



GRAPHIC DESIGN PROBLEM SOLVING FINA-S451-19708

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B.F.A. GRAPHIC DESIGN

FINA-S452-19159

FINE ARTS, SCHOOL OF ARTS & LETTERS INDIANA UNIVERSITY SOUTHEAST

FALL 2022
 Tuesdays and Thursdays 1:15 – 4:15 P.M. EST at KV 203



GENERAL COURSE DESCRIPTION

This is an advanced and directed graphic design course designed to allow BA/BFA students the opportunity to further develop their design skills. As a form-giver to a message, product, or service, the students are given the flexibility to pursue and develop directed artistic and professional portfolios for their intellectual and creative processes.

Pre-requisite for FINA-S 451: S250 Graphic Design 1 Pre-requisite for FINA-S 452: Dept. consent and student must have gained acceptance into the BFA studio major. As the class is a stacked course with essentially the same assignment, please note that B.F.A. students are expected to perform more rigorously due to the nature of the BFA expectations.

COURSE LEARNING OUTCOMES

The Fine Arts program ensures that learning outcomes are appropriate for the level taught by utilizing Bloom's Taxonomy. 100-level courses focus on knowledge, comprehension, and application. 200-level courses emphasize application, analysis, and synthesis, while 300-level and 400-level courses emphasize higher-order cognitive skills such as application, analysis, synthesis, evaluation, and creation.

The course outcome, project outcome and how each project is assessed are described below:

COURSE OUTCOME	PROJECT OUTCOME	HOW ASSESSED
Clearly articulate design problems by demonstrating the processes of graphic design from researching, ideating, refining, producing, and presenting.	Present several design problems for further refinement during class critiques via a design brief, mood boards, and sketches through projects 1, 2, 3, & 4.	Project assignments, participation in discussions posts in Canvas, critiques.
Experiment with design ideas within a wider scope including the development of one's own artistic style or topics with social, ethical, pragmatic, historical, altruistic, and technological dimensions.	Propose/Create a project that caters to the student's self-interest, stylistic pursuit, or creating portfolio materials for his/her career path such as website design, packaging design, branding, etc. through projects 1 & 2.	Project assignments, research, participation in discussions posts in Canvas, critiques.
Implement an impactful design solution to aid in two and three-dimensional spaces.	Produce a 2D-based digital or print-based material such as flyers, catalogs, layout design, posters, etc. or 3D-based packaging designs for merchandise, products, protective containers, point-of-purchase, etc. through projects 1, 2, & 3.	Project assignments, critiques, class discussions, and class presentations in either digital or physical or both formats.
Successfully formulate a solution guided by the elements and principles of design to solve a design	Present results of their design solutions to an audience/client for approval via design briefs, mood boards, and sketches through projects 1, 2, 3, & 4.	Project assignments, research, participation in discussions posts in Canvas, critiques.

problem for a relevant stakeholder (such as a client).		
Produce a professional portfolio from projects that meet industry standards.	Produce several design projects to be included in their portfolios such as packaging, branding, layout design, and web design through projects 1, 3, & 4.	Project assignments, critiques, class discussions, and class presentations in PowerPoint or PDF presentation.

CLASS FORMAT This class is following the face-to-face 15-week course schedule from **Aug 22 to Dec 13, 2022**. This means that the professor will be in the same room together synchronously.

If necessary, we may switch to the hybrid distance format, which means that some of the course is online (asynchronous or work that you do on your own by the deadline) and some of our sessions will occur during our class time on Zoom (synchronous).

OFFICE HOURS Every Wednesday from 10 AM – 12 noon EST at Knobview 233A and if necessary, we may switch to Zoom (ID: 740 535 2184 Passcode: 468641). To respect the privacy of others, the Zoom office hours will be using a waiting room. Students will be admitted to the office hours in the order they arrive.

COMMUNICATION METHODS We will be communicating via campus email, Canvas Announcements, and Canvas Messages. Please check them regularly. Please also note that you are discouraged from using your personal emails because all notifications are to be done via Canvas.

GENERAL RULES ABOUT PROJECTS **DOCUMENTATION**
Expect to keep a documented process showing evidence of the evolution of your ideas from sketches, refined sketches, and color explorations to the final product collectively in a binder. You may also document screen shots showing your ideas as they evolve. These will be posted upon request on Canvas as part of completing your project.

Unless specified, all exercises/projects are due at the beginning of the class at a designated date. In addition to the physical mockup (where applicable), digital submissions are expected for every assignment, project, and discussion, unless specified differently.

