



*Grady High School*  
2019-2020 COURSE SYLLABUS  
**Graphic Design and Production**

Teacher: **Mike Yarnold**

Room Number: **E116**

Semester: **Fall 2019**

Textbook: **TBD**

Website: **<https://yarnold.weebly.com>**

Phone Number: **678-834-2374**

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Tutorial Days: **Tuesdays**

Tutorial Hours: **3:35 – 4:35**

Tutorial Location: **E-116**

**Course Description:**

This course focuses on the procedures commonly used in the graphic communication and design industries. Students will gain experience in creative problem solving and the practical implementation of those solutions across multiple areas of graphic communications.

**Prerequisite:** Introduction to Graphics and Design

**Course Content Standard - ([www.georgiastandards.org](http://www.georgiastandards.org)):**

<b>Standard</b>	<b>Description</b>
ACCT-GDP-1	Students will explore color and the variety of methods it can be applied.
ACCT-GDP-2	Students will interpret and apply color models through graphic manipulations.
ACCT-GDP-3	Students will identify the output issues involving color and demonstrate the proper usage.
ACCT-GDP-4	Students will understand and demonstrate the fundamental basic elements and principles of design.
ACCT-GDP-5	Students will identify and demonstrate a working knowledge of elements and principles.
ACCT-GDP6	Students will identify and demonstrate a working knowledge of illustration as it pertains to the design field.
ACCT-GDP-7	Students will continue to explore different outlets for typography and define its role in design.
ACCT-GDP-8	Students will continue to develop communication skills.
ACCT-GDP-9	Students will examine career opportunities in the design profession.
ACCT-GDP-10	Students will demonstrate knowledge of file management and file formats
ACCT-GDP-11	Students will demonstrate knowledge of digital file preparation.
ACCT-GDP-12	Students will explain and demonstrate how to operate equipment in a safe manner.
ACCT-GDP-13	Students will identify and describe the major components and operating controls of the output device.
ACCT-GDP-14	Students will print a product according to customer specifications.
ACCT-GDP-15	Students will impose and plan correctly the finishing and binding workflow of a multiple page publication.
ACCT-GDP-16	Students will identify binding processes, describe the binding processes, and demonstrate the ability to bind a printed product.

ACCT-GDP-17	Students will identify finishing processes, describe the finishing processes, and demonstrate the ability to add finishes to a printed product.
ACCT-GDP-18	Students will identify, demonstrate, and practice proper, safe paper cutting techniques on various class projects.
ACCT-GDP-19	Students will explain the various applications and characteristics of paper substrates.
ACCT-GDP-20	Students will identify the various types of inks used in the graphics and printing industry.
ACCT-GDP-21	Students will model proper customer service and sales principles
ACCT-GDP-22	Students will exercise effective project preparation
ACCT-GDP-23	Students will implement optimal job production processes

Course Outline:

Lesson 1	Employability skills
Lesson 2	Careers in Graphic Design
Lesson 3	Lab safety and equipment
Lesson 4	Pre-Production
Lesson 5	Digital Files
Lesson 6	Building Blocks – Elements and principles of design
Lesson 7	Building Blocks - Color theory and application in graphic output
Lesson 8	Building Blocks – Role of typography in graphic communication
Lesson 9	Production – Branding and corporate identity
Lesson 10	Production – Graphic output processes
Lesson 11	Production – Binding and finishing
Lesson 12	Production - Packaging
Lesson 13	Design and illustration
Lesson 14	Production – Portfolio development/presentation and critique
Lesson 15	Production – Ink and Substrates

## Evaluation and Grading:

Course Components	Weights
Professional Development (includes employability and soft skills such as communication, time management, organization workplace focus and preparedness)	20%
Classwork and Participation	20%
Homework / Quizzes	15%
Unit Tests (or Performances)	20%
Projects	25%
<b>TOTAL</b>	<b>100%</b>

  

Grading Scale	
100-90	<b>A</b>
89-80	<b>B</b>
79-70	<b>C</b>
69-0	<b>F</b>
Not Evaluated	<b>NE</b>

**Campus Portal for Parents and Guardians:** Visit - <https://ic.apsk12.org/portal> to view class schedules, attendance records and grades. To activate your account, visit the school to receive your login (activation key).

### Required Materials:

Flash drive  
Notebooks  
Pens / Pencils

**School-wide Behavioral Expectations:** Be present; be respectful; be responsible; be on task; be peaceful, productive problem solvers.

### Classroom Positive Behavior Expectations:

	The student will....
1.	<b>Be present</b> and on time for every class, every day.
2.	<b>Be respectful</b> of yourself, all peers, all adults, the school community, and the environment. Individually we are different, together we are Grady
3.	<b>Be responsible</b> for your putting forth your best effort in our work, for your materials, in your actions, and your interactions with the school community. Always report unsafe situations to an adult.
4.	<b>Be on task</b> , be a good listener, a good thinker, and never give up. Follow the teacher directions on all school policies.
5.	<b>Be a peaceful, productive, problem solver.</b> Be polite and well mannered. Think before you act and avoid confrontation. Fighting is never acceptable. Seek help from a trusted adult when you need help with a problem/situation with a peer or adult.
6.	Dispose of food and drink (water ok) before entering the classroom.
7.	Keep all phones and personal electronic devices turned off and out of sight.*
8.	Observe the dress code at all times.
9.	The teacher will review specific laboratory procedures with all students, and each will sign a statement of understanding. Trust will be an important factor. Failure to act responsibly can result in class failure and possible expulsion from the lab

**Primary Consequences** may include a verbal warning, change seat in classroom, afterschool detention, parent phone call/email, or parent-teacher conference.

