



Typography

Faculty Information

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General Course Description

Course #: FA15-SE-FINA-S351 Section number: 18883
Mondays and Wednesdays from 9:00 A.M. – 12:00 P.M.

The course, S351 Graphic Design 2 (Typography) is about developing the ability to skillfully use typography in graphic design. To do so, fundamental principles relating to typography are explored through a series of progressively complex in-class exercises and assignments, supported by research, readings, ideation, criticism, peer learning, and computer assisted learning (YouTube and other online tutorials such as Lynda.com). Please be reminded that this is not a software-oriented class as you will be partly responsible for teaching yourselves through learning by doing. This course examines expressive possibilities of typography within the field of graphic design, specifically the application of typography in business communications, promotional and branding purposes. This course will prepare you for design thinking and methods related to typography as tool for visual problem solving via computer and hands-on methods.

Course Objectives

- To understand and apply the fundamental principles of typography, as both content and form to influence the way we inform, facilitate and disseminate ideas through in-class exercises and assignments;
- To develop appreciations of letterforms for expression and communication in different platforms via exposures to multitudes of typographic applications;
- To participate in local, regional or international design contests (whenever possible) for gauging the students' knowledge in the theory and methods learned from the course.

Materials

- Bring to every class the following:
- 3-ring binder (preferably black) with refillable plastic sleeves
 - 3" x 5" index cards (blank, not ruled)
 - Tracing pads
 - Assorted drawing materials: Non-mechanical 2B pencils, sharpies, color markers, black ballpoint pens (0.5 or 0.7), etc.
 - X-acto knife with #11 blades, steel ruler
 - 3M Spray mounts
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- Post-It notes
- CD/USB thumb drive/External hard drive

Process Notebook

In helping you to organize, think of the 'process notebook' as a collection where anyone who reviews it at any time can understand its content. This is where you insert records of every detail of your design processes from your assignments/exercises into refillable plastic sleeves. Organize and edit your work in a logical and clear fashion to allow for adding of new material as the course progresses.

In complying with plagiarism policy, always quote your sources by listing it as a source from where your data/research are drawn from. This is also a good practice of allowing you to trace the idea back for later references. Original sketches are to remain as hard copies. You also need to include a hard copy version of every assignment/exercise in the process notebook. It is preferred that documents submitted are typed (word-processed, i.e. check for typos, misspellings), with attention paid to correct any linguistic mistakes. It is preferred that you refrain from using ruled pads for sketching surfaces. Hand-written materials can be accepted if you can present legibly. The format for your report/assignment delivered preferably is in native files, JPG, PDF, or varied. Whenever in doubt, discuss with your professor.

Every time your assignment/exercise is due, turn in the process notebook. Remember to bring the process notebook to every class. Failure to keep your process notebook and hand in the necessary materials will result in an incomplete or an affected grade.

IUWare and Open Labs

IUWare is a software distribution service for Indiana University. As a student, you can download and install many useful programs for free. IUS pays the license fees in order for you to use helpful software such as Adobe Creative Cloud, Acrobat and MS Office. To download from IUWare, visit iuware.iu.edu.

IU Technology Services maintains a number of staffed labs on campus. There are also open labs. This site lists open computers on campus: <http://seatfinder.ius.edu>.

IUS Fine Arts Equipment Checkout Hours

Fill out an IUS equipment checkout form should you wish to check out a camera, for e.g. All procedural details are outlined in the form. Below are the hours of operation:

Monday: 8:10am – 10:10am, 4:20pm – 5pm
 Tuesday: 8:10am – Noon, 4:20pm – 5pm
 Wednesday: 8:10am – 10:10am, 4:20pm – 5pm
 Thursday: 8:10am – Noon, 4:20pm – 5pm
 Friday – Sunday: closed

Recommended Readings

The Elements of Typographic Style by Robert Bringhurst

Type

emigre.com
fonts.com
linotype.com
myfonts.com
Typeculture.com/academic_resource/research_directory
typography.com
typophile.com

Magazines

Communication Arts, Eye magazine (UK), Graphis, HOW, Print, Step

Also look up the following contemporary figures of graphic design: Ahn Sang-Soo, Oded Ezer, Milton Glaser, Chip Kidd, Ken-Tsai Lee, Raul Rand, Stefan Sagmeister, Paula Scher, Kohei Sugiura, Massimo Vignelli, Niklaus Troxler, etc.

