

SYLLABUS

GRA 4186C: Senior Design Studio

3 credits | Spring 2022 | Jan 9- April 26, 2023

COURSE DESCRIPTION

Emphasizes self-directed design, research and study leading to the development and realization of complex design projects. Public dissemination of final projects.

Prerequisite: GRA 4196C and GRA 4197C and a BFA Graphic Design major of senior standing.

INSTRUCTOR

Victoria R. Gerson, *she/her/hers*
vgerson@ufl.edu

MEETING TIME & LOCATION

Tuesdays & Thursdays
11:45am-2:45pm
FAC 314

OFFICE HOURS

Thursdays from 9:30-10:30am
+ by appointment

FAC317A

OR

Zoom:

<https://ufl.zoom.us/my/vgerson>

Schedule Meetings Here:

[https://calendly.com/vgerson/
office-hours-meeting](https://calendly.com/vgerson/office-hours-meeting)

COURSE OBJECTIVES

- Actively demonstrate ability to ideate + design at a professional level via advanced, self-led senior level portfolio projects
- Reiterate importance of follow-through and craft as it relates to execution of portfolio ready GD projects
- Refine individual Graphic Design processes and existing projects
- Improve time management, workflow and organizational skills

GRADING & EVALUATION

The purpose of grading and evaluation is to pinpoint the strengths and weaknesses of your work. To this end, we can only respond to what is observable in your work and in class performance. This course is composed of lectures, readings, discussions, design projects, presentations, critiques and feedback. The deliverables for this course are as follows:

75%	2 main semester projects Project 1: Experimental Project 2: Portfolio Driven Project 3: Project Re-Design
15%	Reading, writing, and group discussion of relevant articles + media
10%	Outside of Class Professional Practice Activities Mandatory to attend: Ligature Lecture(s) & Ligature Opening Reception

Scale:

A | 100-95 A- | 94-90 B+ | 89-87 B | 86-83 B- | 82-80 C+ | 79-77
C | 76-73 C- | 72-70 D+ | 69-67 D | 66-63 D- | 62-60 E | 59 and lower

PROJECTS

Your grade in this class is based on earning points through your engagement with projects and reflections. There will be feedback from me and your classmates every step of the way. You will be invited to participate in your grading by completing self assessments after activities and projects. All projects final deliverables will include a process book and self assessment.

Projects will be evaluated based on research, concept, ideation, iterative process, conceptual development, attention to detail, formal resolution, and documentation. All projects will be submitted in Canvas. See *general semester outline on last page for tentative schedule*.

REFLECTIONS

There will be a reading, podcast, video, or activity (almost) every week, with a reflection/response post due before class. Whenever there is an additional optional reading/podcast/lecture etc, you may respond to it in your reflection for extra credit. All reflections will be submitted in Canvas.

REQUIRED TEXTS

There is no class book. I will provide links to all readings, videos, and case studies.

MEETINGS

This is a face to face in person class, unless otherwise stated by the instructor.

ATTENDANCE POLICY

In class time is critical, and attendance is required. You can miss two class days without penalty. More than 6 absences of any kind – missing more than 3 weeks of class – equals automatic course failure unless we make

documented accommodations in advance.

Late arrivals (more than 10 minutes after class start time) will be marked tardy; 3 tardies will be counted as 1 unexcused absence—this does not change for on-line meetings.

Excused absences follow university guidelines and include religious holidays, a verifiable death in the immediate family, illness with a doctor's note, a court or legal obligation, or participation in official university activities. Please notify the instructor in advance if you know you will be absent.

Students observing a **religious holy day** of their faith must notify the instructor in advance. Students, upon prior notification of their instructions, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. A student who believes that he/she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure: <http://www.registrar.ufl.edu/catalog/policies/regulationattendance>

It is your responsibility to keep track of your attendance record in Canvas. Requirements for class attendance, make-up exams, assignments, and other work in this course are consistent with university policies. Along with more information on how UF assigns grade points, you'll find these by visiting: <https://catalog.ufl.edu/graduate/regulations/>

ENGAGEMENT POLICY

There is no attendance grade for this class. However, there is an "engagement" policy, which will affect your final grade for the semester (and by extension, the quality of your work). You are expected to actively and passionately take part in this course in the following ways:

- Attend class meetings on time both in person and online.
- Create things and be prepared to show them on time for crits and discussions.
- Make things thoughtfully, intentionally, and with intensity.
- Meet all deadlines for handing in work and process.
- Actively participate in critiques and discussions both in person and online.
- Be actively curious about making things and the things your classmates make.
- Care about yourself and your work, your classmates and their work, this class, and your profession.

