



# B.F.A. *graph* ©

---

**Faculty Information**

**Kok Cheow Yeoh, Ph.D.**, (*pronounced 'Coke' 'Chow' 'Yo'*)  
Assistant Professor of Fine Arts and Graphic Design Area Head  
www.yeoh.com  
yeohk@ius.edu  
facebook.com/IUSGraphicdesign  
Office telephone: (812) 941-2413  
Office location: KV110W  
Studio: KV203  
Office hours: Mon and Wed from 12:00 noon – 1:00 P.M. or by appointment

---

**General Course Description**

Course #: FA15-SE-FINA-S452 Section number: 18344  
Mondays and Wednesdays from 12:00 noon – 3:00 P.M (or as arranged during one-on-one meetings).

This is an advanced and directed graphic design course designed to allow BFA Graphic Design students the opportunity to develop their personal work. Individual goals and directions are established with the intention of preparing the students with portfolio materials. The flexibility to pursue and develop directed artistic and professional portfolios for their intellectual and creative processes are supported by one-on-one and peer critique. **Students will proactively manage their own schedule and maintain regular contacts with the professor during the course of study.** Due to the advanced nature of the course, a collaborative effort with prospective clients are encouraged to facilitate meaningful and real solutions to design issues. Students have the flexibility to combine studies from their foundation as well as those within the fine arts to achieve the objectives in keeping with specific goals of the assignments. Relevant tools and technologies are not limited to drawing, printmaking, and photography but also time-based and interactive media (film, video, and computer multimedia).

---

**Course Objectives**

- To research and gather information, analyze and generate solutions, prototype and evaluate of outcomes through a rigorous design process;
- To develop the ability to create and develop visual forms that correspond to communication problems via design thinking;
- To develop essential competencies for adhering to the expectations of graphic design profession by collaborating with prospective clients for real-world experiences and professional practice
- To respect and apply aspect of liability, responsibility and professionalism in performing basic business practices associated with organizing design projects and working collaboratively as a member of a team(s).

---

**Materials**

Bring to every class the following:

- 3-ring binder (preferably black) with refillable plastic sleeves known as the “Process Notebook” showing all ideas sketched and refined

- 
- CD/USB thumb drive/External hard drive/Student's own laptop (if available)

---

**Process Notebook**

In helping you to organize, think of the 'process notebook' as a collection where anyone who reviews it at any time can understand its content. This is where you insert records of every detail of your design processes from your assignments/exercises into refillable plastic sleeves. Organize and edit your work in a logical and clear fashion to allow for adding of new material as the course progresses.

In complying with plagiarism policy, always quote your sources by listing it as a source from where your data/research are drawn from. This is also a good practice of allowing you to trace the idea back for later references. Original sketches are to remain as hard copies. You also need to include a hard copy version of every assignment/exercise in the process notebook. It is preferred that documents submitted are typed (word-processed, i.e. check for typos, misspellings), with attention paid to correct any linguistic mistakes. It is preferred that you refrain from using ruled pads for sketching surfaces. Hand-written materials can be accepted if you can present legibly. The format for your report/assignment delivered preferably is in native files, JPG, PDF, or varied. Whenever in doubt, discuss with your professor.

**Every time your assignment/exercise is due, turn in the process notebook. Remember to bring the process notebook to every class.** Failure to keep your process notebook and hand in the necessary materials will result in an incomplete or an affected grade.

---

**IUWare and Open Labs**

IUWare is a software distribution service for Indiana University. As a student, you can download and install many useful programs for free. IUS pays the license fees in order for you to use helpful software such as Adobe Creative Cloud, Acrobat and MS Office. To download from IUWare, visit [iuware.iu.edu](http://iuware.iu.edu).

IU Technology Services maintains a number of staffed labs on campus. There are also open labs. This site lists open computers on campus: <http://seatfinder.ius.edu>.