EXTRA CREDIT: TBD

RESOURCES

General information about design

American Institute of Graphic Arts
aiga.org

Design is History
designishistory.com

Design Trend and News
designobserver.com
underconsideration.com

Information about famous Graphic Designers
famousgraphicdesigners.org

Design inspirations
grainedit.com
bpando.org

Stock photography/visuals

Unsplash, Photos for everyone
unsplash.com

Pixabay, free high quality images
pixabay.com

Library of Congress
loc.gov

Getty Images
gettyimages.com

iStock by Getty Images
istockphoto.com

Mockup

Graphic Burger
graphicburger.com
Mockupworld
mockupworld.co/all-mockups

Graphicpear
graphicpear.com
Pixaden
pixeden.com/icons-set

Type sources
Free vector
<http://all-free-download.com/font>

Émigré Fonts
emigre.com

Learn about fonts & typography
fonts.com/content/learning

Movie fonts
linotype.com/7903/current-movie-fonts.html

Fonts by Hoefler & Co.
typography.com

Google fonts
fonts.google.com

Adobe fonts
fonts.adobe.com

OTHER CONSIDERATIONS

ETIQUETTE

During our virtual class meetings on Zoom, always sign in with the camera on and muted upon signing in. If you wish to speak, you are encouraged to raise your hand and wait for your turn before unmuting to speak. Please alert the professor if you can't have your camera turned on due to technical/Wi-Fi accessibility issues in the chat feature in Zoom. If you anticipate any disruptions contact the professor ahead of time (at least a day) or in the case of an emergency (no longer than a week after the incident).

ATTENDANCE

Full class participation is expected. Missing any class will leave you at an extreme disadvantage as demonstrations and lectures cannot be made up.

ABSENCES

The penalty towards your final grade for tardiness and truancies are as follows:

Every student gets one 'get out of jail' card.

Final grades will be lowered after 3 unexcused absences and failure of the course after 5 unexcused absences. Showing up 15 minutes late or an early departure in excess of 3 classes is considered an absence. It is the student's responsibility to discuss unusual circumstances with the professor.

EXCUSES

Sending a notification email or an employer/doctor's note does not exempt you from your obligations. Turning in your project in absentia is not acceptable without prior approval. Losing your work due to failed technology or media is not an excuse for late work as you are expected to develop an effective backup strategy for all your digital files.

TECHNOLOGY-RELATED

For technology concerns, please see the resources on this page: [IT Help Desk](#). For information about places across campus to access computers and Wi-Fi, see the resources on this page: [Technology Labs](#). Wi-Fi access – multipurpose building at the Evergreen East lot.

COVID-19 AND OTHER INFORMATION

Health-Related Issues with Participation/Attendance: You are encouraged to reach out if you have health-related issues that are affecting your participation and attendance in the class, so that we can make arrangements. If you are ill, please stay away from campus and reach out to [IU Health Virtual Visit](#) for safety and wellness.

Other services

[Adult Student Services](#): 812-941-2650
[Disability Services](#): 812-941-2243
[Financial Aid Office](#): 812-941-2246
[Personal Counseling](#): 812-941-2244

COVID-19 related updates: <https://www.ius.edu/campus-updates/> and <https://coronavirus.iu.edu/>

PROFESSIONAL-ISM: STANDARDS OF EXCELLENCE FOR FINE ARTS STUDENTS

- Students actively contribute to critiques and class discussions by offering thoughtful perspectives and constructive criticism.
- Students demonstrate curiosity and enthusiasm for the discipline and subject matter of study.
- Students are willing and active learners and researchers who seek information for building context and content for artistic practice, and engage in scholarly discourse relating to the discipline.
- Students are committed to continuous self-evaluation and personal improvement.
- Students respond analytically and proactively to assessments given by faculty, advisors, or others by making changes to address legitimate concerns.
- Students actively solicit feedback for purposes of making quality improvements to work and practice.

