

		NEW COURSE PROPOSAL Undergraduate Programs		UUPC Approval <u>10-11-21</u> UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
FLORIDA ATLANTIC UNIVERSITY	Department College <i>(To obtain a course number, contact erudolph@fau.edu)</i>			
Prefix Number	<i>(L = Lab Course; C = Combined Lecture/Lab; add if appropriate)</i> Lab Code	Type of Course	Course Title	
Credits <small>(Review Provost Memorandum)</small>	Grading <i>(Select One Option)</i> Regular	Course Description <small>(Syllabus must be attached; Syllabus Checklist recommended; see Guidelines)</small>		
Effective Date <small>(TERM & YEAR)</small>	Pass/Fail Sat/UnSat			
Prerequisites, with minimum grade*		Corequisites	Registration Controls <small>(Major, College, Level)</small>	
<p style="color: red;">*Default minimum passing grade is D-. Prereqs., Coreqs. & Reg. Controls are enforced for all sections of course</p>				
WAC/Gordon Rule Course <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Intellectual Foundations Program (General Education) Requirement <i>(Select One Option)</i> WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to proposal. See WAC Guidelines . General Education criteria must be indicated in the syllabus and approval attached to the proposal. See GE Guidelines .		
Minimum qualifications to teach course				
Faculty Contact/Email/Phone		List/Attach comments from departments affected by new course		
Approved by Department Chair <u></u> College Curriculum Chair <u></u> College Dean <u></u> UUPC Chair <u>Daniel Meeroff</u> Undergraduate Studies Dean <u>Edward Pratt</u> UFS President _____ Provost _____			Date <u>4/27/21</u> <u>9.30.21</u> <u>10-4-2021</u> <u>10-11-21</u> <u>10-11-21</u> <u>_____</u>	

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.

SYLLABUS

Instructor	Stephanie Cunningham, Professor of Graphic Design location: Ft Lauderdale HE 1009C email: cunninggh@fau.edu
Office Hours	Tuesday & Thursday: 12–1, 6–7 or by appointment
Communication	Official information is communicated via your FAU email account. You are obligated to regularly check this account and make certain that your box is not full and unable to receive email. All class communication will be conducted by Canvas/FAU email.
Prerequisites	None. Open to all majors. [1 credit]
Dates	4 week mini semester, March 16–April 10
Description	This 1 credit introductory course focuses on the development of competency using multi-page document programs such as or similar to Adobe InDesign and Quark. Students will become familiar with the tools, including masterpages and stylesheets, and appropriate use of software to create multi-page documents.
Objectives	<p>Students completing this course will gain an understanding of the appropriate use of desktop publishing software to software to create, edit, and output multi-page documents.</p> <ul style="list-style-type: none">-demonstrate understanding of appropriate use and application of multipage software-locate, identify, and use basic tools-set-up documents according to end use-place, edit, update, and link external copy and images-create and edit master pages, guides, and grids-add and edit typography-create and edit text, paragraph, object stylesheets-auto-generate page numbers and table of contents-demonstrate clear understanding of color spaces and appropriate application-work with layers, effects, tables, and interactive elements-save and output files using relevant file types
Required Texts	<i>None required.</i>
Supplies	Desktop publishing/multipage document software (may vary by semester).
Preparedness	Students are responsible for course materials from Canvas or fellow classmates for days that they do not attend class. Students who arrive late are responsible for acquiring course materials for the time period they missed. Lectures will not be repeated in person, by phone or email on an individual basis for those who are late or absent under any circumstance. Students must arrive prepared for class with assignments. Students who do not participate in class or individual discussions with faculty during class should not expect private critiques with faculty. Students are required to attend courses meetings. Completion of all assignments by their designated due date is required. Arrange for delivery of your assignment if you are ill on the day an assignment is due.
Attendance	Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the
	<i>NO cellphone use in class. Please leave the room if you must text or make a call.</i>

Attendance (*cont.*) instructor, and the University reserves the right to deal at any time with individual cases of non-attendance.

Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

- > 1 absence is permitted in a mini semester.
- > 3 late arrivals or early departures=1 absence.
- > Arriving over 20 min. late or departing over 20 min. early will be marked as absent.

Emergencies will be dealt with on an individual basis. Incomplete grades will be granted at the discretion of the professor, and only in the case of a grave individual emergency.

Evaluation This course is satisfactory/unsatisfactory. A satisfactory grade will be issued to students who attend at least 7 of 8 classes, complete all class exercises, and pass the exam with at least 70%.

Honor Code Policy Statement: Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see University Regulation 4.001.

Disability Policy Statement: In compliance with the Americans with Disabilities Act (ADA), students who require special accommodation due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses.

Support Counseling And Psychological Services (CAPS) Center
Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services—individual counseling, support meetings, and psychiatric services, to name a few—offered to help improve and maintain emotional well-being. For more information, go to: www.fau.edu/counseling/

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SCHEDULE (subject to change)

Class begins	March 15	Week 1	T introduction to workspace, document set-up, master pages
Final Exam Day	April 7	R	toolbox, place, edit, and link items
		Week 2	T create edit shapes and typography
		R	create and edit character and paragraph style sheets
		Week 3	T color modes and uses
		R	tables, layers, effects
		Week 4	T media and interactivity
		R	file formats, export, and output

BIBLIOGRAPHY

Adobe InDesign Classroom in a Book, Tina DeJarlid & Kelly Kordes Anton. Adobe Press.
ISBN-13: 978-0136502678 & ISBN-10: 0136502679

The Non-Designer's Design Book, Robin Landa. Peachpit Press.
ISBN-10: 0133966151 & ISBN-13: 978-0133966152

The Business of Technology: Digital Desktop Publishing, Susan Lake (Author), Karen Bean May. Cengage Learning.
ISBN-10: 0538444517 & ISBN-13: 978-0538444514

A Guide to Graphic Print Production 3rd Edition, Kaj Johansson, Peter Lundberg, and Robert Ryberg. Wiley.
ISBN-10: 0470907924 & ISBN-13: 978-0470907924

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