---

**IUS Fine Arts Equipment Checkout Hours**

Fill out an IUS equipment checkout form should you wish to check out a camera, for e.g. All procedural details are outlined in the form. Below are the hours of operation:

Monday: 8:10am – 10:10am, 4:20pm – 5pm

Tuesday: 8:10am – Noon, 4:20pm – 5pm

Wednesday: 8:10am – 10:10am, 4:20pm – 5pm

Thursday: 8:10am – Noon, 4:20pm – 5pm

Friday – Sunday: closed

---

**Recommended References****Online references:**

[aiga.org](http://aiga.org)

[alistapart.com](http://alistapart.com)

[core77.com](http://core77.com)

[designishistory.com](http://designishistory.com)

[designobserver.com](http://designobserver.com)

[famousgraphicdesigners.org](http://famousgraphicdesigners.org)

[grainedit.com](http://grainedit.com)

[underconsideration.com](http://underconsideration.com)

[howdesign.com/design-competition-galleries/international-graphic-design-inspiration/](http://howdesign.com/design-competition-galleries/international-graphic-design-inspiration/)

---

**Stock photography**

---

Loc.gov  
gettyimages.com  
istockphoto.com  
punchstock.com  
shutterstock.com  
veer.com

Also look up the following contemporary figures of graphic design: Ahn Sang-Soo, Oded Ezer, Milton Glaser, Chip Kidd, Ken-Tsai Lee, Raul Rand, Stefan Sagmeister, Paula Scher, Kohei Sugiura, Massimo Vignelli, Niklaus Troxler, etc.

---

**Reminders**

- Due to the collaborative nature (when possible) with a real client, students are expected to function as a professional so as to work proactively to tackle all necessary tasks to complete the assignments in time.
- Concepts can only emerge from dozens of sketches. Be ready to spend minimally 6 – 8 hours per week outside of class on your course work.
- Losing your work due to failed media or overwritten files is not an excuse for late work as you are expected to develop an effective backup strategy for all your digital files.
- Check your university email regularly for information and updates. Personal emails will not be entertained. Email correspondences during weekends and public holidays or during designated conference dates will be affected.
- No cellphones during class sessions. Laptops are OK during class lectures and work sessions.
- During the lecture and/or tutorial sessions, permission must be obtained from the professor if the student wishes to record any presentation via any electronic or digital devices of any sort.
- Eating and drinking during breaks are acceptable but any drinks in the computer lab should have a lid to prevent any mishaps to the artwork or the computer equipment.
- Do not make any offensive remarks, read inappropriate materials, chitchat, sleep or engage in other forms of distraction such as talking while the professor is teaching and so forth. These will be regarded as disruptive behaviors and will be dealt with accordingly.

---

**Attendance**

Unless specified, every week, there is an in-progress meeting to discuss the student's work progress. Attendance will be taken each time classes are in session, regardless of it being in and outside of any scheduled venues. In order to be recorded as present, you are advised to come to class on time prepared with materials and stay for the entire period.

Concepts covered in class will be delivered primarily through lecture and participation. Problems arise from time to time. The professor understands and will tolerate up to two absences before having your grade affected. If you expect an interruption in your schedule, notify the professor in advance.

A doctor's note or a note from your employer will be considered a legitimate reason to be late or missing from class. Sending a notification email or an employer/doctor's note does not exempt you from your obligations required by the course nor does it "buy" you extra time from a due date. Never under any circumstances should you make assumptions. Whenever in doubt, seek clarifications. However, if you do not ask questions or seek clarifications from the professor, it is assumed that you understood what has been presented and will be graded accordingly.

---

However, be reminded that despite having the legitimate notes, you are considered to have missed the class.

The penalty for tardiness and absences are as follows:

- 3 absences = A <sup>1</sup>/<sub>3</sub> letter grade reduction in your final grade (e.g. An 'A' grade becomes 'A-') [one drop]
- 4 absences = A <sup>2</sup>/<sub>3</sub> letter grade reduction in your final grade (e.g. An 'A' grade becomes 'A-' then 'B+') [two drops]
- 5 absences = A full letter grade reduction in your final grade (e.g. An 'A' grade becomes 'A-' then 'B+' then 'B') [3 drops]
- 6 absences = A <sup>1</sup>/<sub>3</sub> letter grade reduction in your final grade (e.g. An 'A' grade becomes 'A-' then 'B+' then 'B' and finally 'B-') [4 drops]
- 7 absences = A <sup>2</sup>/<sub>3</sub> letter grade reduction in your final grade (e.g. An 'A' grade becomes 'A-' then 'B+' then 'B' then 'B-' and finally 'C+') [5 drops]
- 8 absences equal an automatic failure of the course.
- 5 minutes after the start of the class is considered late.
- If you show up 30 minutes after class started, you will be considered absent and are barred from consultation with the professor. It is your own responsibility to find out what you have missed.
- Leaving early (defined as before class officially ends either at a designated time for the course or as allocated by the professor) three times constitutes one absence.