IUS ACADEMIC DISHONESTY

The Student Code of Conduct prohibits activities and prescribes penalties for academic dishonesty. According to Indiana University Southeast Policy, adopted by the President’s Cabinet and printed in the IUS Student Handbook, students found guilty of any form of academic dishonesty, including (but not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion, may receive an F on the project and/or an F in their course(s) from the professor and may be suspended from the university by the administrative action. Furthermore (where applicable):

- The work you submit for assessment in this course must be your own individual work (or of your group, if applicable).
- Works from other classes may not be turned in as a substitute. If violated, you may receive an F for the project.
- Submission in absentia is prohibited without prior arrangements. If violated, you may receive an F for the project.
- It is your responsibility to familiarize yourself with university and school policies and to uphold the values of academic integrity such as the Standards of Excellence for Fine Arts Students.
- In each Fine Arts area, there are specific ways for students to appropriately acknowledge the role of others’ words, images, concepts, or ideas in their projects and coursework. Familiarize yourself with the IU Cheating and Plagiarism policy [here](#), and talk with your course professor about best practices to responsibly use and credit sources. Info about code of student rights, responsibilities, and conduct. [Info about cheating and plagiarism](#). [Info about cheating and plagiarism](#)

FINE ARTS GRIEVANCE POLICY

If you have any issues or concerns pertaining to this course, you must discuss it with the professor first. If you are unable to reach a resolution, you may then contact the Head of Graphic Design. (**Kok Cheow Yeoh**: yeohk@ius.edu.) If the issue remains unresolved, contact the Fine Arts Coordinator, **Barbara Kutis** (bkutis@ius.edu) before taking the matter further to the Dean of the School of Arts and Letters.

INDIANA UNIVERSITY POLICY ON DISCRIMINATION, HARASSMENT, AND SEXUAL MISCONDUCT

As your instructor, one of my responsibilities is to create a positive learning environment for all students. IU policy prohibits sexual misconduct in any form, including sexual harassment, sexual assault, stalking, sexual exploitation, and dating and domestic violence. If you have experienced sexual misconduct, or know someone who has, the University can help. If you are seeking help and would like to speak to someone confidentially, you can make an appointment with the Personal Counseling Services Office (phone: 812-941-2244).

It is also important that you know that University policy requires me to share certain information brought to my attention about potential sexual misconduct, with the campus Deputy Sexual Misconduct & Title IX Coordinator or the University Sexual Misconduct & Title IX Coordinator. In that event, those individuals will work to ensure that appropriate measures are taken and resources are made available. Protecting student privacy is of utmost concern, and information will only be shared with those that need to know to ensure the University can respond and assist. I encourage you to visit stopsexualviolence.iu.edu to learn more.

Indiana University also prohibits discrimination on the basis of age, color, disability, ethnicity, sex, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sexual

orientation, or veteran status. If you feel like you have experienced discrimination or harassment, please contact James Wilkerson (phone: 812-941-2599/email: jjwilker@iu.edu)

**BIAS INCIDENT
REPORTING**

Indiana University is committed to creating welcoming, inclusive, and respectful campus communities where everyone can thrive and do their best work—a place where all are treated with civility and respect. If you experience or witness an incident of bias, you should report it. For more information, see [Student Incident Reporting](#).

**ACCESSIBILITY &
ACCOMMODA-
TIONS**

Indiana University is dedicated to ensuring that students with disabilities have the support services and reasonable accommodations needed to provide equal access to academic programs. To request an accommodation, you must establish your eligibility by working with Matt Springer (phone: 812-941-2243/email: mtspring@iu.edu) Additional information can be found at accessibility.iu.edu. Note that services are confidential, may take time to put into place, and are not retroactive; captions and alternate media for print materials may take three or more weeks to get produced. Please contact your campus office as soon as possible if accommodations are needed.

PROJECT A BROAD-BASED PROJECT: Defining one's own project for the BFA critique

1



Source: <https://unsplash.com/photos/4UGmm3WRUo0>

In preparing for the B.F.A. critique, this project is uniquely a self-decided project that affords the student to propose a project. There are several options such as exploring one's own interests/passion in (graphic) design, delving into previous graphic design projects to further expand on them, developing one's own stylistic pursuit, providing solutions for a design problem, creating portfolio pieces which are meant for one's career path, or creating one's resumes and accompanying materials. Note that the number of items for this project can vary from one student to another. Regardless of which option you decide upon, you need to discuss your option and get approval from the professor to proceed. **Unless stated, you are required to complete a [design brief](#) and documentation of the process for every project.** *Courtesy of the Association of Registered Graphic Designers (of Canada).*

DELIVERABLES

- Documentation of the process from scratch to the finished solution including a design brief
- Regardless of the option chosen, three touchpoints are required for a campaign. Each touchpoint is in PDF or JPG format at 300 dpi

