GRP251 Graphic Design IV Syllabus

Course Information
Credits 4
Campus Washburn Institute of Technology
Address 5724 SW Huntoon
City/State/Zip Topeka, Kansas 66604
Office Fax 785-273-7080

Description
Students who have met grade and attendance requirements will work with clients either in person or via Skype online. Students will advance the skills learned in Graphic Design III by further mastering the use of a tracer system and interview skills with clients to obtain information. During this course students will create a digital and physical portfolio containing graphic design and imaging projects completed during the previous three quarters. This course continues to master skills in design software such as Adobe InDesign, Adobe Illustrator and Adobe Photoshop.

Textbooks
none

Student Learning Outcomes:
A. Communicate effectively
B. Integrate technology
C. Learn effectively
D. Demonstrate cooperative teamwork skills
E. Apply safety in the workplace
F. Think critically and creatively
G. Demonstrate responsible work ethics

Competencies
1. Use job tracer system
2. Use basic math proficiency
3. Use acceptable workplace etiquette and skills
4. Monitor production to assure jobs are produced accurately and delivered on schedule
5. Use spellcheck & proofreading for correct information, appropriate emphasis, grammar, spelling, and punctuation
6. Select materials, tools, equipment, use other resources to perform the activities needed to accomplish a specific task
7. Determine costs, time, and resources needed to complete a task on schedule
8. Set priorities in order to accomplish several tasks
9. Take initiative with new challenges
10. Take responsibility for decisions and actions
11. Create a physical and digital portfolio

Guidelines for Success

Assessment Plan
Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution’s technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

Overall assessment for this course is based on projects, attendance and quizzes.

- 50% Projects
- 30% Attendance
- 20% Quizzes

Grading Scale

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
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</tbody>
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Late projects: Will be graded at 50% of the allowable points if turned in past the due date.

Attendance
Class attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences may jeopardize your grades or even your ability to continue in this course. If you are absent from class for any reason you are responsible for all missed work and for contacting the instructor promptly.
Disability
The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator
Phone: 785-228-6356
E-Mail: ssscoordinator@washburn.edu