#### Requirements for Fulfilling Letter Grades

Note that a student can attend every class and still fail. A student can work very hard and attend every class and still receive an average. The following criteria must be met for the different classes of grades:

A+ 100% - 98% | A 97% - 93% | A- 92% - 90%

- Excellent attendance & participation in 100% - 90% of the assignment which means commenting, critiquing and defending your work as well as others.
- All assignments turned in on time, completed, of best effort and of a high quality, professional.
- All syllabus requirements are met exceptionally.

B+ 89% - 87% | B 86% - 83% | B- 82% - 80%

- Good attendance & participation in 90% - 70% of the assignment which include commenting, critiquing work of others.
- All assignments turned in, completed, of good effort and of good craftsmanship.
- All syllabus requirements are met satisfactorily.

C+ 79% - 77% | C 76% - 73% | C- 72% - 70% (Failing for fine-art majors)

- Acceptable attendance & participation in 70 - 60% of the assignment.
- All assignments must be turned in, and completed.
- All syllabus requirements are met adequately.

D+ 69% - 67% | D 66% - 63% | D- 62% - 60%

- Mediocre attendance & participation in 60 – 50% of the assignment.
- All assignments must be turned in.
- All syllabus requirements must be met minimally.

F 59% - 0%

- Unsatisfactory work, unacceptable rate of attendance and participation.
- Failure to complete work

**Critique**

Your active participation during critique sessions in class is expected. It is an important contribution to a lively learning environment. They are part of grading assessments but more so, critiques are important in developing your ability to objectively evaluate our work as well as your peers' work. You will develop skills to rationalize and verbalize your thoughts and perhaps, most importantly, accept criticism constructively.

**Any work produced digitally must be available in hard copy for critique.**

**Assessment Components**

In-class exercises are meant for building specific skills. When each of the exercise is due, you must submit all research, thumbnails, roughs, and other pertaining information developed for your assignment in a black 3-ring binder with plastic sleeves per each exercise. If not, your assignment will be considered incomplete and will be graded as such. Should you explore ideas on the computer, you should include screenshots of the steps leading to the solution. During critiques, you will receive oral feedback from your professor and your classmates. Refer to sample grade sheet at the end of the syllabus.

**Grade Breakdown**

- 3 assignments – 75% (25% each)
- Process Notebook – 15%
- Attitude/Participation – 10%

**Weather Policy**

In the event of inclement weather, phone the School Closing Hotline (941-2567 or 1-800-863-2020), watch local TV news or tune into local radio to determine campus operating status.

To be notified about campus delays and closing, sign up for IU Notify through OneStart. IU Notify Information is available at <http://go.iu.edu/7Xk>.

If IUS is on a two-hour delay, we operate on a “snow schedule.” Here is a link to how the snow schedule affects class times: <http://go.iu.edu/7Xj>.

**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 assignment and/or an F in their course(s) from the instructor 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 assignment.

---

**Professionalism  
: Standards of  
Excellence for  
Fine Arts  
Students**

- Submission in absentia is prohibited without prior arrangements. If violated, you may receive an F for the assignment.
- 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.

- 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.

---

**Fine Arts  
Student  
Disposition  
Code**

The IU Southeast Fine Arts Program has determined that a student's demonstration of professional disposition and his/her adherence to specified minimum standards of conduct are essential to the successful participation in and completion of the program.

The attached IU Southeast FINE ARTS STUDENT DISPOSITION CODE ("FASDC") is a program-level set of minimum standards that complement but do not supersede the broader IU Code of Students Rights, Responsibilities and Conduct. The FASDC sets forth the program's minimum standards for student conduct. The FASDC will be included in the syllabus for all Fine Arts courses and will be presented to all students on the first day of class.

FINE ARTS STUDENT DISPOSITION CODE

COMMUNICATION:

- Students actively listen and respond thoughtfully and appropriately to others during critiques, class discussions, and in the studio.
- Students are receptive to ideas, suggestions, and constructive criticism from others.

