomes, expectations and goals are not negotiable.

Projects may include the following:

- Font Design
 - Flyer: Expressive Font and Type Exploration
 - Type Pairing
 - Type Driven Poster
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Course Requirements

1. Students are expected to attend all classes and work for the entire class meeting.
 2. Students are expected to take adequate notes during lectures and demonstrations so that they may achieve their assignments successfully outside of class.
 3. Students may have to work on assignments and projects outside of class.
 4. Students are responsible for attending all classes, completing all quizzes and assignments, and participating in all critiques.
 5. Students are expected to keep their wits about them as the instructor frequently calls on students to demonstrate techniques covered in class or answer questions based on previous lectures.
 6. Projects mockups and prints must be completed before the due date.
 7. Students will not be allowed to print projects during the class period in which they are due.
 8. Students are responsible for scheduling printing with timing in mind. Failing to produce such a deliverable will result in the loss of a letter grade.
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Required Materials

1. QTY 1 Notebook: To take notes on lessons and your own hands-on experiences.
 2. QTY 1 Storage resource such as google drive, or a USB “flash” drives
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Lab access and resources (*For Face to Face / Hybrid Courses*)

Learning Commons West Lab has numerous computers with Adobe CC.

This is a link to that resource. <http://deanza.edu/library/librarywestcomputer.html>

Open labs will be announced and scheduled in the ATC 101

De Anza Student Online Guide.

Students can find support resources for online learning via these links:<https://www.deanza.edu/online-spring/>

Online Education Center

For more information please visit: <https://www.deanza.edu/online-ed/> (<https://www.deanza.edu/online-ed/>)

[\(https://www.deanza.edu/online-ed/\)](https://www.deanza.edu/online-ed/)

- Student Resource Hub: Visit this site for tips, guides and answers to your questions about using Canvas, Zoom and other online learning tools that your classes may be adopting.
 - Staying Organized: This webpage has advice for planning and staying on top of your online coursework.
 - Canvas Help: Need technical support with Canvas? This page has information on how to get help.
- More Student Resources: Visit this page for more links and tips.

Academic Integrity Policy

Students are expected to follow and adhere to the college’s academic integrity policy per the student handbook. This policy clarifies topics such as student responsibilities, dishonest, and plagiarism. All students should become familiar with this policy, which can be found at: <http://www.deanza.edu/studenthandbook/academic-integrity.html> (<http://www.deanza.edu/studenthandbook/academic-integrity.html>)

[_\(http://www.deanza.edu/studenthandbook/academic-integrity.html\)](http://www.deanza.edu/studenthandbook/academic-integrity.html)

Student Code of Conduct and Disruptive Behavior

It is my goal to create a welcoming and inclusive environment. I expect students to respect one

another and carry themselves in a professional manner. Disruptive behavior is not acceptable and will be addressed by the instructor and the department.

In the pursuit of a positive work / study environment cell phones and music devices should be set to mute or turned off. Abusive language and behavior will not be tolerated and will result in disciplinary action, which may result in suspension or expulsion. The classroom and classroom resources are for academic purposes and should be limited to activities connected to the class. Personal work may be explored with the instructors permission.

Administrative Policy 5510 Foothill and De Anza Colleges consider the following principles essential to their educational mission and community life: Mutual respect between students, faculty and staff; Pursuit of studies with honesty and integrity; Respect for College and personal property; and Compliance with all rules and regulations. For more information please visit: <http://www.deanza.edu/dsps/dish/appendix/conducts.html>

Disability Support Programs & Services (DSP&S)

Located in Student & Community Services Building, Room 141

Phone: 864-8753 • TTY: 864-8748

The Disability Support Programs and Services Division Includes four on- and off- campus programs offering a comprehensive array of accommodations, special classes and support services. The mission of the Disability Support Programs and Services Division (formerly called the Special Education Division) is to ensure access to the college's curriculum, facilities and programs and to promote student success in realizing individual educational and vocational goals.

For more information please visit: www.deanza.edu/dsps (<http://www.deanza.edu/dsps>)
[_ \(http://www.deanza.edu/dsps\)](http://www.deanza.edu/dsps)

Recording Policy

Our live lectures will be recorded and posted to the Canvas portal. Students will have access to this content.

Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.

Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor's permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to

reproduce or distribute the material.

FERPA (Privacy Policy)

"The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records."

It protects confidentiality of students' educational records. Grades cannot be provided by faculty over the phone, by e-mail, or to a fellow student. and should not be posted anywhere except in Canvas.

Student Success Center

Need help? De Anza's Student Success Center offers free online and on-campus tutoring and workshops! Visit <http://www.deanza.edu/studentsuccess> for our hours and information. Or just stop by to chat or sign up!









- Individual Weekly or Drop-in Tutoring: Come with assignments or questions, or just drop by to see how tutoring works.
- Workshops, group tutoring and group study: Most people learn better with others...give it a try!
- Support for online learning: Speak with a friendly peer tutor or SSC staff member about motivation and organization strategies for online classes. We get it and are going through the same things, so let's support each other!
- Need after-hours or weekend tutoring? See the Online Tutoring page for information about NetTutor (via Canvas) or Smarthinking (via MyPortal).

