

# Syllabus: Intro. to Typography

Introduction to Typography

Catalog Number: GD 20

COR: [CLICK HERE \(https://portal.santarosa.edu/SRweb/SR\\_CourseOutlines.aspx?CVID=37319&Semester=20233\)](https://portal.santarosa.edu/SRweb/SR_CourseOutlines.aspx?CVID=37319&Semester=20233)

Delivery: FULLY ONLINE! No Cost Textbook!

Schedule: Full Term

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## About this Course

This course is an introduction to typography for visual communications in graphic design. The class emphasizes the use of typography in the design process, including aspects of analytical and creative design through typical media, including: a brochure, poster, or magazine ad. Students explore the evolution and classification of letterforms, the investigation of structure, format, legibility, and expression. Exercises include both hand and digital skills, including hand lettering and experimental type, with an emphasis on the application of typography.

Throughout your projects and exercises, you will explore industry practices and standards, design elements, and multi-media applications. All exercises will explore the use of digital design tools, and projects will focus on communicating concepts to an audience.

- Stephanie Clark, [sclark@santarosa.edu \(mailto:sclark@santarosa.edu\)](mailto:sclark@santarosa.edu)
- [Computer Studies @ SRJC \(https://cs.santarosa.edu\)](https://cs.santarosa.edu)
- ▶ [\(mailto:sclark@santarosa.edu\)](mailto:sclark@santarosa.edu)

## Who needs this course?

This course is required for several programs at Santa Rosa.

- **Majors** - Approved
  1. [Graphic Design \(http://portal.santarosa.edu/SRWeb/SR\\_ProgramOfStudy.aspx?ProgramType=2&Program=001025&Version=06\)](http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=2&Program=001025&Version=06)
- **Certificates** - Approved
  1. [Business: Marketing \(http://portal.santarosa.edu/SRWeb/SR\\_ProgramOfStudy.aspx?ProgramType=1&Program=003122&Version=05\)](http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=1&Program=003122&Version=05)
  2. [Graphic Design \(http://portal.santarosa.edu/SRWeb/SR\\_ProgramOfStudy.aspx?ProgramType=1&Program=003036&Version=05\)](http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=1&Program=003036&Version=05)
  3. [Graphic Design Production Fundamentals \(http://portal.santarosa.edu/SRWeb/SR\\_ProgramOfStudy.aspx?ProgramType=1&Program=003246&Version=03\)](http://portal.santarosa.edu/SRWeb/SR_ProgramOfStudy.aspx?ProgramType=1&Program=003246&Version=03)

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## Course Essentials

### Modality

100% Online, no scheduled meetings

## Modules

16 modules due every week

Modules include tutorials, quizzes and discussion boards.

## Exams

Quizzes will be offered throughout the course to assist you with learning, including midterm and final assessments.

## Text & Materials

Adobe CC - Collegebuys.com (You will need to set up your bears account to access this discount.)

Laptop/Computer - the SRJC libraries have computers available in their labs & for checkout

## Reliable Internet Access

Contact information is below, I will assist you in accessing all materials necessary to successfully complete this course. Please let me know if you need help accessing technology tools and I will help you.

## Course Availability

The Canvas course shell will be available on Tuesday, January 16th.

An announcement will be sent when the course is accessible.

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## How this course works

### Modality/Content Delivery

This course is 100% online, with no scheduled meeting times. I am however available during my drop-in hours (provided below in the section Get in Touch!). I am also available through Canvas Inbox to connect with you and your peers at any time! I enjoy hearing from my students so please don't hesitate to reach out.

Access the online course through [Canvas.](https://canvas.santarosa.edu/) (<https://canvas.santarosa.edu/>)

To keep us all organized the course follows modules, which will be completed in order throughout the term. The due dates of the modules can be seen on the [modules](https://canvas.santarosa.edu/courses/70329/modules) (<https://canvas.santarosa.edu/courses/70329/modules>) page in Canvas and in the Canvas Calendar page as the modules are launched, but as a rule, modules will open on Wednesdays and be due the following week's Friday.

### Participation

Because this is an online course 'attendance' is actually quantified as participation.

No one item qualifies as participation in this course's grading rubric. Rather, participation is measured through your participation in completing assignments, posting to discussions, and responding to your peers.

You are *valuable*, and your voice is an essential part of making this class successful. Therefore I ask that you participate in all activities to maintain a healthy and vibrant learning space.

## No-Shows

At the start of the course, I do have to verify that all students are present. To be counted as present students must complete the following tasks at the start of the course to avoid being marked as a no-show.

1. [Quiz: Course Information Review \(Attendance Requirement\)](https://canvas.santarosa.edu/courses/70329/assignments/1084443)  
(<https://canvas.santarosa.edu/courses/70329/assignments/1084443>)
2. [Getting to Know You](https://canvas.santarosa.edu/courses/70329/quizzes/346101) (<https://canvas.santarosa.edu/courses/70329/quizzes/346101>)

If you fail to participate for more than 5 days, I will check in on you. If I cannot get ahold of you then I will consider dropping you with a 'W' in order to prevent having to post an 'F'. However, it is your responsibility to communicate with me and let me know what is going on and whether or not you want to drop the course. I will do what I can to maintain contact with you.

Please maintain contact with me should you face any barriers to completion regarding attendance and task completion. I am here to help you achieve your educational goals.

## Time Management

This is a 3-unit course offered over a full term.

Pace yourself and try to do an assigned task every other day. Do not attempt to complete entire modules on the due date, otherwise, you will suffer both burnout and anxiety.

This course requires some time to digest the concepts and explore the elements, which include concepts such as design elements, tools, techniques for achieving planned results, and communication through visual language. It is not possible to learn all of these in a single one hour session one night a week, so again pace yourself and remember I am here to help you along the way! Reach out to me anytime you have a question or need assistance in completing an item.