RESPECT:

- Students will be respectful when using shared materials and shared studio space. Students will understand that they are personally accountable for proper use and maintenance of shared materials and studio space.
- Students will respect the work, space, and materials of others. Students will not touch another person's work, use another person's materials, or enter in to another person's personal space without first receiving permission.

RESPONSIBILITY:

- Students help to ensure that IUS is a safe, respectful, creative work environment by refraining from actions or behaviors that might threaten or endanger themselves, others, or the academic process.
-

- 
- Students will be conscientious and respectful of the needs of others when working in proximal or shared spaces.

#### FASDC ENFORCEMENT STRATEGY:

In the event that an instructor concludes that a student has failed to achieve and/or adhere to the minimum acceptable levels of the FASDC, and these behaviors or attitudes are adversely affecting the educational experience of other class members or faculty during the course of any program of study, the instructor will seek the following measures to address these issues and correct any violations of the FASDC.

1. The instructor complaining of the violation of the FASDC will prepare a standard Corrective Action Report (“CAR”) providing:
  - a. The section(s) of the FASDC that is not being achieved or adhered to by the Involved Student.
  - b. A description of the incident(s)/circumstance(s) in which the Involved Student violated FASDC behaviors or attitudes.

An instructor’s preparation of a CAR is a serious matter and will be evaluated by the FASDC Committee, who will respond by preparing a Corrective Action Plan.

2. The FASDC Committee includes the Fine Arts Program Coordinator, the Academic Advisor of the School of Arts and Letters, and the Dean of the School of Arts and Letters. In the event that the instructor who prepared the CAR is the Fine Arts Program Coordinator, the Dean of Arts and Letters will select an alternate fulltime Fine Arts faculty member to serve on the FASDC Committee.

The FASDC Committee will meet with the Involved Student to discuss the CAR. Following this meeting, the FASDC Committee will prepare a written Corrective Action Plan (CAP). The CAP will include observable performance requirements that the Involved Student must achieve within designated timelines. Fulfilling these requirements will allow the Involved Student’s completion of the CAP.

When the CAP has been prepared, the CAP requirements will be presented in a second meeting with the Involved Student and the FASDC Committee.

Three potential outcomes for this second meeting are anticipated:

- The Involved Student may agree to the CAP (by signing the CAP form), in which case the process moves to point 3 below. The Involved Student may determine that CAP is not agreeable and will be allowed to withdraw from the involved course, or
  - The Involved Student may propose alternatives to some or all of the CAP provisions and will be given five (5) days to present written alternatives to the Committee. If some or all of the alternatives are acceptable to the FASDC Committee, the CAP will be revised to reflect the acceptable alternatives. If the Involved Student agrees to the revisions of the CAP, the process will move to number 3 below.
  - If an Involved Student does not agree to a CAP (whether the original or as revised by the FASDC Committee), the process moves immediately to review by Office of Student Affairs.
-

3. In order to continue in the fine arts course, the Involved Student must agree to comply with the FASDC and the terms of the CAP by signing the final page of the CAP document. At this meeting the Involved Student will be given the opportunity to appeal or agree to the full terms of the CAP.
4. Student performance (in accordance with the CAP) will be approved by all members of the FASDC Committee. The Involved Student and FASDC committee members will sign the final page of the CAP on or before the target date.
5. Failure to comply with the CAP may result in one or more of the following consequences at the discretion of the FASDC Committee:
  - A. **Academic probation within the program.** The Involved Student will be evaluated weekly for the rest of the semester using the standards set up in the CAP.
  - B. **Denial of Future Enrollment in IUS Fine Arts courses.** The Involved Student is permanently barred from enrollment in any Fine Arts course.
  - C. **Additional Consequences.** The CAR and CAP, documenting the incident and the Involved Student's failure to fulfill the agreed-upon CAP, will be sent to the IUS Office of Student Affairs. The Office of Student Affairs will evaluate the CAR and failed CAP through IUS Student Conduct Officers with regard to the IU Code of Student Rights and Responsibilities. This may lead to further disciplinary action by the University.

These outcomes do not limit the actions a particular professor with regard to his/her course.

---

**Students with Disabilities**

Students who have a specific physical, psychological or learning disabilities and require accommodations must let the professor know by the 2<sup>nd</sup> week of the semester so that your learning needs can be properly address.