Reminders

- **This course is experimental in nature. Specific details are either purposefully left out to encourage experimentation or they can only be discovered as we experiment along the way. If you are detail-oriented and crave for the needs to know so that you can predict or control, this class may not be suitable for you.**
- In discussing the provocative aspects of communication in graphic design, we will discuss topics, view slides or read about information that you may find offensive. You will be forewarned and if you choose to stay in class, it is deemed that you have accepted and will be participating in the session.
- Concepts can only emerge from dozens of sketches. Be ready to spend minimally 4 – 6 hours per week outside of class on your course work.
- Losing your work due to failed media or overwritten files is not an excuse for late work as you are expected to develop an effective backup strategy for all your digital files.
- Check your university email regularly for information and updates. Personal emails will not be entertained. Email correspondences during weekends and public holidays or during designated conference dates will be affected.
- No cellphones during class sessions. Laptops are OK during class lectures and work sessions.
- During the lecture and/or tutorial sessions, permission must be obtained from the professor if the student wishes to record any presentation via any electronic or digital devices of any sort.
- Eating and drinking during breaks are acceptable but any drinks in the computer lab should have a lid to prevent any mishaps to the artwork or the computer equipment.
- Do not make any offensive remarks, read inappropriate materials, chitchat, sleep or engage in other forms of distraction such as talking while the professor is teaching and so forth. These will be regarded as disruptive behaviors and will be dealt with accordingly.

Attendance

Attendance will be taken each day; In order to be recorded as present: **You must come to class: on time, prepared with materials, and stay for the entire period. At the end of class the room must be returned to order before you leave.**

Concepts covered in class will be delivered primarily through lecture and participation. Problems arise from time to time. The professor understands and will tolerate up to two absences before having your grade affected. If you expect an interruption in your schedule, notify the professor in advance.

A doctor's note or a note from your employer will be considered a legitimate reason to be late or missing from class. Sending a notification email or an employer/doctor's note does not exempt you from your obligations required by the course nor does it "buy" you extra time from a due date. Never under any circumstances should you make assumptions. Whenever in doubt, seek clarifications. However, if you do not ask questions or seek clarifications from the professor, it is assumed that you understood what has been presented and will be graded accordingly.

However, be reminded that despite having the legitimate notes, you are considered to have missed the class.

The penalty for tardiness and absences are as follows:

- 3 absences = A ^{1/3} letter grade reduction in your final grade (e.g. An 'A' grade becomes 'A-') [one drop]
- 4 absences = A ^{2/3} letter grade reduction in your final grade (e.g. An 'A' grade becomes 'A-' then 'B+') [two drops]
- 5 absences = A full letter grade reduction in your final grade (e.g. An 'A' grade becomes 'A-' then 'B+' then 'B') [3 drops]
- 6 absences = A ^{1 1/3} letter grade reduction in your final grade (e.g. An 'A' grade becomes 'A-' then 'B+' then 'B' and finally 'B-') [4 drops]
- 7 absences = A ^{1 2/3} letter grade reduction in your final grade (e.g. An 'A' grade becomes 'A-' then 'B+' then 'B' then 'B-' and finally 'C+') [5 drops]
- 8 absences equal an automatic failure of the course.
- 5 minutes after the start of the class is considered late.
- If you show up 30 minutes after class started, you will be considered absent and are barred from consultation with the professor. It is your own responsibility to find out what you have missed.
- Leaving early (defined as before class officially ends either at a designated time for the course or as allocated by the professor) three times constitutes one absence.

Requirements for Fulfilling Letter Grades

Note that a student can attend every class and still fail. A student can work very hard and attend every class and still receive an average. The following criteria must be met for the different classes of grades:

A+ 100% - 98% | A 97% - 93% | A- 92% - 90%

- Excellent attendance & participation in 100% - 90% of the assignment which means commenting, critiquing and defending your work as well as others.
- All assignments turned in on time, completed, of best effort and of a high quality, professional.
- All syllabus requirements are met exceptionally.

B+ 89% - 87% | B 86% - 83% | B- 82% - 80%

- Good attendance & participation in 90% - 70% of the assignment which include commenting, critiquing work of others.
- All assignments turned in, completed, of good effort and of good craftsmanship.
- All syllabus requirements are met satisfactorily.

C+ 79% - 77% | C 76% - 73% | C- 72% - 70% (Failing for fine-art majors)

- Acceptable attendance & participation in 70 - 60% of the assignment.
- All assignments must be turned in, and completed.
- All syllabus requirements are met adequately.