Our Graphic Design Computer Lab Policy










- No food or open containers in lab.
- Please log out or set the computer to sleep when you are done.
- Do not delete anything that does not belong to you.
- Store all work in your flash drive or in the documents folder. Anything left on the desktop is open to be deleted.
- Please clean your area before you leave. Do not leave paper or other materials on the workspace.
- Do not use your own paper in the printer.
- Backup your work. The lab is not responsible for any lost data.
- Cell phones are not allowed in class.
- No disruptive behavior such as youtube watching, video gaming, facebooking.
- Your time and use of my class / lab are for class graphic design purposes only.
- Only enrolled students are allowed in the lab.






- Report any technical issues to the instructor.
- Seating is first come first serve.

Course Summary:

Date	Details	Due
Fri Jan 10, 2025	 Validate you are here, or you will be dropped. Just say Hello. And and answer these questions. (https://deanza.instructure.com/courses/38755/assignments/1254864)	due by 11:59pm
	 Home Work 1: Type Research Part 1 (https://deanza.instructure.com/courses/38755/assignments/1254851)	due by 11:59pm
	 Home Work 1: Type Research Part 1 (https://deanza.instructure.com/courses/38755/assignments/1263708)	due by 11:59pm
Sun Jan 12, 2025	 Home Work 2: Type Research Part 2 (https://deanza.instructure.com/courses/38755/assignments/1254852)	due by 11:59pm
	 Lesson 1 Syllabus Quiz (https://deanza.instructure.com/courses/38755/assignments/1254838)	due by 11:59pm
	 Let's Get to Know Each Other (https://deanza.instructure.com/courses/38755/assignments/1254846)	due by 11:59pm
Sun Jan 19, 2025	 Home Work 3: Discussion: The power of typography (https://deanza.instructure.com/courses/38755/assignments/1254844)	due by 11:59pm
	 Home Work 3: Sourcing - The power of typography (https://deanza.instructure.com/courses/38755/assignments/1254844)	due by 11:59pm

Date	Details	Due
	deanza.instructure.com/ courses/38755/assignments/1254853	
	 Quiz Stop Stealing Sheep Chapters 1-2 (https:// deanza.instructure.com/ courses/38755/assignments/1254842)	due by 11:59pm
Sun Jan 26, 2025	 Home Work 4: Who Invented Printing? (https:// deanza.instructure.com/ courses/38755/assignments/1254854)	due by 11:59pm
	 Quiz Stop Stealing Sheep Chapters 3-4 (https:// deanza.instructure.com/ courses/38755/assignments/1254841)	due by 11:59pm
Sun Feb 2, 2025	 Home Work 5: Serifs (https:// deanza.instructure.com/ courses/38755/assignments/1254855)	due by 11:59pm
	 Project 1: Hand Lettered Font Design (https:// deanza.instructure.com/ courses/38755/assignments/1254860)	due by 11:59pm
Sun Feb 9, 2025	 Critique: Share Your Project 1 Templates (https:// deanza.instructure.com/ courses/38755/assignments/1254845)	due by 11:59pm
	 Quiz Stop Stealing Sheep Chapters 5-6 (https:// deanza.instructure.com/ courses/38755/assignments/1254840)	due by 11:59pm
Sun Feb 16, 2025	 Critique: Share Your Project 1 Hand Lettered Poster (https:// deanza.instructure.com/ courses/38755/assignments/1254847)	due by 11:59pm
	 Home Work 6: Wake up & smell the fonts (https:// deanza.instructure.com/)	due by 11:59pm

Date	Details	Due
	courses/38755/assignments/1254856	
	 Project 1: Hand Lettered Font Design (POSTER) (https://deanza.instructure.com/courses/38755/assignments/1254861)	due by 11:59pm
	 Quiz Stop Stealing Sheep Chapters 7-8 (https://deanza.instructure.com/courses/38755/assignments/1254839)	due by 11:59pm
Sun Feb 23, 2025	 Homework 7: Font Swap (https://deanza.instructure.com/courses/38755/assignments/1254848)	due by 11:59pm
	 Homework 8: Type Karaoke (https://deanza.instructure.com/courses/38755/assignments/1254843)	due by 11:59pm
	 Quiz Stop Stealing Sheep Chapters 9-11 (https://deanza.instructure.com/courses/38755/assignments/1254837)	due by 11:59pm
Sun Mar 2, 2025	 Home Work 9: Inclass Type Setting (https://deanza.instructure.com/courses/38755/assignments/1254857)	due by 11:59pm
Sun Mar 9, 2025	 Homework 10: Type karaoke part 2 (https://deanza.instructure.com/courses/38755/assignments/1254858)	due by 11:59pm
	 Project 2: Type Safari (https://deanza.instructure.com/courses/38755/assignments/1254862)	due by 11:59pm
	 Share Your Project 2 Type Safari (https://deanza.instructure.com/courses/38755/assignments/1254849)	due by 11:59pm

Date	Details	Due
Sun Mar 16, 2025	 Homework 11: Type Layout (https://deanza.instructure.com/courses/38755/assignments/1254859)	due by 11:59pm
Sun Mar 23, 2025	 Project 3: Concert Poster (https://deanza.instructure.com/courses/38755/assignments/1254863)	due by 11:59pm
Sun Mar 23, 2025	 Why Fonts Matter Quiz (https://deanza.instructure.com/courses/38755/assignments/1254836)	due by 11:59pm
Thu Mar 27, 2025	 Critique: Share Your Type System Concert Poster (https://deanza.instructure.com/courses/38755/assignments/1254850)	due by 11:59pm
	 Home Work 2: Type Research Part 2 (https://deanza.instructure.com/courses/38755/assignments/1263710)	