INFORMATION DESIGN · SPRING 2013

Instructor: Jonathan Bass
Office / Hours: Loree 010 / Tue 2.00 – 3.00 PM and by appointment

Online Syllabus and Schedule of Classes

http://www.rci.rutgers.edu/~jbass/courses/415_spr13.htm

Required Texts


You can purchase these texts from the Rutgers Bookstore or from your preferred online book vendor.

Required Equipment

Students must have dependable access to a digital camera (phone-based cameras are fine).

Course Requirements

Below is an overview of major assignments (“work requirements”) for the semester. It is a rough forecast based on previous semesters and is subject to substitution. Also, I’ve left out a few small assignments, and included more projects than we’ll probably get to. Much of the work will be started in class and completed as homework, or started as homework and revised in class. Some of it will be purely homework.
**Projects**
Between four to six design projects. Each project will respond to a scenario or brief, a particular context, client, and audience. Some projects will be collaborative. Projects will require research and planning, drafting and testing, and will result in one or more final documents.

**Writing Assignments**
Expect to produce several short analyses of assigned reading, your own work, another student’s work, etc.

**Midterm Quiz**
This quiz will cover material from the reading, short lectures, and class discussion and constitute part of the midterm grade.

**Presentations**
Each student will make at least one short presentation to the class on one of the assigned readings for a given week. Some presentations will be solo, some paired, depending on the selected reading. All presentations will need to be accompanied by visual material that goes beyond material from the reading.

**Participation**
We do a LOT of work in class. Class participation entails active involvement in discussion and collaborative activities.

**Exercises**
Between projects and writing are a number of preparatory exercises focusing on particular skills and design concepts and problems.

**Grading**
Grading is based on your work and participation in the class. Longer projects and the midterm quiz receive letter grades and written or in-person feedback (the latter usually in the form of a critique, review, or discussion in class). Shorter assignments receive full credit (✓), half credit (✓✓), or no credit (✓), based on the degree to which they satisfy the specified requirements.

Larger projects and any writing related to those projects together account for
about 50–60% of the final grade; shorter projects, the midterm quiz, short writing, and exercises for about 20–30% of the grade; participation for about 15% of the grade.

Policies

Attendance. Attendance at all classes, and for the full duration of each class, is expected. Missing more than one class may affect your grade. Missing more than two classes will reduce your final grade by one full letter grade (i.e., an A becomes a B, a B a C, etc.) and may result in a failing grade. Students missing more than three classes fail the course – without exception. If you have concerns about your attendance, speak to the instructor.

Lateness. Students are expected to arrive by the scheduled start of the class. A pattern of regular lateness will reduce your final grade by one full letter grade. Missing more than a small portion of a class will count as a full absence (see above).

Late work. Homework is due at the start of class unless otherwise noted. Printed work must be printed before the start of class. (Using the printer to print homework during class time is not permitted.) Late work is accepted for credit only at the instructor’s discretion. Having more than a few late assignments over the course of the semester will result in a considerable reduction of the final grade (usually one to two letter grades). Moreover, students falling behind by more than two of the weekly assignments will fail the course. (This last point applies to both printed and online work.)

Text books. The required texts are required for participation in the course. That is why they are referred to as required texts. Regular, reliable, and timely access to the reading is expected. Failure to complete the reading translates into a diminished performance.

Submitting written work by email. Unless specifically requested to submit work via email, do NOT do this (or ask permission first).

Class participation. We do a lot of work in class. Class participation entails attendance and active involvement in discussion, critique, and other activities.
It requires that a student do the assigned reading and other preparatory work. Again: Missing more than two classes strongly affects this part of the grade and consequently reduces the overall semester grade by one full letter grade.

*Instant messaging, etc.* During class students should not communicate electronically (i.e., via email, IM, text message, social network interface, forum, list-serv, etc.) with any persons outside of the class. Exceptions will be made for communication related to in-class work.

*Formatting and submitting written and design work.* Written and design work must be printed and follow the formatting requirements specified in the assignment description. Handwritten work will not be accepted. Most written work will need to be submitted both in a printed version and to your Sakai drop box.

*Sample work.* The instructor will often share examples of students’ work in class. Names will be deleted where possible. If you object to his using your work, let the instructor know in advance (in person or by email).

*Online Schedule.* Students are responsible for regularly checking the online schedule (http://www.rci.rutgers.edu/~jbass/courses/415_spr13.htm) for important changes. The schedule is updated weekly and should be checked prior to each week’s class.

*Email.* The instructor responds to email Monday to Friday. Email is for asking questions about the course work. *Please do not use email to share your reasons for missing class or work or to ask for permission to do so.* If you need to discuss attendance or the lateness or absence of your work, do so in class or during office hours.

*Your Email.* Important announcements as well as feedback on your work will occasionally be sent to your Rutgers email address via Sakai. So you’ll need to check this email regularly during the semester.

*Plagiarism.* Students must review and abide by the University’s code on plagiarism. Plagiarism covers uncredited use of another’s work, including written material, images, and page designs. Given that this is a design course: design work should always be of the students own creation. Images not of the student’s own creation must be credited in the project itself or in accompanying
documentation. Similarly, all information sources for a project must be listed with sufficient bibliographical information in the project itself or in accompanying documentation.

For some projects, students will be supplied with a base text for them to modify, edit, design, etc. For other projects, students may be asked to select base texts of their own. In all other cases, the writing in a document should be either (1) documented quotation and paraphrase, where this makes sense, or (2) the student’s own writing. Cutting and pasting text (e.g., from a Wikipedia article), unless permission is given by the instructor, will count either as plagiarism (where credit is not given) or as incomplete work (where credit is given).

*Departmental Review.* All grades are subject to departmental review.