You can contact the Coordinator of Disability Services, Mr. Matthew Springer at the Office of Disability Services. His office is in University Center South, Room 207 or by phone (941-2243). The student will need to provide documentation of the disability to the coordinator. Additional information about the Office of Disability Services may be obtained at [www.ius.edu/asc/disabilityservices/](http://www.ius.edu/asc/disabilityservices/).

---

**Military Veterans**

Assistance is available on the IUS Southeast campus for student veterans. For more information, or a personal consultation, please contact Mr. Jack Howell, IU Southeast's VA Certifying Official at (812) 941-2535 or by email at [howellj@ius.edu](mailto:howellj@ius.edu). A veteran's information page can be found at [www.ius.edu/veterans](http://www.ius.edu/veterans).

---

**Time management and schedule**

Time management is important. Start by making a plan and leave time for proofing and final production of your projects. It is your responsibility to take the deadlines with utmost importance. Be reminded that this is an advanced course which requires the **student to proactively manage their own schedule and maintain regular contacts with the professor during the course of study.** There will be irregular hours and the student's work schedule must be flexible to accommodate changes but with awareness of the due dates, plan accordingly for all the three assignments.

---



Since every assignment last for about a month, one possibly suggestion to maintain a productive schedule is follow the design process below:

- i) conceptualizing (research and develop possible solutions)
- ii) refining (select a promising solution and redesign as needed)
- iii) creating (evaluate build a representation of your solution)
- iv) evaluate (gather feedback)

Work for this course is individualized to each student. You must submit a project plan to provide an overview of the tentative timeline for the work being planned. Your plan must be approved by the professor. Any changes must be approved before implementation.

#### Deadlines

- Assignments vary from content, complexity and duration. Failure to work within the expectations of these constraints will affect your grade.
- Unless specified, all assignments are due at the beginning of the class at a designated date and they can be turned in only on class days.
- Assignments that are more than a week late will not be accepted unless under extenuating circumstances such as illness, family/personal emergency.
- Incomplete assignments will be marked down by a letter grade drop from the overall grade earned.
- The professor is not obligated to repeat the delivery of course materials as missed information can be obtained from your classmates.
- The deadline will not be extended for any assignments unless there are circumstantial factors that affect the progress of the course.
- **There will be no “make up” opportunities for missed assignments/pop quiz/exercises unless you provide immediate documentation/notification within a week since the occurrence of an extenuating event.**

#### BFA Critique

A full schedule of BFA critiques will be listed on the course calendar. If any changes are made to the BFA critique schedule they will be updated on the course calendar. Your attendance and participation at every critique when appropriate is expected.

### 1st assignment: Enhancing relationship between people through a catalog

Design a catalog for the graduating class of 2016 for the Fine Arts department. Imagine yourself as a freelancer who is also an art director, graphic designer, layout artist, photographer and writer. More importantly, you are a thinker behind the idea of proposing a catalog that documents the following contents to be used as part of a promotional material for the department. An outline of the table of content:

- Front and back covers
- Foreword by the Dean of the School of Arts and Letters ( 1 page)
- About the Fine Arts department (4 pages)
- Other programs offered by the Fine Arts dept. such as visiting artists, workshops, guest lectureship, exhibitions, or study abroad if any (4 pages)
- Faculty page (5 pages)
- Introductory page of the eight different divisions within the Fine Arts department (16 pages)
- Every graduating BFA/BA students will be featured in the catalog and every student is entitled to 1-2 pages per person (est. 40 pages)
- Alumni highlights (4 pages)
- Sponsors and credit page (2 pages)

#### Objectives:

- To develop a body of design that reflects conceptual cohesiveness and creativity/originality specific to the field of publication and marketing;
- To solve creative problems including research and synthesis of technical, aesthetical, and conceptual knowledge
- To organize and schedule the logistics of realizing the deadline
- To communicate ideas and work at a professional level within their intended audience using visual, oral, and written skills.

Date assigned: Monday, August 31, 2015

Date due: Monday, Oct 5, 2015.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	AUG 31 Assigned	Sep 1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	OCT 1	2	3
4	5 <b>DUE</b>	6	7 Labor Day	8	9	10

## 2nd

Music makes the world visually audible

Work with the Director or CEO of a music marketing company to plan and implement strategies to promote his/her company. Items needed include a magazine, calendar of events, clothing and business card design.

