Graphic Design Illustration
16285 ARTS 4315-001, F23, 5 - 7:40 M/W, Face-to-face, Graphic Design lab B121
Registered students are responsible for fulfilling syllabus requirements to receive a passing grade.

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Illustration Course description
3 semester hours, 6 hours studio, 6 hours assigned independent study per week. This class is the study and practice of creative illustration, producing images to accompany text. Illustrators work in various formats (editorial, book, advertising, institutional) exploring art techniques and mixed media (digital, acrylic, watercolor, color pencil, mixed media), research illustration styles, and learn visualization methods. Illustrators create imagery to communicate a visual story for clients with targeted purposes. Useful illustration business and markets information discussed. Prerequisites: ARTS 2313.

Intended Learning Outcomes
Demonstrate illustration knowledge & proficiency.
Develop creative design problem-solving skills.
Compare personal progress to quality professional design & illustration.
Participate in individual and group art activities to grow & showcase abilities and skills.

Student Learning Outcomes
Follow directions, meet deadlines, self-motivate, make type designs using art elements and strategies;
Explore creative options within limits;
Position projects appropriately for a variety clients and audiences;
Give feedback, critically discuss and assess design work;
Upload final type design portfolio and process book.

Required
Show up on-time and actively participate. Late arrival and early departure count towards absence totals.
Submit projects by deadlines.
Computer fluency with Adobe Creative Cloud apps or equivalent. Files saved in .pdf-web format.
Process book research documentation. Save research reference files for final course submission.
Weekly project uploads due 5 PM Fridays, unless otherwise noted. Late work unacceptable.
Plan for 6 hours out-of-class work per week to successfully accomplish the course.

Required file format for project uploads
Files: JPEG or PDF web format at 72 dpi resolution only. If using phone camera, convert to JPEG or PDF format.
Name files: 4315F23lastnameFirstname_1title.pdf

Class Etiquette
ART 121 studio is available during class times to registered students only.
Art lab users must abide by lab rules and etiquette or surrender access rights.
Follow room etiquette when using the SFA graphic design studio.
• Leave the area clean. Leave room, work surfaces, and furniture orderly. Put all supplies & tools away.
• Abide by current health safety mandates in force. Sanitize your work area before and after use.
• Spray aerosols only in OSHA approved spray booths located in painting, drawing, and sculpture studios.

Mutual respect is the golden rule. Our rights end where our neighbor’s territory starts. Minimize distractions. Disruptive behavior is inappropriate. Silence phones. Respect work time and demonstrate adult work ethic. Mind current health notices. No food in the design lab.
Focus on the project at hand. Accelerate progress. Strive for creative growth. Actively solicit feedback from the instructor.
Dedicate appropriate study time outside of class to complete projects.

Discussions in critique and of historical and contemporary artwork may involve challenging and sensitive topics including identity, race, religion, and sexuality. Students are expected to maintain a mature and respectful attitude toward their peers and the instructor. Any student who behaves in a way that intimidates or disrespects others will be asked to leave the room and may be referred to university judicial affairs.

Calendar
16285 ARTS 4315-001, F23, 5 - 7:40 M/W, Face-to-face, Graphic Design lab B121
Students registered for this class are responsible to fulfill syllabus requirements to pass the course. Per SFA policy 5.4, this schedule states an amount of student work per credit hour that reasonably approximates not less than one hour of class or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks over a semester or equivalent; or at least an equivalent amount of work for academic activities as established by SFA (i.e., lab work, internships, practica, studio work, other academic work leading to credit hours).