LATE WORK POLICY

5% will be deducted for every day that an assignment is turned in late.

PLATFORMS

You will all be required to set up and have immediate access to these platforms during the semester:

Canvas: For storing any and all course materials and instructions, submitting assignments, grading, and communication.

Miro: For collaboration, feedback, and presentations.

Adobe CC: Discounted for Students

*Adobe CC Discounted for Students is a special UF student pricing on a one-year subscription to the entire Adobe Creative Cloud Suite. To purchase your Adobe CC Discounted for Students subscription, please log in at <https://portal.helpdesk.ufl.edu> and if eligible to purchase click on "Eligible, take me to OnTheHub" button. The service will run for one year from the time the software is activated. Distribution is provided by Kivuto/OnTheHub who is an authorized distributor for Adobe not affiliated with UF Computing Help Desk.

TECHNOLOGY, FEES, AND EQUIPMENT USE

With questions related to your computer system and technology in the Graphic Design area, you can contact our Lab Technician, Michael Christopher (mchristo@ufl.edu). He can help diagnose problems and provide solutions.

MATERIALS AND DEVICES

In order for you to fully participate and meet course learning objectives, students taking graphic design courses are required to have appropriate hardware, software and access to the Internet. See [this website](#) for more details regarding hardware, software, specifications, and some purchasing options, including discounts for UF students.

Because computer access is an institutional requirement, computer costs are designated as allowable costs for students who qualify for Financial Aid. Accordingly, Student Financial Affairs has added costs for access to a computer into budgets. For more information, contact your financial adviser in the Office of Student Financial Affairs directly.

You are required to have:

- Adobe CC design suite
- Access to a cloud-based storage platform
- Your own laptop or desktop computer as required by the program, suitable for graphic design and production with appropriate RAM and storage capacity
- Access to a digital camera
- A dedicated sketchbook

At UF we have free access to the tutorial site, Lynda.com, which you can use to expand your knowledge of software for the course.

SYLLABUS CHANGES

Please note that the instructor may need to make modifications to the course syllabus and may do so at any time. Notice of such changes will be announced as quickly as possible through email & Canvas.

HEALTH AND SAFETY

The goal of the SA+AH Health and Safety Program is to protect the health and welfare of all faculty, staff, and students and to cooperate with the University of Florida's Department of Environmental Health & Safety (EH&S). The SA+AH H&S policy and handbook is online [here](#).

Michael Christopher is the Health and Safety administrator for the Graphic Design program. While there are very limited health and safety risks with the materials we typically use for graphic design, be aware that materials used in other areas often carry risks.

It is your responsibility to store everything you bring in the studio safely. Do not bring in any materials that are hazardous or combustible as the graphic design studios are not equipped for this type of storage. Knowingly or repeatedly storing such items in the studio may result in disciplinary action and loss of access to studio space outside of class time as well as loss of storage space.

Also,

- Batteries, some monitors, and lamps from digital projectors, if broken, may release mercury. There are no known health hazards from intact materials.
- Do not use spray adhesives or do hazardous work in the studios.
- Do not block aisles, halls or doors with stored items or when working.
- Take items which do not fit into the trash to the dumpster, follow dumpster guidelines.
- All users must follow the S+AH Container Policy (see the SA+AH Health and Safety Handbook online [here](#)).
- The GD Area policies prohibit use of hazardous materials, this applies to materials used in other areas. They may not be stored, ever, in the GD studios. Failure to adhere to these guidelines may affect your ability to use the studio unsupervised outside of regular class times.

ACCOMMODATIONS

I will make every effort to accommodate students who request and require assistance, in accordance with the American Disabilities Act. If you have accommodations through the university, please let me know.

Students who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center (352-392-8565, <https://disability.ufl.edu/students/get-started/>). Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

MENTAL HEALTH + WELLNESS

I am here for you! If you need/want to talk about your mental health, please reach out! If you would like to speak with a mental health professional, which I highly recommend for every student, the school information is as follows:

Campus Resources

U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.