<p>WEEK 1 Tuesday 08/23 Introduction to the course.</p> <p>First project assigned and explained.</p> <p>Completing a Design Brief (Available here).</p> <p>Due next class in Canvas' Discussion post.</p>	<p>Thursday 08/25 In-class critique to select a direction to pursue</p> <p>Explore at least 10 different layout ideas for the next class' critique.</p> <p>Present ideas/sketches at the beginning of the next class.</p>
<p>WEEK 2 Tuesday 08/30 In-class critique to select one for further refinement. From the selected design, continue to refine.</p> <p>Explore possible touchpoints.</p>	<p>Thursday 09/01 Continue working on refining ideas.</p> <p>Workday: Finalizing touchpoint ideas. Work in class to refine and finalize.</p>
<p>WEEK 3 Tuesday 09/06 Workday: Continue to work to finalize the project. Refining touchpoints.</p> <p>One on one to finalize the details.</p>	<p>Thursday 09/08 Work towards getting the idea close to a finished form so that we can present a near-finished product for each student next week for feedback.</p>
<p>WEEK 4 Tuesday 09/13 Presenting a near-finished product for each student for feedback/improvement.</p>	<p>Thursday 09/15 1st project is due before class begins. Class presentation.</p>

PROJECT DESIGN AND PLAY: The intersection between (graphic) design and play.

2



In the words of Johannes Itten, a Swiss painter and Bauhaus master, 'play becomes joy, joy becomes work, work becomes play', this project is about approaching design in an open, creative, unexpected way. We will draw inspirations from Good Shape studio, a London-based studio where designers and illustrators collaborate to explore the intersection between design and play. Link to their [Instagram](#). For the purpose of our project, we will focus on the intersection between graphic design and play. Due to the openness and exploratory approach, collaborations between students are also encouraged. Once again, you are given the opportunity to make 'stuff' that educates, inspires, and brings joy. Regardless of which option you decide upon, you need to discuss your option and get approval from the professor to proceed.

DELIVERABLES

- Documentation of the process from scratch to the finished solution including a design brief
- Final 'stuff' is to be determined as it may vary in terms of the number of items and delivery method.

WEEK 5 Tuesday 09/20

The second project is assigned and explained.

Research for project ideas. To be determined by the end of the class. Or latest by the end of next class.

Thursday 09/22

Discussion or brainstorming for those who are still undecided on the project.

For those who have determined the idea, continue to add to your idea.

Deciding if collaboration may be necessary.

WEEK 6 Tuesday 09/27

Class presentation for everyone's experiment.

Gathering feedback for more ideas.

Thursday 09/29

In-class critique. Refine ideas based on feedback.

Beginning next week until further notice, you will continue to work from off-site.

WEEK 7 Tuesday 10/04

Continue your experimentation from off-site. Zoom session during class periods for consultation purposes.

Thursday 10/06

Continue your experimentation from off-site. Zoom session during class periods for consultation purposes.

WEEK 8 Tuesday 10/11

Work towards getting idea close to a finished form so that we can present a near-finished product for each student next week for feedback.

Thursday 10/13

PDF for 2nd project due by 11:59 PM. You may use this extended deadline to refine or improve your final design before uploading them to Canvas.

PROJECT UNFOLDING ONE'S IDEA: Using paper engineering to engage the audience

3



Source: [Behance](#)

Design does not function without participation. For our first project, we will explore the idea of using a mailer as self-promotion which specifically 'advertises' you as a graphic designer. You may include relevant info such as your skillsets, and some portfolio pieces to impress a prospective employer or client. Rather than a flat mailer, a multi-layered mailer that involves the use of die cuts and folds can make a stronger impression. We will explore the 8 different types of the fold (parallel, roll, gate, accordion, etc),

You will be graded on the layers of complexity that are synonymous with how well you are able to illustrate an idea, tell a story, or sell a service. The fold acts as a method to 'reveal' the content to the reader after they absorb the first level of information before lifting another fold to get deeper into a story. Due to the limitations of the print medium available in our studio the physical mockup, there is a limit on the size of your final piece to those approved by the USPS.

Why hire a graphic designer: <https://www.rgd.ca/find-a-designer/designer-directory/why-hire-an-rgd>

DELIVERABLES

- Documentation of the process from scratch to the finished solution including a design brief
- Physical mockup of the mailer showing all the die cuts and folds

WEEK 9 Tuesday 10/18

Fall break – No class.

Thursday 10/20

3rd project is introduced. For the next class, be ready to present at least 15 – 20 different ideas for the promotional mailer.