### Objectives:

- To demonstrate the ability to use design thinking strategies in an iterative design process involving a real-world client
- To critically analyze and evaluate information from one point of contact/source and to channel them into diverse perspectives;
- To understand the relationship of graphic design to other disciplines and to society from sustainability and interdisciplinary perspectives.

Assigned: Monday, October 5, 2015

Due: Wednesday, Nov 4, 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
OCT 4	5 Assigned	6	7 Labor Day	8	9	10
11	12	13	14	15	16	17

18	19	20	21	22	23	24
25	26	27	28	29	30	31
NOV 1	2	3	4 <b>DUE</b>	5	6	7

**3rd**  
assignment:  
Enhancing  
relationship  
between people  
through a  
catalog

As the course is individualized to maximize the potential of each student, the 3<sup>rd</sup> assignment offers an opportunity for the student to propose a project and submit it for **approval by the 3<sup>rd</sup> week of class**. Below is the tentative date that is scheduled for an opening for a project to be carried out and completed.

Assigned: Wednesday, November 4 2015  
Due: Wednesday, December 2, 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
NOV 1	2	3	4 Assigned	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 Thanks giving	25	26	27	28
29	30	DEC 1	2 <b>DUE</b>	3	4	5 Last day of class

**Course contract and signature**

I have received, read and agreed to abide by the terms and condition of the Syllabus for S452 B.F.A. Graphic Design. I, the undersigned, give Professor Yeoh 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, IN.

Print name:

Student signature and date:



# B.F.A. Graphic Design

## S452 GRADE SHEET

Fall semester, 2015  
FINE ARTS DEPARTMENT, SCHOOL OF ARTS & LETTERS  
INDIANA UNIVERSITY SOUTHEAST

S351  
12

Student's name: \_\_\_\_\_

		10	8	6	4	2			
		Marvelous	Good	Satisfactory	Acceptable	Disappointing	Final Evaluation		
1 <sup>st</sup> assignment (25%)	<b>The Work Itself</b>								
	The ability to translate concepts covered in class								
	Appropriateness/Uniqueness of solution								
	Craftsmanship/Originality								
	Presentation of the final work								
	Overall quality								
	<b>Design Process</b>								
	Ideas generated								
	Development of ideas								
	Refinement of ideas								
	<b>Participation</b>								
	Dynamics of group								
	Overall engagement in and out of class								
	Comments:						Total:		
Keep it up! Try harder!						(100 pt x 25%)			
You can do it! Look at more design references									
2 <sup>nd</sup> assignment (25%)	<b>The Work Itself</b>								
	The ability to translate concepts covered in class								
	Appropriateness/Uniqueness of solution								
	Craftsmanship/Originality								
	Presentation of the final work								
	Overall quality								
	<b>Design Process</b>								
	Ideas generated								
	Development of ideas								
	Refinement of ideas								
	<b>Participation</b>								
	Punctuality/Meeting of deadlines								
	Overall engagement in and out of class								
	Comments:						Total:		
Keep it up! Try harder!						(100 pt x 25%)			
You can do it! Look at more design references									
3 <sup>rd</sup> Assignment (25%)	<b>The Work Itself</b>								
	The ability to translate concepts covered in class								
	Appropriateness/Uniqueness of solution								
	Craftsmanship/Originality								
	Presentation of the final work								
	Overall quality								
	<b>Design Process</b>								
	Ideas generated								
	Development of ideas								
	Refinement of ideas								
	<b>Participation</b>								
	Punctuality/Meeting of deadlines								
	Overall engagement in and out of class								
	Comments:						Total:		
Keep it up! Try harder!						(100 pt x 25%)			
You can do it! Look at more design references									
Process Notebook (15%)	Well-documented								
	Information easy to follow								
	Neatly presented								
	Complete								
	Overall quality of layout/organization								
	Keep it up! Try harder!						Total:		
You can do it! Look at more design references						(100 pt x 15%)			
							Semester total:		
Absences	Date	Date	Date	Date	Date	Date	Date	Date	
Tardiness	Date & Time	Date & Time	Date & Time	Date & Time	Date & Time	Date & Time	Date & Time	Date & Time	
Leaving Early	Date & Time	Date & Time	Date & Time	Date & Time	Date & Time	Date & Time	Date & Time	Date & Time	
Participation (10%)									

Final numerical/letter grade after adjustment