D+ 69% - 67% | D 66% - 63% | D- 62% - 60%

	<ul style="list-style-type: none"> ▪ Mediocre attendance & participation in 60 – 50% of the assignment. ▪ All assignments must be turned in. ▪ All syllabus requirements must be met minimally.
	<p>F 59% - 0%</p> <ul style="list-style-type: none"> ▪ Unsatisfactory work, unacceptable rate of attendance and participation. ▪ Failure to complete work
Critique	<p>Your active participation during critique sessions in class is expected. It is an important contribution to a lively learning environment. They are part of grading assessments but more so, critiques are important in developing your ability to objectively evaluate our work as well as your peers' work. You will develop skills to rationalize and verbalize your thoughts and perhaps, most importantly, accept criticism constructively.</p> <p>Any work produced digitally must be available in hard copy for critique.</p>
Assessment Components	<p>In-class exercises are meant for building specific skills. When each of the exercise is due, you must submit all research, thumbnails, roughs, and other pertaining information developed for your assignment in a black 3-ring binder with plastic sleeves per each exercise. If not, your assignment will be considered incomplete and will be graded as such. Should you explore ideas on the computer, you should include screenshots of the steps leading to the solution. During critiques, you will receive oral feedback from your professor and your classmates. Refer to sample grade sheet at the end of the syllabus.</p> <p>Grade Breakdown</p> <ul style="list-style-type: none"> ▪ In-class Exercises – 60% (for 6 exercises) ▪ Poster – 25% ▪ Process Notebook – 15% <p>Note that in the event of an in-class exercise reduction from six to five exercises, the 10% will be allocated as such: 5% to the process notebook and another 5% to the poster.</p>
Weather Policy	<p>In the event of inclement weather, phone the School Closing Hotline (941-2567 or 1-800-863-2020), watch local TV news or tune into local radio to determine campus operating status.</p> <p>To be notified about campus delays and closing, sign up for IU Notify through OneStart. IU Notify Information is available at http://go.iu.edu/7Xk.</p> <p>If IUS is on a two-hour delay, we operate on a “snow schedule.” Here is a link to how the snow schedule affects class times: http://go.iu.edu/7Xj.</p>
Deadlines	<ul style="list-style-type: none"> ▪ Assignments vary from content, complexity and duration. Failure to work within the expectations of these constraints will affect your grade. ▪ Unless specified, all assignments are due at the beginning of the class at a designated date and they can be turned in only on class days. ▪ Assignments that are more than a week late will not be accepted unless under extenuating circumstances such as illness, family/personal emergency.

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- Incomplete assignments will be marked down by a letter grade drop from the overall grade earned.
 - The professor is not obligated to repeat the delivery of course materials as missed information can be obtained from your classmates.
 - The deadline will not be extended for any assignments unless there are circumstantial factors that affect the progress of the course.
 - **There will be no “make up” opportunities for missed assignments/pop quiz/exercises unless you provide immediate documentation/notification within a week since the occurrence of an extenuating event.**

IUS Academic Dishonesty

The Student Code of Conduct prohibits activities and prescribes penalties for academic dishonesty. According to Indiana University Southeast Policy, adopted by the President’s Cabinet and printed in the IUS Student Handbook, students found guilty of any form of academic dishonesty, including (but not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion, may receive an F on the assignment and/or an F in their course(s) from the instructor and may be suspended from the university by the administrative action.

Furthermore (where applicable):

- The work you submit for assessment in this course must be your own individual work (or of your group, if applicable).
- Works from other classes may not be turned in as a substitute. If violated, you may receive an F for the assignment.
- Submission in absentia is prohibited without prior arrangements. If violated, you may receive an F for the assignment.
- It is your responsibility to familiarize yourself with university and school policies and to uphold the values of academic integrity such as the Standards of Excellence for Fine Arts Students.

Professionalism : Standards of Excellence for Fine Arts Students

- Students actively contribute to critiques and class discussions by offering thoughtful perspectives and constructive criticism.
- Students demonstrate curiosity and enthusiasm for the discipline and subject matter of study.
- Students are willing and active learners and researchers who seek information for building context and content for artistic practice, and engage in scholarly discourse relating to the discipline.
- Students are committed to continuous self-evaluation and personal improvement.
- Students respond analytically and proactively to assessments given by faculty, advisors, or others by making changes to address legitimate concerns.
- Students actively solicit feedback for purposes of making quality improvements to work and practice.

Fine Arts Student Disposition Code

The IU Southeast Fine Arts Program has determined that a student’s demonstration of professional disposition and his/her adherence to specified minimum standards of conduct are essential to the successful participation in and completion of the program.