Present the three strongest ideas for your promotional mailer.

Make a rough mini version of the folds and bring those to the next class for critique.

WEEK 10 Tuesday 10/25

Continue working on refining mailer ideas during class with the goal to complete it by the end of the class.

Thursday 10/27

Work in class to lay out the mailer isometrically. You may use Illustrator or InDesign and possibly Photoshop for editing the imagery.

WEEK 11 Tuesday 11/01

Zoom session. Refer to the schedule on Canvas.

FINALIZE your decision on what to do for the final D.I.Y. project.

Thursday 11/03

The mailer idea must be finalized at this stage. Work in class to lay out the mailer isometrically. You may use Illustrator or InDesign and possibly

WEEK 12 Tuesday 11/08
Start printing a smaller version of the mailer to test the design.

WEEK 13 Tuesday 11/15
3rd project is due before class begins. Class presentation.

Photoshop for editing the imagery.

Thursday 11/10

Once all the kinks are worked out from testing the smaller version, start printing the final version.

Print final version during, on or off class time.
For those who are behind schedule, today is the absolute final class period to print your files. If not, you may also print them elsewhere.

For the rest, you should be assembling the mailer, and getting it ready for final the presentation next class.

PROJECT D.I.Y (Decide It Yourself)

4

Our final project is a broad-based approach that provides an opportunity to exercise your own judgment and decision-making skills. Consult with your professor ahead of time and to obtain guidance/approval to begin. In order to avoid any mad rush towards the finals, please discuss your decision for this final project at least 2-3 weeks before the 4th project's due date.

Below are three options that require you to discuss them with the professor for the deliverables:

- i) EXPANSION OF PROJECT
- ii) CLIENT-BASED
- iii) CONTEST

For option i, these rubrics apply:

- Marketability of the proposed idea
- Displays a great deal of creativity and originality in expanding the project
- Exhibits sincere and noticeable efforts so as to avoid a convenient (lazy) project
- The overall idea is successfully executed from concept to completion
- The comprehensiveness of the idea to enhance the entire project

For option ii, these rubrics apply:

- Proposed idea solves the client's main problem
- Considers aspects of the targeted audience (age, geographic location, gender, etc.)
- Attention to detail pertaining to solving the client's problem(s)
- Exhibit an understanding of a targeted audience with an intended message through the use of phrase, theme, motif, or other relevant marketing techniques/gimmicks
- The overall idea is successfully executed from concept to completion

For option iii, these rubrics apply:

- Adheres to the requirements of the competition
- Final presentation and/or quality of the submitted piece
- Proof of submission
- Responds to feedback and incorporate them well into the final solution
- The quality of the final submission

DELIVERABLES

- Documentation of idea from scratch to a finished solution including the Design Brief
- A PDF or JPG at 300 dpi digital mock-up showing the application of the infographics in a touchpoint (this can be a standalone poster, animation, within a layout, within a packaging, etc).
- Pop-up ad with a background showing a screenshot of the store's website on a digital device in PDF or JPG at 300 dpi

WEEK 13

Thursday 11/17

2nd consultation with your professor to present your idea(s). Note that the first consultation should have been conducted after we return from the fall break.

WEEK 14

Tuesday 11/22

Staggered consultation (over zoom).

One-on-one consultation.

Thursday 11/24

THANKSGIVING 11/23-11/27 – NO CLASS.

Continue to work off campus.

WEEK 15

Tuesday 11/29

Meet as a whole in class for final crit.

Present an almost finished work for critique before finalizing it.

Thursday 12/01

4th project due by 11:59 PM. Meet in class for final presentation.

The 11:59 PM is for adjustments to your design after class critique. You may use this extended deadline to refine or improve your final design before uploading them to Canvas.

ASSESSMENT	A+ 100% - 98%	A 97% - 93%	A- 92% - 90%	
	B+ 89% - 87%	B 86% - 83%	B- 82% - 80%	
	C+ 79% - 77%	C 76% - 73%	C- 72% - 70% (Failing for Fine-Arts majors)	
	D+ 69% - 67%	D 66% - 63%	D- 62% - 60%	
				F 59% - 0%

