



Quincy  
University

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**Typography**  
*ART 270 (3 Credits)*

**Syllabus**  
*Spring 2020*

**Francis Hall 435**  
TR 12:30p – 1:45p

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## Instructor

**Gary Meacher, M.F.A.**

*Assistant Professor of Design*

meachga@quincy.edu (preferred contact method)

Francis Hall 344

217-228-5432

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## Office Hours

Monday and Wednesday from 8:30 am to 12:00 pm

Tuesday and Thursday from 8:30 am to 9:30am

*Please Note: Office hours are generally held in Professor Meacher's office—but may occasionally be located in Francis Hall 435 instead. Students are responsible for scheduling an appointment to ensure location and adequate time for consultation.*

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## Course Description

An introduction to the study of the letterforms as a pillar of graphic design. A focus on how typography can be used as a communicative device as well as a graphic, compositional and expressive element within print and digital environments. Exploration of letterform anatomy, analysis, measuring systems, and identification will all be foundational to the practical issues of setting and using type effectively within a composition.

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## Class Materials

### Supplies

Sketch Kit

- Pencils and Pens
- Assortment of markers (both color and size)
- Notebook (gridded, dotted, or blank depending on preference)

### Data Storage

*All files should be backed up early and often.*

- USB Thumb-drive and/or External Hard Drive
- Google Drive / etc...
- Off-site backup service (highly recommended)

*Students should retain a copy of all assignments even after they've been turned in.*

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## Class Materials (continued)

### References

*Just My Type: A Book About Fonts*  
Simon Garfield  
ISBN: 978-1592407460

*Thinking with Type*  
Ellen Lupton  
ISBN: 978-1568989693

*Grid systems in graphic design: A visual communication manual for graphic designers, typographers and three dimensional designers*  
Josef Müller-Brockmann  
ISBN: 978-3721201451

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## Grading

Standards for grading will be based on a variety of criteria including: effort, completion of assignments, quality of research, exploration, presentation, and class participation.

Assignments	=	20% of final course grade
Projects	=	60% of final course grade
Presentations	=	10% of final course grade
Participation	=	10% of final course grade

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## Save Your Work

Artwork produced in all studio courses (and written papers in aesthetics/art history) are to be saved as a *Performance Portfolio*, which will later be used as part of your assessment for the major field Senior Baccalaureate Exhibition which is held in the Spring Semester prior to graduation.

Save work created during each course (as well as any work done outside of class time). Store your work/files in a safe place (physically or backed up digitally when applicable). This work may include finished pieces, process sketches, research, notes, revisions, prototypes, digital files, and even mistakes. This collection of work will not only serve as a log of your progress during your time in college but will also be valuable in building your portfolio for applying to internships and job opportunities after graduation. Final pieces of work should always be considered for submission to art shows and creative publications.

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## Attendance + Late Work

All students are required to attend class regularly and on time. Attendance will be taken at the beginning of every class meeting. Lectures, demos, etc. are given promptly at the beginning of class.

If an assignment is due and you arrive late, your work is also late and points will be deducted. A 10% reduction will be made for each day that an assignment is late (not class period—each day). No late work will be accepted after one week from its original due date.

Leaving class early or missing class for practice, team meetings, rehearsal, or non-essential extra curricular engagements will not be excused. Any road trips, away games, or travel performances that will effect your attendance must be communicated before time is missed to set up opportunities to make up missed work.

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## **Attendance + Late Work** (continued)

Missed assignments in conjunction with an excused absence will be due the following class or electronically on the original due date when applicable.

*Please Note: If you have missed a class due to an unexcused absence it is your responsibility to obtain the information necessary to be up-to-date for the next class. Exchange contact information with a classmate just in case...*

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## **Participation**

A crucial quality for every designer is the ability to communicate—both visually and verbally. We will have frequent critiques in class during which you will be required to actively participate (no, attendance is not enough). Your participation will help others work out the kinks in their projects and vice versa, the more you talk the more you will learn.

Becoming comfortable in a critique situation makes you better able to analyze and discuss your own work and the work of others, an essential skill in almost any job. We will operate with the understanding that all feedback given is intended to be constructive and all comments and suggestions being made are motivated by the desire to improve each other's work.

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## **Learning Outcomes**

### *Divisional*

- Will demonstrate a working understanding of their heritage as citizens of a diverse global community.
- Will show proficiency as members of functional teams as well as in individual endeavors.
- Will develop the knowledge and skills pertinent to their fields to a level of excellence and will be able to apply what they have learned to a range of new and challenging problems, thus transforming knowledge to wisdom.
- Will consistently embody integrity and responsibility.
- Will think reasonably, independently, impartially, and creatively.
- Will take initiative, demonstrate goal-oriented planning, and able to marshal human and material resources in designing solutions to problems in their communities and other spheres of influence.
- Will continuously seek, embrace, and make the most of opportunities.