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## Software Recommendations & Materials

This course requires access to the internet, and we will do the best we can to choose software that is free and/or open access for students to learn.

## GD 20 Online Access.

This course can be accessed at <https://canvas.santarosa.edu> (<https://canvas.santarosa.edu>). You may access our course site from home, the library, or the student labs at SRJC. When you are officially enrolled in the class and the class has been made available to students, you will have access to this class on SRJC's Canvas site. Students are expected to monitor the Canvas site and complete all assignments in a timely manner. Expect to log in at least every few days to avoid falling behind.

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## Meet Your Instructor,

<https://canvas.santarosa.edu/courses/70329/pages/about-your-instructor>) **Stephanie Clark!**

I am excited to have you in this course, which is a component of several Computer Studies programs at SRJC. Together we will be exploring contemporary practices in visual communications, the landscape of design and potentially some new tools for future needs in this field. I will encourage everyone to experiment and explore by rewarding risks and examining design from a global perspective.

Below is a brief profile of myself.

**Instructor Stephanie Clark** (<https://canvas.santarosa.edu/courses/70329/pages/about-your-instructor>)

MFA Imaging Arts from Rochester Institute of Technology, Rochester, NY

BA Visual Arts from Rice University, Houston, TX

Email: [sclark@santarosa.edu](mailto:sclark@santarosa.edu) (<mailto:sclark@santarosa.edu>)

I love hearing from my students and am happy to assist with anything and everything to support you in achieving your goals and completing this course!

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## How you will be learning

Read below to find out how you will be using Canvas, materials, and software to learn.

Each week will consist of videos and reading materials, or other exercises that explore digital technology. These tasks are aligned with complementing quizzes that are low-stakes, these are usually not very many points, and you can retake a quiz to make sure you understand the concepts and materials presented. Each module will also have a discussion board(s) that will introduce new figures, resources or concepts to supplement your growth.

I'll also provided an additional ungraded page to each module that will introduce deeper concepts around the course content, this is for those students who are really curious and want to know more, you can keep learning on your own!

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## Course Essentials

### What You'll Need to Succeed!

***Ask me for help in accessing any of the required resources listed below.***

- You will need regular access to the internet to remain engaged in the course throughout the term. Remember that our [library and campus \(https://libraries.santarosa.edu/computers\)](https://libraries.santarosa.edu/computers) offers quiet spaces, wi-fi and technology to assist you in completing your studies.
- You will also need access to Adobe CC, which you can purchase at a discount on Collegebuys.com with your bears email account. Our Doyle Library also has a media lab for students that provides this software for free.
- You'll also need a computer at your disposal. The SRJC library offers [Laptop/Computers \(https://libraries.santarosa.edu/computers\)](https://libraries.santarosa.edu/computers) for student use.

I am happy to help you if you have difficulty with meeting these requirements, please message me and we will find ways to support your success.

## Course Goals

Below is a list of specific skills this course is designed to guide you towards obtaining. Each assignment you complete in this course will contribute to your growth towards meeting these goals. After this class has ended, it is my hope that you will use these skills in your daily life.

1. Identify the components and function of the hardware used in a computer system.
2. Describe the function of system software.
3. Describe the function of application software.
4. List the steps in systems analysis and design.
5. Describe the popular programming languages and the process of developing computer software.

6. Create a simple computer program.
7. Analyze the impact of computer technology and its ethical implication on society.
8. Demonstrate basic proficiency of productivity software, including word processing, spreadsheet, presentation, database and multimedia software.
9. Demonstrate proficiency in electronic communications technology.
10. Explain basic computer networking concepts and architecture.
11. Use the Internet and World Wide Web to perform research.
12. Create a basic Web page.
13. Demonstrate proficiency in social networking.
14. Discuss computer security and its importance for business and personal use of computers.

## Feedback & Grades

### Live Feedback

If you would like feedback before submitting an assignment, I encourage you to contact me via Pronto! or visit me during my scheduled drop-in hours (you can find these in our Canvas Calendar). In both formats, I can offer live feedback and troubleshoot any technical issues with you so that we can ensure your work is meeting the requirements.

### Discussion Board Assignments Feedback

I will be posting replies to discussion boards each week. My replies may be in response to an individual's post, but these will be intended to be read by the entire class. At the end of each module, I will send a reminder to review these discussions and search for my name so that you can learn from me (and from each other) throughout the course.

Discussions will each have a rubric attached, and grading will be based on these rubrics, which will also indicate your level of achievement. If any points are reduced, you will receive a guidebook comment explaining why you received reduced points and how you can remedy this to earn full credit.

### Written Assignments Feedback

You will find my [feedback on written assignments](https://community.canvaslms.com/docs/DOC-10666-421254359) typically in the Comments field on your Grades page. My goal is to give you feedback on written assignments within 3 days of the beginning of the week following the assignment due date, or before those assignments are needed for a subsequent task (if in the same week).

### Communicating Assignment Requirements

For assignments such as Discussions, projects, essays, etc.

- **Written instructions** are provided with steps, which you will find in each Canvas page for an assignment.
- Additionally, I have provided a **rubric** that details the assignment requirements and point value. You can find the rubric associated with a given assignment by clicking on the three dots in the upper right of the assignment window and selecting "View Rubric". For a preview of these steps see [How do I view the rubric for my assignments?](https://community.canvaslms.com/docs/DOC-10662-421254352) at the Canvas guides site.

### Quizzes and Tests

These typically are automatically graded so that you receive feedback immediately and can identify gaps in your knowledge base before moving to the next module. Some quizzes and test questions will require manual grading by your instructor, and we

will do everything in our power to get these posted within one week of submission.

**Instructions:** Always take advantage of any opportunity to re-take quizzes; the goal is for you to learn this stuff, not to "catch" you at what you don't know! Many quizzes have multiple attempts available, be sure to read the instructions which will provide the time, attempts, and point value of a quiz.

