**SYLLABUS**

**PREREQUISITES**
- ART 140, Introduction to Graphic Skills
- ART 141, Typography I

**TEXTS**
- *Typographic Design: Form and Communication* by Carter, Day and Meggs, published by Van Nostrand Reinhold (Required)
- *The Grid* by Allen Hurlburt, published by Van Nostrand Reinhold (supplemental)
- *The Little Mac Book* by Robin Williams, published by Peachpit Press (supplemental)
- *The Mac is Not a Typewriter*, published by Peachpit Press (supplemental)
- *Graphic Design + Designers* by Alan and Isabella Livingston, published by Thames and Hudson (supplemental)
- *Writing—The Story of Alphabets and Scripts* by Georges Jean, published by Abrams Discoveries (supplemental)

**COURSE DESCRIPTION**
Typography II implements the theories addressed in Typography I as a foundation. With a philosophical and conceptual background, applied uses of type will be explored. Techniques and measuring systems specific to typography will be incorporated. Traditional and electronic vocabulary—and the relationships between the two—will be discussed. Hand skills will be used for preliminary stages while computers will be used for execution of solutions. Appropriate typesetting styles and skills will be covered.

**OBJECTIVES**
- Understanding and use of typography in contemporary design solutions
- Research and developmental skills, including use of traditional and electronic research tools.
- Use of materials and techniques appropriate to the field of study
- Presentation of studio work
- Working in the Macintosh environment using Adobe Illustrator and QuarkXPress

**GRADES BASED ON**
- Creative experimentation
- Completion of projects (contemporary design solutions)
- Development (Preliminary thumbnails and roughs count 20% of project grade)
- Meeting deadlines
- Appropriate use of techniques
- Organizational skills, research activities, and vocabulary
- Exams (mid semester and end of semester) Exams and quizzes will be 25% of final grade with exams having 3/4 value to 1/4 of quizzes.
- Attendance (See PROGRAM attendance policy.)

**SUPPLIES**
- NOTEBOOK!!! (Bring to each class.)
- ZIP disk (Macintosh formatted)

Note: For naming disks, folders, and all electronic files in this class, begin the title of the file with your PREFIX, which will be the first four letters of your last name followed by your first initial: i.e. If you name is Ricky Martin, your prefix will be: MARTR.

To give your ZIP disk and electronic title, use:
general supplies from Intro to Skills and Type I

tracing pad (11 x 17") or 18" roll
fine nib felt tip pen, black (Pilot Razor point)
Berol felt tip with fine nib and broad nib, black
color markers/colored pencils as needed (suggest a set of Pentels)
illustration board, mat board, Bristol board, and other supplies as needed
pad of marker paper optional
pad of all purpose bond paper suggested (11½ x 17")

PROJECTS
There will be four or five projects which may include but will not necessarily be limited to:
Type spatial relationships
Type/image relationships
Layout design
Typesetting exercises

SOME IMPORTANT DATES
August 28: First day of Class
September 6: Last day for schedule adjustments with tuition and textbook refunds
September 4: Labor Day holiday
September 11: parking permits Required
October 9: non-instructional day (class does not meet)
October 30: last day to withdraw without grade penalty (also last day to change to audit)
November 22: non-instructional Day (class does not meet)
December 18: tentative last day of class (Could be changed to December 20)

SOME VALUABLE RESOURCES
Student Email accounts
Students have Email accounts through the NOVA LAN system. To access and begin using your email account, go into the NVCC home page and follow the instructions under Student Email:
http://www.nv.cc.va.us/ > Mail and Web > Students

SUBSCRIPTIONS
You can subscribe to “@Issue” Magazine, free of charge, at the Corporate Design Foundation web site: http://www.cdf.org
This class will also receive a complimentary copy of “Critique” magazine.

WEB SITES ON TYPOGRAPHY
Go to Capps web site resources page:
http://www.nv.cc.va.us/home/jcapps > RESOURCES > Typography

GENERAL CLASS POLICY
Students are expected to attend classes regularly and on time. Refer to Program Attendance Policy on the following pages. If it is necessary to be absent because of an emergency, the student is responsible for contacting the instructor and reporting the reason for the absence before the beginning time of the class meeting. Information from any classes missed should be obtained from a fellow student and makeup work turned in as soon as possible.

Students are expected to attend and participate in all critiques. An important function of the critique is to have an exchange of opinions. To be completely fair to all students, all projects should be critiqued during the same class period.

While time will be allocated for studio projects in class, students should budget from six to ten hours per week to work on projects outside the class.

Good studio habits will be a consideration of the class. Students will be
expected to have studio equipment and supplies in class as needed.

Breaks are routine on most days. Please take your break at the appointed time and return on time. Frequently, a new stage of a project will be discussed immediately following break.

**CONTACT INFORMATION AND OFFICE HOURS**

Office Room Number: 251  
Phone: 845-6239  
Email: nvappj@nv.cc.va.us  
Website: nv.cc.va.us/home/jcapps

Do not hesitate to ask questions about anything you do not understand. If you need to talk to me privately, please make an appointment (24 hours in advance if possible) to be scheduled during my office hours. If it is not possible to arrange a meeting during my office hours, I will make other arrangements.

Scheduled Offices Hours for Spring, 2000:

MW 1700 – 1830  
TR 1500 – 1600

**COLLEGE WEB SITE**

http://www.nv.cc.va.us/

**DIVISION WEB SITE**

http://www.nv.cc.va.us/alexandria/visual/

**WRITING ASSISTANCE**

For free personalized help on writing assistance call or stop by the Writing Assistance Center, Bisdorf Building, Room 340 or contact Martha Kreiner, the Center Coordinator: mkreiner@nv.cc.va.us.