**Week 1**
- M 8/28 Course & syllabus overview
- W 8/30 Project HOPE mural

**Week 2**
- M 9/4 Research due
- W 9/6

**Week 3**
- M 9/11
- W 9/13 Mural concept illustrations due, present to Dr. Sharon Ninness

**Week 4**
- M 9/18 Develop mural
- W 9/20

**Week 5**
- M 9/25
- W 9/27 Complete & install mural

**Week 6**
- M 10/2 Project 2
- W 10/4

**Week 7**
- M 10/9
- W 10/11 Project 2 due, intro project 3

**Week 8 Mid-semester**
- M 10/16 Project 3
- W 10/18

**Week 9**
- M 10/23
- W 10/25 Project 3 due, intro project 4

**Week 10**
- M 10/30 Project 4
- W 11/1

R/F/S 11/2,3,4 AAF Houston Student Conference, DoubleTree Greenway Plaza, Houston

**Week 11**
- M 11/6
- W 11/8 Project 4 due, intro project 5

**Week 12**
- M 11/13 Project 5
- W 11/15

*** Fall Break Week ***

**Week 13**
- M 11/27
- W 11/29

**Week 14 study week (dead week)**
- M 12/4
- W 12/6 Project 5 due

**Week 15 Final Exam Week**
- W 12/13 All projects due: final presentations Portfolio Night 4:30 - 6 PM ATTENDANCE REQUIRED

Portfolio Night event represents the Final Exam in this course. Plan ahead. Attendance is a requirement.

Final portfolios & process books presented in-class final class day.

**Graphic Design Portfolio Night public event showcase 4:30 – 6 W 12/13/23**

**Projects**
- Project 1 start 8/30, due 9/27
- Project 2 start 10/2, due 10/11
- Project 3 start 10/11, due 10/25
- Project 4 start 10/25, due 11/8
Project 5 start 11/8, due 12/6

Process book: a pdf web-formatted document that records your concepts and research along project development. May be compared to a professional scrap book or back story. Helps to arrange the process book in time-order, start to finish. Portfolio: the above total completed and revised projects plus the process book.

**IMPORTANT:** Pickup portfolios Thursday & Friday of final exam week.

**Grades & Attendance**

Grades record:
1. Guidelines followed effectively, projects presented on time, and work actively discussed in class,
2. Final portfolio and process book presented and submitted in pdf-web format by last class day,
3. Attendance, impacts and qualifies 1 & 2. Individual attendance records are on D2L.

An excellent grade requires excellent attendance.

Attendance means more than just showing up. It includes active participation in class!
This advanced graphic design studio requires client presentations.
It is respectful and professional to show up prepared and on time.
It is disrespectful, unprofessional, and unacceptable to miss client presentations.
Absence above 6 contact hours (2 studio classes) or missing a project deadline adversely lowers a course grade.
Course failure results after missing cumulative: 6 classes, or 18 contact hours, or 3 deadlines, or equivalence.
Late work is not acceptable. Projects are turned in and presented on schedule.
All graphic design projects benefit from improved revisions and re-submission up to the last class day.

Grades record combined quantity and quality of completed class projects, qualified by attendance.
Final grades include: 1. class projects and participation level, 2. final portfolio and process book, and 3. attendance.
Attendance is essential. SFA School of Art attendance policy: “Class absences cannot exceed 6 hours (2 class days) without consequence. A student will not receive credit for any class after missing 18 contact hours (6 class days). Arriving late (10+ minutes) and leaving early (10+ minutes) may be considered partial absences that cumulatively and adversely influence the final grade.

Exceptions may be made for excused absences at instructors’ discretion. Document excused absence in writing to the instructor. Excellent grades depend upon excellent attendance.
Attendance means more than just showing up. Attendance includes in-class performance, attention level, and active participation.

Please refer to online SFA Policy Manual 6.7, 6.3 and 6.24 for more detailed grade information.