## How will you submit assignments?

Assignments will only be accepted via Canvas submission; this is for both our benefits, as emails can get buried and there is no formal method for managing incoming files via email. If you are having trouble submitting a file in Canvas, please contact me and I will assist you in getting the file uploaded and documented in Canvas. If an assignment is not submitted to Canvas by the closing of the course, the assignment will not be graded and will receive a '0'.

## Grading Scale

Grades will be based on a percentage of points earned during the course:

- = 90-100% Excellent
- = 80-89% Good
- = 70-79% Average
- = 60-69% Below Average
- F = 0-59% Failed

## Late Submission Policy

The point of education is to learn, therefore I will provide ample opportunity to resubmit work as evidence that you have learned the material. That means that I don't follow a strict late submission policy, however, I do expect students to stick to the provided schedule so that we can all receive feedback promptly and have opportunities to improve, correct, and resubmit for additional credit should that be needed to achieve our course learning outcomes. I want every one of my students to complete this course successfully and move forward in their program.

Please contact me immediately if you find you require more time completing a task in this course and that way we can stay connected and make sure you have everything you need to complete and understand the material.

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## Canvas Help

[Canvas Help](http://help.instructure.com/)  (<http://help.instructure.com/>)

Canvas login credentials are the same as for your portal.

If you need assistance with Canvas, you can access help using the link above.

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## Our Learning Pact

As mentioned in the participation section, you are an essential part of this classroom community. To create a positive and engaging learning environment you are expected to participate in class activities regularly.

### Our community guidelines include:

- Treat others online as you would treat them in real life. Be kind to others, and yourself.
- Be tolerant towards others' viewpoints; respectfully disagree when opinions do not align.
- Critique for growth, not for correction.

- Remember that we all are learning, navigate this process with grace and encourage others to do the same.
- Expect growing pains. Sometimes when we are learning something new we will also experience discomfort, expect this and know that if you are feeling this way you are most likely experiencing a period of personal growth!
- Communicate directly with the instructor if you are having a hard time in the class.
- Communicate with courtesy and respect.

**Please do not:**

- Make personal attacks on others.
- Use defamatory remarks or make false statements against others.
- Post prejudiced comments or profanity.
- Bully or make inflammatory remarks to others.

Use messaging/email responsibly. These tools are intended to keep students and instructors in the classroom community in touch with one another, to help facilitate community relationships, and to promote common goals. Please don't abuse the privilege of being able to communicate freely with one another.

**My promise to you; I will:**

1. Provide you with a clear, organized course that is designed to ensure you meet our course outcomes in a meaningful manner.
2. Provide a variety of assignments to ensure your learning needs are met.
3. Be actively present in your learning.
4. Provide a supportive and safe environment for you to share and discuss ideas with your peers.
5. Reach out to you when I sense that you need support.
6. Treat you with dignity and respect and be flexible to support your individual needs.

I won't be perfect. I am human and will make mistakes at times. I will view mistakes as an opportunity to learn and grow.

*Is there anything else you would like to add to this list?*

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## Get in Touch!

### Contact Preferences

- Use Canvas Conversations via the Inbox navigation icon or use [Pronto](https://canvas.santarosa.edu/courses/71759/pages/pronto-join-now) (<https://canvas.santarosa.edu/courses/71759/pages/pronto-join-now>)!
- You can also add comments to your assignments, which I will read and reply to directly.
- All virtual contact (via email or Canvas inbox) will be replied to within 24 hours. I welcome additional contact if for some reason I do not respond immediately (a gentle nudge is sometimes needed if I for some reason overlook an email).
- All virtual contact will be replied to within 24 hours. I welcome additional contact if for some reason I do not respond immediately (a gentle nudge is sometimes needed if I for some reason overlook an email).

### Office Location

I currently keep a virtual 'office' via ConferZoom.

**Office Hours: Wednesdays 8am-1pm**

If these times don't work, just send me a message and we can schedule outside of these hours.

I also welcome virtual chats via Pronto!

## Contact Preferences

- Use Canvas Conversations via the Inbox navigation icon or use [Pronto](https://canvas.santarosa.edu/courses/71759/pages/pronto-join-now) (<https://canvas.santarosa.edu/courses/71759/pages/pronto-join-now>)!
- You can also add comments to your assignments, which I will read and reply to directly.
- All virtual contact (via email or Canvas inbox) will be replied to within 24 hours. I welcome additional contact if for some reason I do not respond immediately (a gentle nudge is sometimes needed if I for some reason overlook an email).

A red rounded rectangular button with a white border and the text "Email Me" in white.<mailto:sclarka@santarosa.edu>A red rounded rectangular button with a white border and the text "CS Offerings" in white.<https://portal.santarosa.edu/SRWeb/MVC.Core2/ScheduleOfClasses2/home>

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## Quick Links

[About Your Instructor](https://canvas.santarosa.edu/courses/70329/modules/items/2873793) (<https://canvas.santarosa.edu/courses/70329/modules/items/2873793>)

<https://canvas.santarosa.edu/courses/70329/modules/items/2873793>

<https://canvas.santarosa.edu/courses/70329/modules/items/2873793> [Pronto! \(Join Now!\)](#)

<https://canvas.santarosa.edu/courses/70329/modules/items/2873794>

<https://canvas.santarosa.edu/courses/70329/modules/items/2873794> [Get to Know Canvas](#)

<https://canvas.santarosa.edu/courses/70329/modules/items/2873795>

<https://canvas.santarosa.edu/courses/70329/modules/items/2873795>

<https://canvas.santarosa.edu/courses/70329/modules/items/2873795> [Customize Your Canvas Settings & Access](#)