The attached IU Southeast FINE ARTS STUDENT DISPOSITION CODE (“FASDC”) is a program-level set of minimum standards that complement but do not supersede the broader IU Code of Students Rights, Responsibilities and Conduct. The FASDC sets forth the program’s minimum standards for student

conduct. The FASDC will be included in the syllabus for all Fine Arts courses and will be presented to all students on the first day of class.

FINE ARTS STUDENT DISPOSITION CODE

COMMUNICATION:

- Students actively listen and respond thoughtfully and appropriately to others during critiques, class discussions, and in the studio.
- Students are receptive to ideas, suggestions, and constructive criticism from others.

RESPECT:

- Students will be respectful when using shared materials and shared studio space. Students will understand that they are personally accountable for proper use and maintenance of shared materials and studio space.
- Students will respect the work, space, and materials of others. Students will not touch another person's work, use another person's materials, or enter in to another person's personal space without first receiving permission.

RESPONSIBILITY:

- Students help to ensure that IUS is a safe, respectful, creative work environment by refraining from actions or behaviors that might threaten or endanger themselves, others, or the academic process.
- Students will be conscientious and respectful of the needs of others when working in proximal or shared spaces.

FASDC ENFORCEMENT STRATEGY:

In the event that an instructor concludes that a student has failed to achieve and/or adhere to the minimum acceptable levels of the FASDC, and these behaviors or attitudes are adversely affecting the educational experience of other class members or faculty during the course of any program of study, the instructor will seek the following measures to address these issues and correct any violations of the FASDC.

1. The instructor complaining of the violation of the FASDC will prepare a standard Corrective Action Report ("CAR") providing:
 - a. The section(s) of the FASDC that is not being achieved or adhered to by the Involved Student.
 - b. A description of the incident(s)/circumstance(s) in which the Involved Student violated FASDC behaviors or attitudes.

An instructor's preparation of a CAR is a serious matter and will be evaluated by the FASDC Committee, who will respond by preparing a Corrective Action Plan.

2. The FASDC Committee includes the Fine Arts Program Coordinator, the Academic Advisor of the School of Arts and Letters, and the Dean of the School of Arts and Letters. In the event that the instructor who prepared the CAR is the Fine Arts Program Coordinator, the Dean of Arts and Letters will select an alternate fulltime Fine Arts faculty member to serve on the FASDC Committee.

The FASDC Committee will meet with the Involved Student to discuss the CAR. Following this meeting, the FASDC Committee will prepare a written Corrective Action Plan (CAP). The CAP will include observable performance requirements that the Involved Student must achieve within

designated timelines. Fulfilling these requirements will allow the Involved Student's completion of the CAP.

When the CAP has been prepared, the CAP requirements will be presented in a second meeting with the Involved Student and the FASDC Committee.

Three potential outcomes for this second meeting are anticipated:

- The Involved Student may agree to the CAP (by signing the CAP form), in which case the process moves to point 3 below. The Involved Student may determine that CAP is not agreeable and will be allowed to withdraw from the involved course, or
 - The Involved Student may propose alternatives to some or all of the CAP provisions and will be given five (5) days to present written alternatives to the Committee. If some or all of the alternatives are acceptable to the FASDC Committee, the CAP will be revised to reflect the acceptable alternatives. If the Involved Student agrees to the revisions of the CAP, the process will move to number 3 below.
 - If an Involved Student does not agree to a CAP (whether the original or as revised by the FASDC Committee), the process moves immediately to review by Office of Student Affairs.
3. In order to continue in the fine arts course, the Involved Student must agree to comply with the FASDC and the terms of the CAP by signing the final page of the CAP document. At this meeting the Involved Student will be given the opportunity to appeal or agree to the full terms of the CAP.
 4. Student performance (in accordance with the CAP) will be approved by all members of the FASDC Committee. The Involved Student and FASDC committee members will sign the final page of the CAP on or before the target date.
 5. Failure to comply with the CAP may result in one or more of the following consequences at the discretion of the FASDC Committee:
 - A. **Academic probation within the program.** The Involved Student will be evaluated weekly for the rest of the semester using the standards set up in the CAP.
 - B. **Denial of Future Enrollment in IUS Fine Arts courses.** The Involved Student is permanently barred from enrollment in any Fine Arts course.
 - C. **Additional Consequences.** The CAR and CAP, documenting the incident and the Involved Student's failure to fulfill the agreed-upon CAP, will be sent to the IUS Office of Student Affairs. The Office of Student Affairs will evaluate the CAR and failed CAP through IUS Student Conduct Officers with regard to the IU Code of Student Rights and Responsibilities. This may lead to further disciplinary action by the University.