**Attendance update**

Changes made to faculty notification requests formerly known as "Absence Notifications" for students, became effective Aug. 1. Below, you will find the process in which students can submit absences and how the Dean of Students Office will handle these requests moving forward.
Purpose: This serves to formalize a process for student absences that meets requirements set forth by the institution and supports students who may have missed classes for specified reasons.
Qualifying reasons are unplanned absences that have impacted a student's ability to attend class. This must be submitted no later than 10 business days after the incident. Qualifying reasons will fall into the following four categories:
Death of family member*
Hospitalization — admitted into the hospital for health purposes (medical or mental)
Personal emergency — this can include car accidents or drastic life events, such as a fire*
Administrative and other — this can include jury duty, court subpoena, etc.
*Other situations may be considered at the discretion of the Dean of Students Office.
Additionally, requests must be accompanied with appropriate documentation, which includes, but is not limited to death certificates, obituaries/programs (with listed name), medical discharge documents, a subpoena, a jury summons, or a police report from an accident.

Some reasons for being denied a faculty notification request may include, but are not limited to illness, traffic court, oversleeping, physician’s appointment, car trouble, or an emergency room visit (non-admittance).

Process:
Students are responsible for submitting faculty notification requests and providing supporting documentation substantiating the reason for requests. Requests with no supporting documentation will automatically be denied.
SFA's Student Outreach and Support will review documentation and assess validity. Upon review, SOS will determine the approval or denial of the faculty notification request.
SOS will notify students of the faculty notification request determination and will notify faculty members only of approved faculty notification requests.
It is the student’s responsibility to provide approved faculty notification requests to faculty members. Additionally, it is at the faculty member’s discretion to honor approved circumstantial requests.

**SFA General Bulletin Items**

**Acceptable Student Behavior:** Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (please see Student Conduct Code, policy D-34.1). The instructor has full discretion over what behavior is appropriate in the classroom. Students who do not attend regularly or who perform poorly may be referred to the Early Alert Program to provide recommendations, resources, or other assistance to help SFA students succeed.

**Class Attendance and Excused Absences:** Regular and punctual attendance is expected at all classes, labs and activities for which a student is registered. For classes where attendance is a factor in the course grade, the instructor shall make his policy known in writing at the beginning of each term and shall maintain an accurate record of attendance. Regardless of attendance, every student is responsible for course content and assignments. University policy excuses students from attendance for absence related to health, family emergencies and student participation in university-sponsored events. Students are responsible for providing documentation satisfactory to the instructor for missed classes. Students with acceptable excuses may be permitted to make up work for absence to a maximum of three weeks of a semester or one week of a summer term when the nature of the work missed permits. In case of absence by participation in University-sponsored events, announcement via MySFA by the provost constitutes official excuse. Event faculty sponsors must submit an e-mail attachment with written absence explanation, date, time and alphabetical list of students attending to the office of the provost for posting.

**Grading System:** Student grades are determined by daily work, oral/written quizzes, and final exams. A means excellent; B good; C average; D passing; F failure; QF quit failure; WH incomplete/grade withheld; WF withdrew failing; WP withdrew passing. WP/WF are assigned only when a student has withdrawn from the university after mid-term or with approval of the student’s academic dean. No grade can be taken from the record unless mistakenly recorded. Specified courses are graded on a pass/fail (P/F) system with no other grade awarded. A student who earns F can get credit only by repeating the course. A gives four grade points per semester hour; B three grade points; C two grade points; D one grade point; and F, WH, WF and WP, no grade points. The semester hours undertaken in all courses, except remedial courses, repeat courses and courses dropped with grades of W or WP, are counted in the grade point average. WF counts as hours attempted with 0 grade points earned in computing grade point average. WP does not count as hours attempted in computing grade point average. At instructor’s discretion and with approval of the director, WH is earned only if the student cannot complete the course due to unavoidable circumstances. Students must complete the work within one calendar year from the semester when they receive WH, or the grade automatically becomes F. If students register for the same course in future terms, WH automatically becomes F and is counted as a repeat course for the purpose of computing the grade point average.

**Withheld Grades Semester Grades Policy (5.5)** Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the coursework because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course to compute the grade point average. For additional information, go to [https://www.sfasu.edu/policies/course-grades-5.5.pdf](https://www.sfasu.edu/policies/course-grades-5.5.pdf).