<https://canvas.santarosa.edu/courses/70329/modules/items/2873796>

<https://canvas.santarosa.edu/courses/70329/modules/items/2873796>

<https://canvas.santarosa.edu/courses/70329/modules/items/2873796> [Student Code of Conduct and Academic Integrity](#)

[Policy](https://canvas.santarosa.edu/courses/70329/modules/items/2873797) (<https://canvas.santarosa.edu/courses/70329/modules/items/2873797>)

<https://canvas.santarosa.edu/courses/70329/modules/items/2873797>

<https://canvas.santarosa.edu/courses/70329/modules/items/2873797> [Accommodations for Disabilities and Accessibility](#)

[Support](https://canvas.santarosa.edu/courses/70329/modules/items/2873798) (<https://canvas.santarosa.edu/courses/70329/modules/items/2873798>)

<https://canvas.santarosa.edu/courses/70329/modules/items/2873798>

<https://canvas.santarosa.edu/courses/70329/modules/items/2873798> [Drop Deadlines and P/NP](#)

<https://canvas.santarosa.edu/courses/70329/modules/items/2873799>

<https://canvas.santarosa.edu/courses/70329/modules/items/2873799> [Course Netiquette Rules](#)

<https://canvas.santarosa.edu/courses/70329/modules/items/2873800>














# Course Syllabus

[Jump to Today](#)


[Syllabus: Intro. to Typography \(Link\)](https://canvas.santarosa.edu/courses/70329/pages/syllabus-intro-to-typography) (https://canvas.santarosa.edu/courses/70329/pages/syllabus-intro-to-typography)

**Email Me** (<mailto:sclark@santarosa.edu>)

## Course Summary:

Date	Details	Due
Wed Jan 17, 2024	 <a href="https://canvas.santarosa.edu/appointment_groups/2863">Office Hours</a> (https://canvas.santarosa.edu/appointment_groups/2863)	8am to 1pm
Fri Jan 19, 2024	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084443">0.1 Quiz: Course Information Review (Attendance Requirement)</a> (https://canvas.santarosa.edu/courses/70329/assignments/1084443)	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1129906">0.2 Getting to Know You (Attendance Requirement)</a> (https://canvas.santarosa.edu/courses/70329/assignments/1129906)	due by 11:59pm
Sun Jan 28, 2024	 <a href="https://canvas.santarosa.edu/calendar?event_id=132305&amp;include_contexts=course_70329">Last day to drop semester length class and be eligible for a refund</a> (https://canvas.santarosa.edu/calendar?event_id=132305&include_contexts=course_70329)	12am
Wed Jan 31, 2024	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084390">Read &amp; Share: Global Perspectives in Typography: Type &amp; Protest</a> (https://canvas.santarosa.edu/courses/70329/assignments/1084390)	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084434">Type Basics: Practice</a> (https://canvas.santarosa.edu/courses/70329/assignments/1084434)	due by 11:59pm
Wed Feb 7, 2024	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084435">Type Basics: Styles</a> (https://canvas.santarosa.edu/courses/70329/assignments/1084435)	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084402">Design Basics: Color</a> (https://canvas.santarosa.edu/courses/70329/assignments/1084402)	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084399">Design Basics: Experimental Layout Practice</a> (https://canvas.santarosa.edu/courses/70329/assignments/1084399)	due by 11:59pm
Wed Feb 14, 2024	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084395">Design Basics: Scale</a> (https://canvas.santarosa.edu/courses/70329/assignments/1084395)	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084404">Design Basics: Line</a> (https://canvas.santarosa.edu/courses/70329/assignments/1084404)	due by 11:59pm



 You are currently logged into Student View

Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

[Reset Student](#)

[Leave Student View](#)

Date	Details	Due
	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084415">Layout Basics: Columns, Margins &amp; White Space</a> (https://canvas.santarosa.edu/courses/70329/assignments/1084415)	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084416">Layout Experiment: Columns, Margins and White Space</a> (https://canvas.santarosa.edu/courses/70329/assignments/1084416)	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084392">Read &amp; Share: Global Perspectives in Typography 2: History &amp; Non-Latin type</a> (https://canvas.santarosa.edu/courses/70329/assignments/1084392)	due by 11:59pm
Fri Feb 16, 2024	 <a href="https://canvas.santarosa.edu/calendar?event_id=132307&amp;include_contexts=course_70329">Lincoln's Day Holiday Observance (No classes, District closed)</a> (https://canvas.santarosa.edu/calendar?event_id=132307&include_contexts=course_70329)	12am
Mon Feb 19, 2024	 <a href="https://canvas.santarosa.edu/calendar?event_id=132308&amp;include_contexts=course_70329">Washington's Day Holiday (No classes, District closed)</a> (https://canvas.santarosa.edu/calendar?event_id=132308&include_contexts=course_70329)	12am
	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084403">Design Basics: Texture</a> (https://canvas.santarosa.edu/courses/70329/assignments/1084403)	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084396">Project: Book Covers - Share Your Best!</a> (https://canvas.santarosa.edu/courses/70329/assignments/1084396)	due by 11:59pm
Wed Feb 21, 2024	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084427">Project: Layout + Type: Book Covers</a> (https://canvas.santarosa.edu/courses/70329/assignments/1084427)	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084430">Self-Assessment Check In #1</a> (https://canvas.santarosa.edu/courses/70329/assignments/1084430)	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084412">Exercise: Anatomy of Type</a> (https://canvas.santarosa.edu/courses/70329/assignments/1084412)	due by 11:59pm
Wed Feb 28, 2024	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084389">Practice &amp; Share: Type Categories</a> (https://canvas.santarosa.edu/courses/70329/assignments/1084389)	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084426">Project: Dynamic Typeface Design</a> (https://canvas.santarosa.edu/courses/70329/assignments/1084426)	due by 11:59pm
Wed Mar 6, 2024	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084394">Read &amp; Share: Typeface Families: Brand Studies</a> (https://canvas.santarosa.edu/courses/70329/assignments/1084394)	due by 11:59pm
Wed Mar 13, 2024	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084436">Type Design: Geometric Stroke Typeface Design</a> (https://canvas.santarosa.edu/courses/70329/assignments/1084436)	due by 11:59pm

