Basic Illustration

Communication Design, F20 134-434 Section 2
Tuesdays and Thursdays 1:00-3:50 Room 006
Spring Semester 2020

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Office Hours per request after class

In order to get in touch with me after or before class please use email. Emails are appropriate for absences and if you're running late. Questions about assignments via email are limited to clarity questions about the project. I will not give feedback on work via email unless you first request it from me. If you have missed class due to illness or an excused absence, you may send me your project via email for feedback before the next class.

If you are sick and will be missing class, please email me within 24 hours of the missed class. I will then email you back so you will know I received your email and have marked you as absent.

I am happy to discuss with you any other issue after class or you may schedule an office visit. My office is Room 08 Steinberg. I can meet with you on Tuesdays and Thursdays before or after class. Just email me to set up a time. If you have a personal situation that is affecting your performance in class please let me know via email or set up an office visit. I will keep any personal information you tell me confidential.

COURSE DESCRIPTION
Basic Illustration is an introduction to the concepts, media and problem-solving methods of contemporary illustration. Projects involve image development for applications such as book illustration, iconic/logo illustration, editorial illustration and information graphics. Students can work by hand or on the computer.

Illustrative images communicate to a variety of audiences. Whether the images are informational, narrative, educational or descriptive, it is vital that the viewer clearly understands the illustration’s purpose. In this course you will be introduced to the principles, techniques and terminologies of illustration as they relate to the professional practice of Communication Design. You will learn to create clear concise images.

COURSE GOALS
Students who complete this course successfully will be able to:

*To explore how to make images which utilize your own voice
*To introduce you to the visual principles of illustration including structure, composition, design, color, and hierarchy.
*To explore how illustration is applied in the Communication Design profession.
*To create images which communicate as illustrations to a wide audience.

MATERIALS AND SOFTWARE
Most of the art materials needed in this course will be provided. This includes paper for doing your projects, pens, brushes, paints, colored pencils, markers, and cutting equipment.

You will need to bring to class an unlined sketchbook to do your initial drawings and pencils with erasers. Sketchbooks can be obtained in the WU bookstore, Artmart and Blick.
The supplies in this course will be shared in class. As a result, the supplies are limited and you might not be able to use the supplies you need in class right away. Also supplies shared by all might not be in the best of shape. You are welcome to buy your own supplies to bring to class.

These supplies will be in the classroom each day of class for your use. Supplies cannot be taken out of the classroom to use at home.

In Communication Design classes, if you wish to do your illustration projects digitally, we work with the Adobe Suite. The school does not provide these programs for your laptops. If you want to use these programs, you will need to purchase the programs for your computer. The Sam Fox School has a special rate for our students. Information about accessing these programs will be coming shortly. Computers in our classroom and in Whitaker Computer Lab have the Adobe Suite and you are welcome to use those computers.

**COURSE FEES**
Each of you has paid a course fee of $10.00 for this class. Your course fee provides the art supplies used in this class.

**DAILY WORK/HOMEWORK**
You are expected to treat this course as you would a professional studio. This includes arriving on time, ready to work and having printed all projects that are due. You are expected to show respect for your colleagues and to participate during presentations and class discussions.

You will be able to do most of the work for this class during class time.

You are expected to show progress on your project at each class session. The more work you produce in class and between class sessions the more productive feedback you will receive.

It is not unusual for people to produce artwork at different paces. Class time may not be enough for you to complete your project on time. You will then need to work to finish your assignment outside of class.

Your projects can be produced either digitally, by hand or a combination of both.

**MAJOR ASSIGNMENT DESCRIPTIONS**
You will have 4-6 projects during this semester depending on how slowly or quickly the class moves through each project. These projects will include 10 simple icons for a list of nouns, a color exercise, a state map highlighting attractions in the state, a creation of 6 images for a playing or tarot deck of cards, three illustrations to be used in an alphabet book, and an editorial illustration using world records.

**CLASS PARTICIPATION**
After each assignment, the class will have a pin up presentation of your finished illustrations. This presentation will require that you describing your solution to the illustration project and what you think is working in your illustration and where you feel your image could use improvement. After you talk about your work, your fellow students will give you comments on your image. I will lead the discussion and give you my thoughts on your project. It is important that you participate in these presentations of your fellow students work, giving them your thoughts and opinions. Your participation in these presentations will be factored into your grade.

**END OF SEMESTER REVIEWS**
There is no end of semester review for this course.
COURSE GRADING

STATEMENT OF GRADING POLICY OR PHILOSOPHY
Each project I assign has specific illustration principles for students to learn. I believe art students learn in two ways. You will learn either by what you do visually that is successful and what you learned that was not successful. I encourage all of you to experiment with each assignment, arranging your images in different ways, using different medias to work in, trying different ways of drawing your subjects. In order to encourage you to work this way, each assignment is not graded. I have found that you as students are less willing to take chances when you feel that the outcome of your experimentations are graded.

At midterm, I will have a short discussion with each of you as to how I feel you are doing in class as well as a give you a midterm grade. You will then receive a final grade at the end of the semester.