**LEARNING RESOURCES CENTER**

Website address:  
http://www.nv.cc.va.us/Alexandria/LRC

**PROGRAM POLICY**

The following policy is based on academic and professional standards formulated by the Alexandria Campus Communication Design Program faculty for orderly and consistent performance in the classroom. This policy is for use by all Communication Design Program faculty and lecturers.

**ATTENDANCE:** More than three absences in a class that meets twice a week will be grounds for a drop in final letter grade. More than five absences will be grounds for an "F" (fail) or an "R" (repeat) in the final grade. Chronic lateness will be construed as being absent. Leaving before class is dismissed will also be construed as being absent. The instructor will announce breaks and students will be expected to return to the classroom at the specified time.

**ABOUT THE "W":** Withdrawal (no grade point credit). A grade of withdrawal (W) is awarded if you withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60% of the session. After that time, you will receive a grade of failure (F) except under mitigating circumstances, which must be documented on the NVCC 125-47 form. This documentation will be retained electronically. See "Withdrawal From a Course" in the 2000/2001 NVCC Catalog, page 19, Item 4.

**PREREQUISITES:** Prerequisites to classes will be honored consistently except in certain limited individual situations as follows:

1. Transfer credits from an accredited college will be accepted provided the student shows a portfolio of the work which is judged acceptable by the student's faculty advisor.

2. When students have been working in the profession, certain courses may be waived, depending on the judgment of the Communication Design Faculty. In this situation, a student must still earn the necessary number of credits in approved courses to earn a degree.

**FACILITIES:** Students will respect the classroom and lab facilities and help to keep areas clean and orderly when they have finished working.
ALEXANDRIA CAMPUS POLICY: SPECIAL NEEDS AND ACCOMMODATIONS

You are responsible for notifying your faculty member of any disability that requires accommodation in order to meet your educational goals. A Disability Data Sheet form must be presented to verify the disability, documenting both strengths/non-strengths and educational accommodations that may be used in the class. If you do not have this form, or need more specific information, please stop by Room AA 148 in the Bisdorf Building or call 703.845.6477/6208 and speak to the counselors for special needs. You are not required to participate, but it is strictly voluntary as outlined in Title V. However, the college cannot provide accommodations for a disability before first obtaining a verification of your disability through this process.

ALEXANDRIA CAMPUS POLICY: THE LEARNING ENVIRONMENT

The Alexandria Campus is committed to providing a positive learning environment in which students of all ages and backgrounds can learn together in a setting that encourages the free exchange of ideas and information. To accomplish this goal, the members of the Alexandria Campus Council have established the following expectations for learning.

1. All backgrounds and cultures are respected.

2. During class discussions, everyone feels welcome to participate and a free exchange of ideas takes place.

3. All members of the class arrive on time and leave the class only on breaks or in case of emergency.

4. Distractions are kept to a minimum. Cell phones and other electronic devices are turned off in class, labs and library. Students remain seated throughout the class and refrain from talking with classmates while another class member or instructor has the floor.

5. Each student turns in work that is his or her own.

6. Consideration is always given to other classes that are taking place in adjoining classrooms.

7. At the end of a class, the members of the class and the instructor leave the classroom in good condition so that the next class can begin without disruption.

COMPUTER LAB POLICY

Copying of software applications or any other materials from the computers is illegal. It will not be tolerated. Any attempt will be met with disciplinary action.

Computer lab policies are to be followed by all faculty, staff and students interacting with these facilities. This is a teaching lab, and it is structured so that all computers work in the same way. Any interference with the computer system folders create problems for others using them. For this reason, changing ANYTHING in the system folders of these computers will be considered an abuse of the labs. YOU RISK LOSING YOUR LAB PRIVILEGES.

Individuals will regard the labs and their contents as irreplaceable and treat them accordingly.

Nothing is to be installed, removed or plugged in to any computer without the assistance of a faculty member or the instructional assistant.

DO NOT move a computer or monitor nor change settings on hardware. Hardware is extremely fragile and carefully wired.

No food or beverages are ever allowed in the labs at any time. Smoking is prohibited in the Tyler Building.

ZIP disks are to be purchased by the student as needed. All ZIP disks must be Macintosh Formatted and are to be only inserted into the ZIP Drives (the bookstore carries individual ZIP disks).

Students may use the computer labs only while the facilities are supervised.
Open Lab privileges are extended only to those students registered for one or more of the Division computer/computer module classes during the current semester. Open lab times will be posted on the outside of each lab (rooms 119 and 140) as soon as possible after the first week of classes. All computers are available on a first come, first served basis. Students must sign in to the open lab they are attending, and include the computer number on which they will be working.

No work other than assigned class work is permitted under any circumstance at any time. (eg: freelance, personal, etc.)

Printers are to be used for class projects only. DO NOT, under any circumstance, print Web Pages from the Internet.

G4’s: no floppy disks can be inserted on these computers. See your faculty member for instructions. If using a PC at home, ask for instructions to transfer documents between home and college.

Questions concerning lab policies or procedures may be discussed with the lab coordinator, Nancy Gleeson, or the Lab Technician, Judith Keats.

Lab phone number: 703.845.6018

Nancy Gleeson: nvgleen@nv.cc.va.us

Judith Keats: jkeats@nv.cc.va.us

**TRANSFERRING FILES**

On the subject of transferring files, a suggestion is to download software called, “Mac Drive 2000” from the Iomega site: www.iomega.com. This software allows you to get docs off a Mac disk by simply popping it into your Windows PC. (I have not tried this, only seen it advertised by Iomega.)

Additional information is available if you go to my website and under the ART 298-98A class, there is a link called: “Transferring Files.”