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You are currently logged into Student View

Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

Reset Student

Leave Student View

Date	Details	Due
	<a href="https://canvas.santarosa.edu/courses/70329/assignments/1084437">https://canvas.santarosa.edu/courses/70329/assignments/1084437</a>	
Fri Mar 15, 2024	 <b>Mid-term</b> <a href="https://canvas.santarosa.edu/courses/70329/assignments/1133165">https://canvas.santarosa.edu/courses/70329/assignments/1133165</a>	due by 11:59pm
Mon Mar 18, 2024	 <b>SPRING BREAK (No classes)</b> <a href="https://canvas.santarosa.edu/calendar?event_id=132309&amp;include_contexts=course_70329">https://canvas.santarosa.edu/calendar?event_id=132309&amp;include_contexts=course_70329</a>	12am to 12:10am
Tue Mar 19, 2024	 <b>SPRING BREAK (No classes)</b> <a href="https://canvas.santarosa.edu/calendar?event_id=132310&amp;include_contexts=course_70329">https://canvas.santarosa.edu/calendar?event_id=132310&amp;include_contexts=course_70329</a>	12am to 12:10am
Wed Mar 20, 2024	 <b>SPRING BREAK (No classes)</b> <a href="https://canvas.santarosa.edu/calendar?event_id=132311&amp;include_contexts=course_70329">https://canvas.santarosa.edu/calendar?event_id=132311&amp;include_contexts=course_70329</a>	12am to 12:10am
Thu Mar 21, 2024	 <b>SPRING BREAK (No classes)</b> <a href="https://canvas.santarosa.edu/calendar?event_id=132312&amp;include_contexts=course_70329">https://canvas.santarosa.edu/calendar?event_id=132312&amp;include_contexts=course_70329</a>	12am to 12:10am
Fri Mar 22, 2024	 <b>SPRING BREAK (No classes)</b> <a href="https://canvas.santarosa.edu/calendar?event_id=132313&amp;include_contexts=course_70329">https://canvas.santarosa.edu/calendar?event_id=132313&amp;include_contexts=course_70329</a>	12am to 12:10am
Sat Mar 23, 2024	 <b>SPRING BREAK (No classes)</b> <a href="https://canvas.santarosa.edu/calendar?event_id=132314&amp;include_contexts=course_70329">https://canvas.santarosa.edu/calendar?event_id=132314&amp;include_contexts=course_70329</a>	12am to 12:10am
Sun Mar 24, 2024	 <b>SPRING BREAK (No classes)</b> <a href="https://canvas.santarosa.edu/calendar?event_id=132315&amp;include_contexts=course_70329">https://canvas.santarosa.edu/calendar?event_id=132315&amp;include_contexts=course_70329</a>	12am to 12:10am
Wed Mar 27, 2024	 <b>Self-Assessment Check In #2</b> <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084431">https://canvas.santarosa.edu/courses/70329/assignments/1084431</a>	due by 11:59pm
	 <b>Type Design: Geometric Typeface II</b> <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084438">https://canvas.santarosa.edu/courses/70329/assignments/1084438</a>	due by 11:59pm
	 <b>Work-in-Progress: Project Geometric Typeface Project</b> <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084406">https://canvas.santarosa.edu/courses/70329/assignments/1084406</a>	due by 11:59pm
Mon Apr 1, 2024	 <b>Cesar Chavez/Dolores Huerta Day (No classes, District closed)</b> <a href="https://canvas.santarosa.edu/calendar?event_id=132316&amp;include_contexts=course_70329">https://canvas.santarosa.edu/calendar?event_id=132316&amp;include_contexts=course_70329</a>	12am
Wed Apr 3, 2024	 <b>Project: Typeface Design / Geometric Typeface (Due at the end of Module 5)</b> <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084429">https://canvas.santarosa.edu/courses/70329/assignments/1084429</a>	due by 11:59pm















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Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

[Reset Student](#)

[Leave Student View](#)

Date	Details	Due
	<a href="https://canvas.santarosa.edu/courses/70329/assignments/1084391">design for a global stage</a> <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084391">https://canvas.santarosa.edu/courses/70329/assignments/1084391</a>	
	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084413">Exploration: Photographic Alphabet: Type in your daily life</a> <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084413">https://canvas.santarosa.edu/courses/70329/assignments/1084413</a>	due by 11:59pm
Wed Apr 10, 2024	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084428">Project: Photographic Typeface Design</a> <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084428">https://canvas.santarosa.edu/courses/70329/assignments/1084428</a>	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084440">Type Design: Photographic Typeface</a> <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084440">https://canvas.santarosa.edu/courses/70329/assignments/1084440</a>	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084397">Layout Basics: Using a Modular Grid</a> <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084397">https://canvas.santarosa.edu/courses/70329/assignments/1084397</a>	due by 11:59pm
Wed Apr 17, 2024	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084439">Type Design: Modular Type Demo: Pre-project Practice</a> <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084439">https://canvas.santarosa.edu/courses/70329/assignments/1084439</a>	due by 11:59pm
Sun Apr 21, 2024	 <a href="https://canvas.santarosa.edu/calendar?event_id=132303&amp;include_contexts=course_70329">Last day to drop a semester length class with "W" symbol</a> <a href="https://canvas.santarosa.edu/calendar?event_id=132303&amp;include_contexts=course_70329">https://canvas.santarosa.edu/calendar?event_id=132303&amp;include_contexts=course_70329</a>	12am
Wed Apr 24, 2024	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084407">Work-in-Progress Share: Project Designing a System</a> <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084407">https://canvas.santarosa.edu/courses/70329/assignments/1084407</a>	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084422">Optional: Behance Profile (Extra Credit)</a> <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084422">https://canvas.santarosa.edu/courses/70329/assignments/1084422</a>	due by 11:59pm
Wed May 1, 2024	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084423">Optional: Design Your Creative Resume (Extra Credit)</a> <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084423">https://canvas.santarosa.edu/courses/70329/assignments/1084423</a>	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1133172">Final</a> <a href="https://canvas.santarosa.edu/courses/70329/assignments/1133172">https://canvas.santarosa.edu/courses/70329/assignments/1133172</a>	due by 11:59pm
Wed May 15, 2024	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084425">Project: Designing a System (Due at the end of Module 8)</a> <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084425">https://canvas.santarosa.edu/courses/70329/assignments/1084425</a>	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084432">Self-Assessment Check In #3</a> <a href="https://canvas.santarosa.edu/courses/70329/assignments/1084432">https://canvas.santarosa.edu/courses/70329/assignments/1084432</a>	due by 11:59pm
Fri May 17, 2024	 <a href="https://canvas.santarosa.edu/calendar?event_id=132306&amp;include_contexts=course_70329">End of Course (CS5)</a> <a href="https://canvas.santarosa.edu/calendar?event_id=132306&amp;include_contexts=course_70329">https://canvas.santarosa.edu/calendar?event_id=132306&amp;include_contexts=course_70329</a>	12am