**Academic Integrity:**

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.
Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

All university faculty and students are responsible for academic integrity. Faculty promote integrity by instructing on the practice of honesty, abiding by university policy on penalties for cheating and plagiarism, and by personal example. Definition of Academic Dishonesty: Academic dishonesty includes cheating and plagiarism. Cheating includes (but not limited to) using or attempting to use unauthorized materials to aid in achieving a better grade in a course; falsifying or inventing any information intended to deceive (including citations and assignments); and/or helping or attempting to help another in cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they are your own. Examples of plagiarism: submitting an assignment as if it were your own work when it is partly the work of another; submitting a work that has been purchased or obtained from an Internet source or other source without due credit; and using the words or ideas of an author in your work without giving the author due credit. Complete policy at http://www.sfasu.edu/policies/academic-integrity.asp

Students with Disabilities: To obtain disability-related accommodations, alternate formats, and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Excused Absence: Document excused absence due to illness or medical reasons via online form: www.sfasu.edu/osrr, or phone: Office of Student Rights and Responsibilities, 936-468-2703.

Safety: “If you are pregnant or become pregnant while taking this course or have a medical condition that could increase your sensitivity to chemical exposure, it is important for you to take all precautions concerning your own personal safety. While reasonable measures have been taken to ensure your safety, there is a risk in this class of exposure to material that could prove harmful to persons at risk. Please contact the professor should you have questions or concerns. Students who need accommodations for certified disabilities should work through the Office of Disability Services and then your professor.” - SFA General Counsel

MASK POLICY (applies during public health emergency only)
Masks (cloth face coverings) must be always worn over the nose and mouth in this class and appropriate physical distancing must be observed when required. Personal hand sanitizer and additional health precautions encouraged.

SFA ONLINE: https://www.sfasu.edu/academics/sfaonline
Brightspace and Zoom support information and tutorial videos: https://www.sfactl.com/student-support
Brightspace Support team: 936.468.1919, d2l@sfasu.edu

AARC: Academic Assistance and Resource Center (AARC)

Diversity Statement: https://www.dropbox.com/s/fz9d4mi2j01pb0z/20210802-DEI-EquityStatement-07.mp4?dl=0

Student Wellness and Well-Being SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:
The Dean of Students Office (Rusk Building, 3rd floor lobby)
www.sfasu.edu/deanofstudents, 936.468.7249
dos@sfasu.edu, SFA Human Services Counseling Clinic Human Services, Room 202
www.sfasu.edu/humanservices/139.asp, 936.468.1041

The Health and Wellness Hub “The Hub”
Location: corner of E. College and Raguet St.
To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:
Health Services
Counseling Services
Student Outreach and Support
Food Pantry
Wellness Coaching
Alcohol and Other Drug Education
www.sfasu.edu/thehub , 936.468.4008, thehub@sfasu.edu

Crisis Resources:
Burke 24-hour crisis line: 1.800.392.8343
National Suicide Crisis Prevention: 9-8-8
Suicide Prevention Lifeline: 1.800.273.TALK (8255)
Crisis Text Line: Text HELLO to 741-741

Illustration links:
Deviant Art: http://www.deviantart.com/
Concept Art: http://www.conceptart.org/
New York Society of Illustrators: https://www.societyillustrators.org/
The Children’s Book Academy: http://www.childrensbookacademy.com/
Communication Arts: http://www.commarts.com/competition/

Categories/Genres
• advertising
  corporate
  political
  product (CD, DVD, toys, food, etc.)
  public service
  self-promotion
• cartoon
  editorial
  political
  sports
  spot
  strips
  comic books
• decorative
  applied arts
  industrial
  posters
  tattoo
• fantasy
  game/fan art
  role-playing games
  science fiction
• film
  concept art, character design, prop design, set design
  storyboards
  motion graphics
• publishing
  book covers
  children’s books, young adult, fiction/non-fiction adult literature
  editorial
  graphic novels
• technical
  applied, architecture, interior design, industrial design
  medical, scientific
  information graphics