EXPLANATION OF GRADING
Your grade for the course will depend on your understanding of the illustration principles and communication applications as evidenced in the quality of your completed project, your working methodology, attendance and participation in class presentations. Extra credit after final grades are issued is not an option.

The effort you put into your projects and your participation in class are a very important part of your grade. Effort includes coming to class on time, ready to work. Your projects need to meet the specifics I have asked for in the assignments. You need to show progress on your projects at each class. You need to be engaged in the class, asking questions and participating in discussions. Projects need to be turned in on time.

I will determine your grade by the following method.

25% Understanding of assignment and learning its illustration goals shown in your solution for each assignment
50% Effort in producing assignments
10% Class Participation in presentations
15% Effort in coming to class on time, being ready to work, working in class, following class rules

COURSE POLICIES
All cell phones need to be on silent during class time.

Laptops must be closed when I am speaking at the beginning of class or during class presentations.

Once I am done with my presentation, I will be meeting with you individually or in a group.

During this time, you may use the internet to do research for your project. You may also talk quietly with your classmates, text, listen to music, watch something while you work as long as you keep the volume low enough to hear me speaking.

You may not surf the web fun, work on projects or papers for other classes.

You may not carry on long phone conversations or texting sessions.

You may take a short break during studio working time to use the restroom, go get a snack from the vending machines or make a short call.

I will make note of who is infringing on the above and it will affect your final grade.

Please check your email before coming to class as I will periodically send information and announcements via email. This is especially important during snowy weather.

When class ends please clean up the space you used and put the supplies you used away.
INCLUSIVE LEARNING ENVIRONMENT STATEMENT

The best learning environment—whether in the classroom, studio, laboratory, or fieldwork site—is one in which all members feel respected while being productively challenged. At Washington University in St. Louis, we are dedicated to fostering an inclusive atmosphere, in which all participants can contribute, explore, and challenge their own ideas as well as those of others. Every participant has an active responsibility to foster a climate of intellectual stimulation, openness, and respect for diverse perspectives, questions, personal backgrounds, abilities, and experiences, although instructors bear primary responsibility for its maintenance.

A range of resources is available to those who perceive a learning environment as lacking inclusivity, as defined in the preceding paragraph. If possible, we encourage students to speak directly with their instructor about any suggestions or concerns they have regarding a particular instructional space or situation. Alternatively, students may bring concerns to another trusted advisor or administrator (such as an academic advisor, mentor, department chair, or dean). All classroom participants—including faculty, staff, and students—who observe a bias incident affecting a student may also file a report (whether personally or anonymously) utilizing the online Bias Report and Support System.

ATTENDANCE POLICY

Attendance is mandatory and I will be take attendance each class. I expect you to arrive ready to participate and be fully engaged in the day’s coursework during the entire scheduled class period. Participation presentations and is essential to the development of all of students. Failure to do so will have an impact on your final grade. Following university policy, class will begin promptly with the start time listed in the undergraduate bulletin. That time is 8:30 for this class.

Three late arrivals and/or early departures will equal one absence.

If you miss more than 20 minutes of a class, you are considered absent.

Missing a review or critique equals two absences. If you must miss a critique, please inform me beforehand.

If you miss class, you are responsible for contacting a fellow student to find out what you missed, for making up all work, and for being prepared for the next class. If you have missed class the day an assignment was handed out, please contact me and I will send it to you.

Absence due to illness:

An absence due to illness will be excused if you send an email with in 24 hours of the class you missed. A maximum of two sick days, without a doctor's note, is allowed per class. Consecutive absences due to illness require a doctor's note and notification to me as soon as possible. It is your responsibility to notify me concerning your absence due to illness.

Excused absences

If it is necessary for you to miss class, you are allowed two “excused” absences and these absences require an advance notice by an email to me. Any more than two “excused” absences will affect your final grade. (Examples of “excused” absences are: job interviews, career fairs, speaker presentations, family commitments, etc.) Absences due to illness are not counted as part of your two excused absences.

Every unexplained or unexcused absence over 2 will result in a drop of one letter of your final grade, regardless of the quality of your work. That means your grade will go from an A to a B.

If you contact Georgia Binnington about an emergency or prolonged illness, she will let all of your instructors know. Circumstances of severe illness or other emergencies will be handled on an individual basis.

Each day a project is late, I will make note of it. Late projects will affect your final grade. Extensions on your project will depend on the circumstances. I will decide if you are eligible for an extension. Circumstances that will merit an extension are prolonged illnesses, family matters, emotional issues or notification from Georgia Binnington concerning you.

If you feel at mid term that the grade I have given you is incorrect you will need to request a meeting with me during the next class period. Please write me a letter outlining why you feel you deserve a different grade and bring it to our meeting so I can address your issues.
GRADE DISPUTE POLICY
The Sam Fox School aims to provide each student with a fair assessment of their academic work and studio. Students have the right to dispute their overall course grade (not individual assignments) if they believe that grade does not accurately reflect the quality of their work. A grade dispute must be submitted to the faculty member who assigned the grade within 30 days of receipt of the grade. The School stresses that every effort to resolve this dispute will be made by the faculty and student involved. A student’s eligibility for advancement in sequential coursework requires timely resolution of the grade dispute. For more information visit https://samfoxschool.wustl.edu/files/Greivance%20Policy_Update%202019.pdf.