 **Finals Week**








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**You are currently logged into Student View**

*Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.*

**Reset Student**

**Leave Student View**

Date	Details	Due
Sun May 19, 2024	 <a href="#">Finals Week</a> <a href="https://canvas.santarosa.edu/calendar?event_id=132318&amp;include_contexts=course_70329">https://canvas.santarosa.edu/calendar?event_id=132318&amp;include_contexts=course_70329</a>	12am
Mon May 20, 2024	 <a href="#">Finals Week</a> <a href="https://canvas.santarosa.edu/calendar?event_id=132319&amp;include_contexts=course_70329">https://canvas.santarosa.edu/calendar?event_id=132319&amp;include_contexts=course_70329</a>	12am
Tue May 21, 2024	 <a href="#">Finals Week</a> <a href="https://canvas.santarosa.edu/calendar?event_id=132320&amp;include_contexts=course_70329">https://canvas.santarosa.edu/calendar?event_id=132320&amp;include_contexts=course_70329</a>	12am
Wed May 22, 2024	 <a href="#">Finals Week</a> <a href="https://canvas.santarosa.edu/calendar?event_id=132321&amp;include_contexts=course_70329">https://canvas.santarosa.edu/calendar?event_id=132321&amp;include_contexts=course_70329</a>	12am
Thu May 23, 2024	 <a href="#">Finals Week</a> <a href="https://canvas.santarosa.edu/calendar?event_id=132322&amp;include_contexts=course_70329">https://canvas.santarosa.edu/calendar?event_id=132322&amp;include_contexts=course_70329</a>	12am
Fri May 24, 2024	 <a href="#">Finals Week</a> <a href="https://canvas.santarosa.edu/calendar?event_id=132323&amp;include_contexts=course_70329">https://canvas.santarosa.edu/calendar?event_id=132323&amp;include_contexts=course_70329</a>	12am
	 <a href="#">Last day to opt for P/NP for a semester length class</a> <a href="https://canvas.santarosa.edu/calendar?event_id=132304&amp;include_contexts=course_70329">https://canvas.santarosa.edu/calendar?event_id=132304&amp;include_contexts=course_70329</a>	12am



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[Reset Student](#)

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# About Your Instructor

## Contact Information

**Instructor Name:** Stephanie Clark



**Email:** [sclark@santarosa.edu \(mailto:sclark@santarosa.edu\)](mailto:sclark@santarosa.edu)

**Office Location:** Canvas Zoom (view in Canvas Calendar)

**Office Hours:** Wednesdays 8am-1:30pm



## Contact Preferences

- Pronto! the best and fastest way to reach me.
- Use Canvas Conversations via the Inbox navigation icon, as this is a very organized and well-documented form of communication with students and removes the possibility of an email being buried in my work emails.
- Students may also add comments to their assignments, which I will read and reply to directly.
- All virtual contact (via email or Canvas inbox) will be replied to within **48 hours**.

## Teaching Philosophy

My teaching philosophy reflects a deep interest and belief in education serving as a tool of universal empowerment.

## What does this look like in the classroom?

- **Global:** Students learn from/about master artisans worldwide, reflecting multiple perspectives and bringing attention to new cultures and economies.
- **Tools & Technology:** Students use the same tools and techniques as industry professionals. Period, no exceptions.
- **Language:** Students develop a rich vocabulary that elevates their understanding of technology and design, creating a more meaningful relationship with their work.

- **Evolving content:** Students learn through multiple platforms, software, and mediums and are encouraged to navigate and pivot when media and design needs change. This builds resilience and confidence in preparation for a lifetime of work in the field.
- **Preparation:** Students experience success as they enter the workforce because they have the capacity, confidence, and resilience developed in the classroom's safe space to approach complex problems (technical and conceptual) and navigate complex issues with bold and visible results.

In the classroom, we not only focus on the needs and the trends of today, but we (teacher/student/community) cultivate a culture of curiosity and a desire for life-long learning. We look to the future. We get comfortable in our discomfort: there will be time spent on tools and concepts that we have no chance of mastering in a single course. This is OK! We must acknowledge the need to continuously learn, continually reflect, and evolve to become bold creative thinkers/makers/doers.

Keeping in mind that the future is unknown, classroom activities focus on preparing students to leave with the capacity to embrace, critique, and respond to media and design changes.