Counseling and Wellness Center: Visit the [Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the [Student Health Care Center website](#). Dial 911 for medical emergencies. Dial 352-392-1161 for urgent after-hours medical questions. Dial 352-392-1171 for after-hours mental health assistance

University Police Department: Visit [UF Police Department website](#) or call 352-392-1111 (or 911 for emergencies).

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the [UF Health Emergency Room and Trauma Center website](#).

Academic Resources

E-learning technical support: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.

Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

Library Support: Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center: Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.

Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

Student Complaints On-Campus: [Visit the Student Honor Code and Student Conduct Code webpage for more information.](#)

On-Line Students Complaints: [View the Distance Learning Student Complaint Process.](#)

UF POLICIES

COURSE EVALUATIONS

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. [Click here](#) for guidance on how to give feedback in a professional and respectful manner. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students [here](#).

ACADEMIC INTEGRITY

Academic integrity means that if you use words, images, or ideas that are not your own, you must cite them. Claiming the work of others as your own is a serious breach of professional ethics and will result in a failing grade in this class. The UF Honor Code specifies a number of other behaviors that are in violation of this code and the possible sanctions.

HONESTY POLICY

An academic honesty offense is defined as the act of lying, cheating, or stealing academic information so that one gains academic advantage. As a University of Florida student, you are expected to neither commit nor assist another in committing an academic honesty violation. Additionally, it is the student's duty to report observed academic honesty violations. These can include: cheating, copying ideas, plagiarism, bribery, misrepresentation, conspiracy, or fabrication. You can find UF's Student Conduct Code, [here](#).

HARASSMENT

UF provides an educational and working environment that is free from sex discrimination and sexual harassment for its students, staff, and faculty (<http://www.hr.ufl.edu/eeo/sexharassment.html>).

DISRUPTIVE BEHAVIOR

All member(s) of the University who intentionally act to impair, interfere with, or obstruct the mission, purposes, order, operations, processes, and functions of the University shall be subject to appropriate disciplinary action by University authorities for misconduct, as set forth in the applicable rules of the Board of Regents and the University and state law governing such actions. Be advised that you can and will be dismissed from class if you engage in disruptive behavior. For more information, visit: <http://regulations.ufl.edu/wp-content/uploads/2012/09/1008.pdf>.

TWELVE-DAY RULE

Students who participate in official athletic or scholastic extracurricular activities are permitted twelve (12) scholastic day absences per semester without penalty. In any case, it is the student's responsibility to maintain satisfactory academic performance and attendance.

IN CLASS RECORDING

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor. A class lecture does not include lab/studio sessions, student presentations, academic exercises involving solely student participation, or private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services.

GENERAL SEMESTER OUTLINE

<i>January</i>	WEEK 1	TUE, 1/10	Syllabus, Re-Intros, Intro to P1
		THU, 1/12	P1
	WEEK 2	TUE, 1/17	P1, Victoria Out, Independent Work Day
		THU, 1/19	P1
	WEEK 3	TUE, 1/24	P1
		THU, 1/26	P1
	WEEK 4	TUE, 1/31	P1
<i>February</i>		THU, 2/2	P1
	WEEK 5	TUE, 2/7	P1 Final, Ligature Prep
		THU, 2/9	P1 Final, Ligature Prep, Ligature 10th-12th
	WEEK 6	TUE, 2/14	P2 Intro
		THU, 2/16	P2
	WEEK 7	TUE, 2/21	P2
		THU, 2/23	P2
	WEEK 8	TUE, 2/28	P2
<i>March</i>		THU, 3/2	P2
	WEEK 9	TUE, 3/7	P2
		THU, 3/9	P2
	WEEK 10	TUE, 3/14	Spring Break
		THU, 3/16	Spring Break
	WEEK 11	TUE, 3/21	P2
		THU, 3/23	P2
	WEEK 12	TUE, 3/28	P2 Final
		THU, 3/30	P3 Intro
<i>April</i>	WEEK 13	TUE, 4/4	P3
		THU, 4/6	P3
	WEEK 14	TUE, 4/11	P3
		THU, 4/13	P3
	WEEK 15	TUE, 4/18	P3
		THU, 4/20	P3
	WEEK 16	TUE, 4/25	Last Day of Class