GRADING CRITERIA

GRADING CRITERIA	Points
<p>Participation</p> <ul style="list-style-type: none"> - Attention to details which includes accuracy in spelling and grammar (5 pts) - Prepared and being pro-active in approaching the tasks (5 pts) - Demonstrates time management skills (5 pts) - Receives and processes feedback well (5 pts) - Reliable in completing assigned duties and tasks (5 pts) - Punctuality and overall attitude (5 pts) 	30 pts
<p>Creative problem solving</p> <ul style="list-style-type: none"> - How well visual and communication problems are identified (5 pts) - How well problems are solved using critical and design/creative thinking-analysis, open-mindedness, problem solving, organization, and communication (5 pts) - The ability to perceive patterns that are not always obvious (5 pts) - The ability to communicate one's idea effectively so that people can appreciate your creative idea (5 pts) 	20 pts
<p>Typographic and visual elements</p> <ul style="list-style-type: none"> - Where relevant, the choice of typeface(s) that aid in the effectiveness to convey information (5 pts) - Font selections, point size, line length, leading, tracking, kerning, alignment, etc. (5 pts) - The effectiveness of using visual elements such as line, space, color, texture, shape, and scale (5 pts) - Where relevant, the application of the principles of design such as balance, harmony, dominance, and rhythm (5 pts) <p>Some clarifications on terms. <i>Typography</i> is the style or appearance of text and it can also refer to the art of working with text. A typeface is a group of fonts that have similar features (book, medium bold, bold italic) while font refers to an individual member of a typeface. Times New Roman Bold is a font and it resembles all characteristics of other Times New Roman in the family. Each font is unique and special and they share the same typeface name.</p> <p>Another way to think of it is that <i>typeface</i> is the last name and <i>font</i> is the first name. Kerning is a term to describe the space between letters. Tracking describes the space between words.</p>	20 pts
<p>Overall design aesthetic & craftsmanship</p> <ul style="list-style-type: none"> - The overall impression of the work (5 pts) - Design sense and aesthetic (5 pts) - Quality of Work (5 pts) - Quantity of Work (5 pts) - Completion of the project or assignment (5 pts) - Craftsmanship &/or Quality of the final submission which also includes physical craftsmanship such as mockup (5 pts) 	30 pts
TOTAL	100 pts

RELEASE
FORM**Photo, Video, and Audio Consent and Release Form**

IU Communications (812) 855 - 5121 communications.iu.edu

I have received, read and agree to abide by the terms and condition of the Syllabus as well as the Fine Arts Disposition Code (FADC). I, the undersigned, also acknowledge that information related to the course requirements have been explained by the professor and I understand that it is my responsibilities as a student to meet the requirements outlined and will accept the consequences if my choices and actions lead to the final consequences or outcome.

I authorize The Trustees of Indiana University ("IU"), acting through its agents, employees, or representatives, to take photographs, video recordings, and/or audio recordings of me, including my name, my image, my likeness, my performance, and/or my voice ("Recordings"). I also grant IU an unlimited right to reproduce, use, exhibit, display, perform, broadcast, create derivative works from, and distribute the recordings in any manner or media now existing or hereafter developed, in perpetuity, throughout the world. I agree that the Recordings may be used by IU, including its assigns and transferees, for any purpose, including but not limited to, marketing, advertising, publicity, or other promotional purposes. I agree that IU will have final editorial authority over the use of the Recordings, and I waive any right to inspect or approve any future use of the Recordings. I acknowledge that I am not expecting to receive compensation for participating in the Recordings or IU's future use of the Recordings.

I have read the entire Consent and Release Form, I fully understand it, and I agree to be bound by it. I represent and certify that my true age is at least 18 years old, or, if I am under 18 years old on this date, my parent or legal guardian has also signed below.

Location of Recordings: _____ Date (s) of Recordings _____
Participant signature: _____ Date: / /

Participant's Printed Name: _____
Address: _____
City: _____ State: _____ Zip _____
Phone: _____ Email: _____

If participant is under 18 years old, then his/her parent or guardian must sign below.

Parent/Guardian's signature: _____ Date: / /

Parent/Guardian's Printed Name: _____

COURSE
CONTRACT
AND
SIGNATURE

I have received, read and agree to abide by the terms and condition of the Syllabus for S452 BFA GD as well as the Fine Arts Disposition Code (FADC). I, the undersigned, also acknowledge that information related to the course requirements have been explained by the professor and I understand that it is my responsibilities as a student to meet the requirements outlined and will accept the consequences if my choices and actions lead to the final consequences or outcome. I also give the professor permission to use my work for future publications on web-based or print for purposes of promoting the Department of Fine Arts, School of Arts and Letters or the Indiana University Southeast, New Albany, Indiana.

Print name: _____

Student signature: _____ Date: _____