# Accommodations for Disabilities and Accessibility Support

Your success in this course is important to me. SRJC and I are committed to providing reasonable accommodations for all individuals with disabilities. If you have a disability that may have some impact on your ability to do well in this course, I encourage you to speak with me as soon as possible.

Students with disabilities who believe they need accommodations in this class are encouraged to contact [Disability Resources Department \(https://drd.santarosa.edu\)](https://drd.santarosa.edu) (527-4278), as soon as possible to better ensure such accommodations are implemented in a timely fashion so that we can all collaborate on your classroom accommodations in a timely manner.

## **SANTA ROSA CAMPUS:**

Bertolini Hall, 3rd Floor

Tel: (707) 527-4278


Fax: (707) 524-1768

## **PETALUMA CAMPUS:**

Richard Call Building, Room 600

Tel: (707) 778-2491

## **OFFICE HOURS:**

 services will be provided remotely between the hours of:

**8am - 5pm Mondays - Thursdays**

**8am - 12pm Fridays**

The DRD requires documentation of your disability in order to receive reasonable accommodations. If you do not have documentation they will work with you to acquire it. I look forward to supporting you to meet your learning goals.

## **Accessibility Support**

Students at Santa Ana College are provided with equal access to educational opportunities and are encouraged to contact the DRD to explore available resources.

### **Some of the services available are:**

- Accommodation Letters
- Case Management
- Counseling
- Educational Plan (monitor/follow-up)
- Liaison with Community Partners
- Liaison with On-Campus Departments
- Liaison with Professors
- Orientation (new students/mobility)
- Priority Registration
- Registration Assistance



## Disability-Specific Services:

- Adaptive Physical Education
- Alternate Print Formats: Braille, Tactile Graphics, E-Text and Large Print
- Assessment for a Learning Disability
- Assisted Technology
- Audio Recordings i.e. Learning Ally
- CART/Real-time captioning
- Note Taker
- Sign Language Interpreting
- Purple Video Relay Services (VRS)
- Specialized Equipment Loan
- Test Area Accommodations

Click the *Next* button below to access more details about this course.

# Course Netiquette Rules

Netiquette or Net Etiquette refers to the acceptable standards of behavior when interacting in an online environment.

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## Netiquette Rules and Guidelines for a Productive and Effective Online Experience

- It is expected that every class member will participate in a mature and respectful fashion.
- Participate actively in the discussions and other course activities, having completed the readings and thought about the issues.
- Pay close attention to what your classmates write in their online comments. Ask clarifying questions, when appropriate. These questions are meant to probe and shed new light, not to minimize or devalue comments.
- Think through and reread your comments before you post them. Use appropriate language. Check your writing for errors before posting, and refrain from using social media abbreviations. Remember don't type in all capital letters, it is the online equivalent to yelling and is considered rude. Be careful with the use of humor and sarcasm, as both can be easily misunderstood without the benefit of seeing facial expressions and hearing inflection or tone of voice.
- Assume the best of others in the class and expect the best from them.
- Value the diversity of the class. Recognize and value the experiences, abilities, and knowledge each person brings to class.
- Disagree with ideas, but do not make personal attacks. Do not demean or embarrass others. Do not make sexist, racist, homophobic, or victim-blaming comments at all.
- Be open to being challenged or confronted on your ideas or prejudices.

The goal of these guidelines is to create the most supportive and inclusive learning environment possible for everyone per [SRJC Student Conduct Guidelines \(https://student-conduct.santarosa.edu\)](https://student-conduct.santarosa.edu).



Click the *Next* button below to access more details about this course.

# Customize Your Canvas Settings & Access

## Complete the following three actions to optimize your online learning experience:

1. Configure your notification settings
  2. Add a profile picture to your account
  3. Download the Canvas mobile app
- 

## Notification Settings

Notification settings determine how course information is communicated to you and how your instructor and classmates electronically contact you. The resources below provide both text-based and video tutorials for customizing your notification settings.

### Required Notification Settings

**As my student, you will need to have Announcements, Conversation Messages, and Administrative Notifications set to "Notify Me Right Away,"** represented by a green check mark. Review and adjust the notification settings. If you don't know what a notification is for, hover over the name and an explanation will be displayed.

Note that you cannot change your email address in Canvas; you can try, but it will automatically default back to the email address that is recorded in Web Advisor. You can, however, add an additional email address for notifications.

For more information, read the following "How To" documents:

[How Do I Set My Canvas Notification Preferences?](https://community.canvaslms.com/docs/DOC-10624-4212710344)  [\\_\(https://community.canvaslms.com/docs/DOC-10624-4212710344\)](https://community.canvaslms.com/docs/DOC-10624-4212710344)

 [How Do I Add an Additional Email Address as a Contact Method?](https://community.canvaslms.com/docs/DOC-10594-4212710336)  [\\_\(https://community.canvaslms.com/docs/DOC-10594-4212710336\)](https://community.canvaslms.com/docs/DOC-10594-4212710336)

[How Do I Add a Text \(SMS\) Contact Method in Canvas?](https://community.canvaslms.com/docs/DOC-10591-4212710337)  [\\_\(https://community.canvaslms.com/docs/DOC-10591-4212710337\)](https://community.canvaslms.com/docs/DOC-10591-4212710337)

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## Profile Picture

A profile picture helps your classmates and your instructor get to know you a little better by putting a "face to a name." The resources below provide both text-based and video tutorials for adding a profile picture. Note that you only have to do this one time (for your first online course); your picture will follow you through subsequent SRJC online Canvas courses.

User Settings & Profile Picture from Canvas LMS on Vimeo.