These outcomes do not limit the actions a particular professor with regard to his/her course.

<p>Students with Disabilities</p>	<p>Students who have a specific physical, psychological or learning disabilities and require accommodations must let the professor know by the 2nd week of the semester so that your learning needs can be properly address.</p> <p>You can contact the Coordinator of Disability Services, Mr. Matthew Springer at the Office of Disability Services. His office is in University Center South, Room 207 or by phone (941-2243). The student will need to provide documentation of the disability to the coordinator. Additional information about the Office of Disability Services may be obtained at www.ius.edu/asc/disabilityservices/.</p>
<p>Military Veterans</p>	<p>Assistance is available on the IUS Southeast campus for student veterans. For more information, or a personal consultation, please contact Mr. Jack Howell, IU Southeast's VA Certifying Official at (812) 941-2535 or by email at howellj@ius.edu. A veteran's information page can be found at www.ius.edu/veterans.</p>
<p>In-class exercises: Exploring Typography</p>	<p>Our main foci for the in-class exercises is for introducing and exploring the fundamentals and conceptual of typography. Depending on the progress of the class, the number of assignments shall be changed or altered. Be advised that you need to work on the exercises outside of class periods as well. The exercise may also be substituted with readings.</p> <p>Objectives:</p> <ul style="list-style-type: none"> ▪ To explore and experiment throughout the semester in-class exercises designed to understand the nature, working mechanism, functions and applications of typography through lectures, class discussions, weekly exercises and critiques. ▪ To learn the basic of good (and bad) typography and how to achieve good typography by learning to see it, embrace it and make it. ▪ To learn the use of tools available to produce good typography, on paper and online through a series of specially designed exercises. <p>Some in-class exercises to explore:</p> <p>Working Mechanisms of Type Focus: Understanding how to manage a small surface to make a big impression</p> <p>Type as Image, Image as Type Focus: Experimenting with other methods of type creations</p> <p>Flip your type Focus: Applying elements and principles of design to practical fun</p> <p>Wear Your Type Focus: To expand your knowledge about other forms of type-making techniques</p> <p>Kinetic Typography Focus: To understand and apply the effect time has on the expression of text via a smartphone app</p> <p>Outsider Typography Focus: To experiment and to explore type for type's sake</p>

Flirtatious Type

Focus: To think and create a simple but engagingly interactive piece.

**Assignment:
Experimental
Typography @
Typo Day 2015**

An annual event in India, Typography Day will be held for the 9th time on Feb 25 – 27, 2015 in Bangalore, India. The event will feature a day of workshops on Typography and Calligraphy followed by two days of conference dedicated to ‘Typography and Education.’ In conjunction with the conference, they have also organized a global poster design competition for students, faculty and professionals. Design a poster that explores the theme of ‘Experimental Typography.’ You can use any language, script and typeface of your choice. 25 winning entries will be published and displayed in an exhibition during the event. **The winners are entitled to free participation (workshop expenses and food) during the ‘Typography Seminar and Workshop’ on 25th, 26th and 27th of February 2016 in India.**

Deadline for submission: **31st October 2015**

Declaration of results: **30th November 2015**

Each participant is allowed a maximum of three entries.

If you have any queries, contact typographyday@gmail.com

Objectives:

- To explore typography on a large-scale surface;
- To apply knowledge from the course towards an international competition to test your ideas and to gain experience from the exposure; and
- To experiment with non-traditional ways of creating typography through experimentations.

Course contract and signature

I have received, read and agree to abide by the terms and condition of the Syllabus for S351 Graphic Design 2 (Typography). I, the undersigned, give Professor Yeoh permission to use my work for future publications on web-based or print for purposes of promoting the Department of Fine Arts, School of Arts and Letters or the Indiana University Southeast, New Albany, IN.