**Secondary Consequences** may include referral to the Discipline Office for In School Suspension, Saturday Detention, or Out-of-School Suspension.

**\*Technology Policy:** Students may keep their phone turned on in class to use for instructional purposes IF and ONLY IF they abide by the following guidelines:

1. The phone is silenced and vibration mode is turned off.
2. The phone is in the student's bag when not being used for an approved purpose.
3. The phone is used for non-instructional purposes only by permission of the teacher.

If these guidelines are not followed, the device will be confiscated, turned into the Discipline Office, and held until claimed by a parent.

**LATE ASSIGNMENTS:** It is important that students are responsible and meet established due dates for assignments. A late assignment is defined as work submitted after the teacher collected the assignment. **All missing/not turned in assignments will be recorded in Infinite Campus with an "M-Missing" designation.**

**MISSING ASSIGNMENTS (late assignments or unexcused absences):** Students with late assignments or unexcused absences will be expected to submit missed work within two weeks of the end of the grading periods. The deadlines for missing assignments are as follows:

- Midterm is October 11<sup>th</sup>. Deadline September 30<sup>th</sup> (for assignments from August 12<sup>th</sup>-Sept. 27<sup>th</sup>)
- End of Semester is December 20<sup>th</sup>. Deadline is December 9<sup>th</sup> (for assignments from September 30<sup>th</sup>-December 6<sup>th</sup>)
- Midterm is March 13<sup>th</sup>. Deadline is March 2<sup>nd</sup> (for assignments from January 6<sup>th</sup>-through February 28<sup>th</sup>)
- End of Semester is May 22<sup>nd</sup>. Deadline is May 11<sup>th</sup> (for assignments from March 2<sup>nd</sup> through May 8<sup>th</sup>)

*As noted above, all missing/not turned in assignments will be recorded in Infinite Campus with an "M-Missing" designation.*

***Late assignments will be assessed a 20% penalty.***

**MAKE-UP ASSIGNMENTS (Excused Absences):** Students with an excused absence will be expected to submit missed work on or before the third class meeting after the absence. Pre-announced assignments are due upon return to school.

**REASSESSMENT OPPORTUNITY:** Reassessment opportunities are available for all students on assessments only. The reassessment will be a newly generated teacher assessment and the reassessment score will replace the original score. The reassessment can occur during the class period, tutorial, and/or a lunch-and-learn session (at the teacher's discretion).

### **School-wide Expectations:**

**MASTERY LEARNING:** With mastery learning, a unit of material is taught, and student understanding is evaluated before students are able to move on to the next unit. Students who have not shown mastery for a particular unit will receive feedback and support in reaching mastery. They may be given practice exercises, study guides, group work or complementary resources to help them improve and achieve mastery. Students who demonstrate mastery of the content for a particular unit are given enrichment exercises like special projects, tasks or academic games to further or broaden their knowledge of the material.

**PROGRESS REPORTS:** Parents and guardians are informed when students are making unsatisfactory progress in classes. Poor performance will be reported to parents and guardians as soon as problems are evident. Progress reports with plans for remediation will be provided for all students making unsatisfactory progress, and parent-guardians conferences must be scheduled. Unsatisfactory grades should never come as a surprise to parents, guardians, or students. Also, see Board Policy Administrative Regulation IHA-R(1) under "Students in danger of not meeting academic expectations" for further information. Teachers will:

- Contact parents/guardians early in the semester if academic, attendance, or behavioral difficulties are apparent.
- Notify the counselor, Student Support Team (SST)/Response to Intervention (RTI) Chair, and/or an assistant principal of serious problems that are affecting classroom performance.
- Set up parent conferences as necessary.

**ATHLETIC ELIGIBILITY:** Students wanting to participate in athletic programs governed by the GHSA and extracurricular activities must meet eligibility requirements to participate. The Athletic Director (and the Extracurricular Activities sponsors) will collaborate with teachers to monitor and to identify students in danger of failing courses. A master list of students participating in extracurricular activities and athletics under the auspices of the GHSA will be available to all staff.

**Our Vision:** A high-performing school where educators inspire, families engage and students love to learn.

**Our Mission:** Every student will graduate college and career ready with a dedication to community involvement and service.

**Our Motto:** Individually we are different; together we are Grady.

**Grady Graduate Profile (5 Cs):** Creative, collaborative, critical thinker, communicative, and a good citizen.



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**Receipt of Syllabus**

**Course Name:** Graphic Design and Production

**Teacher Name:** Mr. Yarnold

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*Student Signature*

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*Parent/Guardian Signature*

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*Date*

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*Date*