### *Departmental*

- Demonstrate a command of the elements and principles of design.
- Be able to express ideas, image, and events through draftsmanship and other 2-D and 3-D media.
- Understand art in the context of history and culture.
- Be computer literate, understanding the fundamentals of hardware, software, storage, and best working practices.
- Be productive in the prominent industry software through appropriate inputs and outputs.
- Be creative problem solvers in a variety of contexts.
- Have an understanding of message and audience and how to shape them appropriately and ethically, especially with respect to the laws and principles of copyright.
- Be able to use some aspect of time-base media.
- Understand the process of creating electronic, print and studio portfolios that embody professional standards.
- Be able to understand and articulate key aesthetic terms and concepts in discussion and in writing.

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**Learning Outcomes** (continued)

*Course*

- Familiarity with the history of type
  - Working knowledge of typography related vocabulary
  - Demonstrate creative problem solving abilities through identifying and exploring a variety of approaches
  - Gain a clear understanding on how to arrange written content
  - Ability to create and follow a typographic system
  - Understanding of the use of typography for visual communication
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**University Mission**

Quincy University stands as a Catholic, independent, liberal arts institution of higher learning in the Franciscan tradition. Inspired by the spirit of Francis and Clare of Assisi, we respect each person as a sister or brother with dignity, value, and worth. We work for justice, peace and the integrity of creation. We prepare men and women for leadership and for the transformation of the world by educating them to seek knowledge that leads to wisdom. We welcome and invite all to share our spirit and our life.

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**University Policies/Statements**

*Academic Honesty*

The educative mission of the University is defeated when community members decide to compromise their integrity for the appearance of academic achievement. Students found guilty of academic dishonesty are subject to various sanctions depending upon the extent, nature, and frequency of occurrence. Students should familiarize themselves with the procedures associated with academic dishonesty which are described in the Student Handbook.

*Special Needs and Accommodations*

Any student providing current documentation regarding a disability and in need of academic modifications or accommodations is requested to speak with me during the first two weeks of class. All discussions will be handled professionally. Students with disabilities will need to contact the Student Success Center in the lower level of Brenner Library. See [www.quincy.edu/academics/academic-services/ada-support/](http://www.quincy.edu/academics/academic-services/ada-support/) to fill out a form or call 217-228-5432, extension 3353 to set up an appointment. Please note that the instructor must be made aware of this disability at the beginning of the term in order to have enough time to adjust materials accordingly. Last minute accommodations will only be made if a disability occurs after the beginning of the semester.

*Access to Student Work*

Copies of your work in this course including copies of any submitted papers and your portfolios may be kept on file for institutional research, assessment and accreditation purposes. All work used for these purposes will be submitted anonymously.

*Student Copyright Authorization*

For the benefit of current and future students, work in this course may be used for educational critique, demonstrations, samples, presentations, and verification. Outside of these uses, work shall not be sold, copied, broadcast, or distributed for profit without student consent.

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**University Policies/Statements** (continued)

*Final Examinations*

Quincy University holds that a final examination or comparable culminating experience is required in all courses to evaluate student achievement. Final examinations for traditional semester courses are scheduled during a special examination period at the end of each semester. Final examinations for courses in other sessions are held during the last class period. In all cases, the final examination period is considered to be part of the required contact time for every course. Students should not make travel arrangements that conflict with their scheduled final exams because instructors will not schedule alternative or individual examinations in place of the course final exam. The final exam schedule is located on the Office of the Registrar's web page.

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**Course Schedule**

*Tentative schedule, changes will be made based on the needs and priorities of the class.*

<b>Week 1</b>	Introduction to class. Syllabus review Legibility vs Readability
<b>Week 2</b>	The anatomy of type - Typographic vocabulary
<b>Week 3</b>	History of Type - Swiss Style - Using Grid Systems Grid systems in graphic design Lit Review
<b>Week 4</b>	Just My Type Lit Review
<b>Week 5</b>	Thinking With Type Lit Review
<b>Week 6</b>	Design Process Review: Creative Brief + Mood Boards + Sketching
<b>Week 7</b>	Project 1 - Design Documents
<b>Week 8</b>	Progress Critique
<b>Week 9</b>	Final Critique - Project Presentation - Project Reflection
<b>Week 10</b>	Project 2
<b>Week 11</b>	Progress Critique
<b>Week 12</b>	Final Critique - Project Presentation - Project Reflection
<b>Week 13</b>	Project 3
<b>Week 14</b>	Progress Critique
<b>Week 15</b>	Progress Critique
<b>Week 16</b>	Final Presentation - Course Debrief

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*The University will not be liable for lost, stolen, unclaimed, or damaged art work.*

*This syllabus is not a binding contract and is subject to change.  
Such changes will be announced in class.*