RELIGIOUS HOLIDAYS
The Sam Fox School of Design & Visual Art recognizes the individual student’s choice in observing religious holidays that occur during periods when classes are scheduled. Students are encouraged to arrange with their instructors to make up work missed as a result of religious observance, and instructors are asked to make every reasonable effort to accommodate such requests. Missing class for religious holidays do not count as absences.

TECHNOLOGY POLICIES/SAM FOX SCHOOL
Computers or other electronic devices, including “smart pens” (devices with an embedded computer and digital audio recorder that records the classroom lecture/discussion and links that recording to the notes taken by the student), may be used by students at the discretion of the faculty member to support the learning activities in the classroom. These activities include taking notes and accessing course readings under discussion. If a student wishes to use a smart-pen or other electronic device to audio record lectures or class discussions, they must notify the instructor in advance of doing so. Permission to use recording devices is at the discretion of the instructor, unless this use is an accommodation approved by Disability Resources.

Nonacademic use of laptops and other devices and use of laptops or other devices for other coursework is distracting and seriously disrupts the learning process for other people in the classroom. Neither computers nor other electronic devices are to be used in the classroom during class for nonacademic reasons or for work on other coursework. Nonacademic use includes emailing, texting, social networking, playing games, instant messaging, and use of the Internet. Work on other coursework may include, but is not limited to, use of the Internet, writing papers, using statistical software, analyzing data, and working on quizzes or exams. The nonacademic use of cell phones during class time is prohibited, and they should be set on silent before class begins. In the case of an emergency, please step out of the room to take the call. The instructor has the right to hold students accountable for meeting these expectations, and failure to do so may result in a loss of participation or attendance points, a loss of the privilege of device use in the classroom, or being asked to leave the classroom.

The Sam Fox School Information Technology Infrastructure has many services for your benefit. Visit https://sites.wustl.edu/insidesfs/it/ for more information.

PRINTING
This class does not have a printing fee. You will need to set up a Paper Cut Account for yourself. To print in the Sam Fox School you need a separate Paper Cut Account. With your Paper Cut Account, you will be able to print in the Whittaker Lab, Room 006, and any other printer in the Art School with the exception of the printer in the Communication Design Major area.

Communication Design IT Help Tom Moore tcmoore@wustl.edu

Link to setting up your paper cut account http://sites.wustl.edu/insidesfs/services/it/. You should be able to go onto this site and it will explain how to set up the account.

Student printing address http://sites.wustl.edu/insidesfs/services/it/printing/

Sam Fox Help Desk Work Order Samfox_helpdesk@gowustl.onmicrosoft.com

You will need to save your work to a jump drive if you work at one of the computers in Whitaker or Room 006. Do not leave your work on the desktop. There is no guarantee it will be there when you return.
LICENSE FOR NON-EXCLUSIVE RIGHT TO REPRODUCE AND DISTRIBUTE
Linda Solovic has non-exclusive right to reproduce and distribute work produced in this class as part of a publication or body of work, which may include products from this course or other works. Students retain ownership of all rights held under copyright. This permission is revocable for 3 months following the conclusion of this course via notification in writing to Linda Solovic.

ETHICS/VIOLATIONS OF ACADEMIC INTEGRITY
Ethical behavior is an essential component of learning and scholarship. Students are expected to understand, and adhere to, the University’s academic integrity policy: wustl.edu/policies/undergraduate-academic-integrity.html. Students who violate this policy will be referred to the Academic Integrity Policy Committee. Penalties for violating the policy will be determined by the Academic Integrity Policy committee, and can include failure of the assignment, failure of the course, suspension or expulsion from the University. Additionally, students should if you have any doubts about what constitutes a violation of the Academic Integrity policy, or any other issue related to academic integrity, please ask the instructor.
Always cite sources when ideas are presented and/or language that was developed by another individual, including material from class lectures and discussions.
Violation of this policy includes collaborating on assignments where collaboration is not allowed and/or utilizing notes, texts, etc. on any assignment where use of such materials is not allowed.

ENGLISH LANGUAGE PROFICIENCY
If English language proficiency is such that the student may need special assistance in lectures, reading, written assignments, and/or exam taking, please communicate these needs to the instructor who may refer the student to the English Language Program (ELP). ELP is a University-wide resource that provides classes and academic English language support designed to increase non-native English speaking students’ English language proficiency and to facilitate their academic success at Washington University. Other Academic Assistance resources are available through the Office for International Students and Scholars.

RESOURCES FOR STUDENTS
For information on all available student resources, including disability accommodations, campus safety, mental health resources, writing assistance, grievance procedures, and much more, please go to https://insidesamfox.wustl.edu/students/advising/student-campus-resources/

DISCLAIMER
The instructor reserves the right to make modifications to this information throughout the semester.