Print name:

Student signature and date:



Typography

S351 GRADE SHEET

Fall semester, 2015
FINE ARTS DEPARTMENT, SCHOOL OF ARTS & LETTERS
INDIANA UNIVERSITY SOUTHEAST

S351
11

Student's name: _____

1st exercise
(10%)

	10	8	6	4	2	
	Marvelous	Good	Satisfactory	Acceptable	Disappointing	Final Evaluation
The Work Itself						
The ability to translate concepts covered in class						
Appropriateness/Uniqueness of solution						
Craftsmanship/Originality						
Presentation of the final work						
Overall quality						
Design Process						
Ideas generated						
Development of ideas						
Refinement of ideas						
Participation						
Punctuality/Meeting of deadlines						
Overall engagement in and out of class						
Comments:						Total:
Keep it up!	Try harder!					
You can do it!	Look at more design references					

2nd exercise
(10%)

	Marvelous	Good	Satisfactory	Acceptable	Disappointing	Final Evaluation
The Work Itself						
The ability to translate concepts covered in class						
Appropriateness/Uniqueness of solution						
Craftsmanship/Originality						
Presentation of the final work						
Overall quality						
Design Process						
Ideas generated						
Development of ideas						
Refinement of ideas						
Participation						
Punctuality/Meeting of deadlines						
Overall engagement in and out of class						
Comments:						Total:
Keep it up!	Try harder!					
You can do it!	Look at more design references					

3rd exercise
(10%)

	Marvelous	Good	Satisfactory	Acceptable	Disappointing	Final Evaluation
The Work Itself						
The ability to translate concepts covered in class						
Appropriateness/Uniqueness of solution						
Craftsmanship/Originality						
Presentation of the final work						
Overall quality						
Design Process						
Ideas generated						
Development of ideas						
Refinement of ideas						
Participation						
Punctuality/Meeting of deadlines						
Overall engagement in and out of class						
Comments:						Total:
Keep it up!	Try harder!					
You can do it!	Look at more design references					

4th exercise
(10%)

	Marvelous	Good	Satisfactory	Acceptable	Disappointing	Final Evaluation
The Work Itself						
The ability to translate concepts covered in class						
Appropriateness/Uniqueness of solution						
Craftsmanship/Originality						
Presentation of the final work						
Overall quality						
Design Process						
Ideas generated						
Development of ideas						
Refinement of ideas						
Participation						
Punctuality/Meeting of deadlines						
Overall engagement in and out of class						
Comments:						Total:
Keep it up!	Try harder!					
You can do it!	Look at more design references					

5th exercise

The Work Itself	Marvelous	Good	Satisfactory	Acceptable	Disappointing	Final Evaluation
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(10%)	The ability to translate concepts covered in class							
	Appropriateness/Uniqueness of solution							
	Craftsmanship/Originality							
	Presentation of the final work							
	Overall quality							
	Design Process							
	Ideas generated							
	Development of ideas							
	Refinement of ideas							
	Participation							
	Punctuality/Meeting of deadlines							
	Overall engagement in and out of class							
	Comments:							Total:
	Keep it up!	Try harder!						
	You can do it!	Look at more design references						

6 th exercise (10%)	The Work Itself	Marvelous	Good	Satisfactory	Acceptable	Disappointing	Final Evaluation	
	The ability to translate concepts covered in class							
	Appropriateness/Uniqueness of solution							
	Craftsmanship/Originality							
	Presentation of the final work							
	Overall quality							
	Design Process							
	Ideas generated							
	Development of ideas							
	Refinement of ideas							
	Participation							
	Punctuality/Meeting of deadlines							
	Overall engagement in and out of class							
	Comments:							Total:
	Keep it up!	Try harder!						
You can do it!	Look at more design references							
Total:						Semester total (600÷6x 60%):	<input type="text"/> /60	

Typography Day Poster (25%)	The Work Itself	Marvelous	Good	Satisfactory	Acceptable	Disappointing	Final Evaluation	
	The ability to translate concepts covered in class							
	Appropriateness/Uniqueness of solution							
	Craftsmanship/Originality							
	Presentation of the final work							
	Overall quality							
	Design Process							
	Ideas generated							
	Development of ideas							
	Refinement of ideas							
	Participation							
	Punctuality/Meeting of deadlines							
	Overall engagement in and out of class							
	Comments:							Total:
	Proof of submission:	Yes		No				
Total:						Semester total (100÷1x 25%):	<input type="text"/> /25	

Process Notebook (15%)	Well-documented						
	Information easy to follow						
	Neatly presented						
	Complete						
	Overall quality of layout						
Total:							
Semester total (100÷1x 15%):						<input type="text"/> /15	

Absences	Date	Date	Date	Date	Date	Date	Date
Tardiness	Date & Time	Date & Time	Date & Time	Date & Time	Date & Time	Date & Time	Date & Time
Leaving Early	Date & Time	Date & Time	Date & Time	Date & Time	Date & Time	Date & Time	Date & Time

Final numerical/letter grade after adjustment