For more information, read the following "How To" documents:

[How Do I Add a Profile Picture In My User Account?](https://community.canvaslms.com/docs/DOC-10599-4212710334)  [\\_\(https://community.canvaslms.com/docs/DOC-10599-4212710334\)](https://community.canvaslms.com/docs/DOC-10599-4212710334)

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## Canvas Mobile App

You can access your online course on mobile devices through the Canvas app with these steps:

- Download the Canvas app
- Select Santa Rosa Junior College
- Enter your Username / Password for the SRJC Canvas page

Note that while the Canvas Student App is a great way to access course material, it is not recommended for submitting Assignments or completing Quizzes, Tests, or Exams. Assessments should be submitted using a desktop or laptop computer with a strong and stable internet connection.

Click the *Next* button below to access more details about this course.

# Drop Deadlines and P/NP

## Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it to avoid getting no refund (after 10% of the course length), a W symbol (after 20%), or a grade (after 60%). Also, for several consecutive, unexplained absences, the instructor may drop a student.

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## Pass-NoPass (P/NP)

You may take this class P/NP. You must decide before the deadline, and add the option online with TLC or file the P/NP form with Admissions and Records. With a grade of C or better, you will get P.

You must file for the P/NP option by [**date**]. Once you decide to go for P/NP, you cannot change back to a letter grade. If you are taking this course as part of a certificate program, you can probably still take the class P/NP. Check with a counselor to be sure.



# Get to Know Canvas



**Canvas** is the course management system we are using for this class. If you haven't used it before it's worth spending a little time familiarizing yourself with it.

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## Video Orientation to Online Learning and Canvas

Watch this quick 4-minute video to learn some tips about taking an online course and using Canvas!

*Note: I helped created this video as part of a team working for Distance Education.*



Here's a link to the video in Spanish too:


<https://youtu.be/TvX5GZahl50>  [\(https://youtu.be/TvX5GZahl50\)](https://youtu.be/TvX5GZahl50)



[\(https://youtu.be/TvX5GZahl50\)](https://youtu.be/TvX5GZahl50)

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## Getting Help with Canvas

- If you run into difficulties, click on the **? Help** button in the blue navigation sidebar on the left hand side of your screen.
- You can search the Canvas guides [Canvas Guide for Student Users](https://guides.instructure.com/m/4212)  [\(https://guides.instructure.com/m/4212\)](https://guides.instructure.com/m/4212) or chat with Canvas support (Help button in the blue sidebar).

Click **Next** below to continue >>

# Pronto! (Join Now!)

## Preferred Contact Method: Pronto!

SRJC has purchased the messaging tool, Pronto! Pronto allows students and teachers to experience the ease of text message communication without having to exchange private phone numbers.

In Canvas, you will find the Pronto button in the far-left navigation bar below the Help button.



Pronto can also be used via mobile and desktop applications.

Pronto has the following features:

- Whole-class, small-group, or direct messaging
- File-sharing
- Sending GIFs, images, and emojis
- Live message translation into another language

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## Watch Three Videos to Learn How to Use Pronto

[Quickstart: How to Access Pronto in Canvas \(https://youtu.be/Bz8zNMIS-sk\)](https://youtu.be/Bz8zNMIS-sk)



<https://youtu.be/Bz8zNMIS-sk>

[How to use Pronto in Canvas and via the Mobile App \(Students\) \(https://www.youtube.com/watch?v=-XC-K6Jc8ps&t=524s\)](https://www.youtube.com/watch?v=-XC-K6Jc8ps&t=524s)



<https://www.youtube.com/watch?v=-XC-K6Jc8ps&t=524s>

[Detailed Overview of Pronto in Canvas \(https://support.pronto.io/en/articles/3330328-pronto-s-integration-with-canvas-features-overview\)](https://support.pronto.io/en/articles/3330328-pronto-s-integration-with-canvas-features-overview)

# Student Code of Conduct and Academic Integrity Policy

Santa Rosa Junior College holds that its primary function is the development of intellectual curiosity, integrity, and accomplishment in an atmosphere that upholds the principles of academic freedom. All members of the academic community - student, faculty, staff, and administrator - must assume responsibility for providing an environment of the highest standards, characterized by a spirit of academic honesty and mutual respect. Because personal accountability is inherent in an academic community of integrity, this institution will not tolerate or ignore any form of academic dishonesty.

Academic dishonesty is regarded as any act of deception, benign or malicious in nature, in the completion of any academic exercise. Examples of academic dishonesty include cheating, plagiarism, impersonation, misrepresentation of idea or fact for the purpose of defrauding, use of unauthorized aids or devices, falsifying attendance records, violation of testing protocol, inappropriate course assignment collaboration, and any other acts that are prohibited by the instructor of record.


[Read the full text here. \(https://rightsresponsibilities.santarosa.edu/academic-integrity/\)](https://rightsresponsibilities.santarosa.edu/academic-integrity/)

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## Standards of Conduct

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See the [Student Code of Conduct page. \(https://student-conduct.santarosa.edu/\)](https://student-conduct.santarosa.edu/)

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. I encourage students to share information and ideas, but not their work. See

se links on Plagiarism:

[SRJC's policy on Academic Integrity !\[\]\(e1c624d4757f08486e89482c18364c17\_img.jpg\) \(http://www.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A63TMC78051C\)](http://www.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A63TMC78051C)

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## Other Important Policies and Practices

### Avoid Plagiarism Like the, er, Plague

Although most students have likely heard about plagiarism during their years of schooling, it still is prevalent-even in higher education.

The video below reviews what plagiarism is and how not to do it.

[Plagiarism: How to avoid it !\[\]\(2b17f17ebbacc911bb0ff784ab641779\_img.jpg\) \(http://www.youtube.com/watch?v=2q0NIWcTq1Y\)](http://www.youtube.com/watch?v=2q0NIWcTq1Y)



[\(http://www.youtube.com/watch?v=2q0NIWcTq1Y\)](http://www.youtube.com/watch?v=2q0NIWcTq1Y)

Click the *Next* button below to access more details about this course.