INDES 265: Design Illustration
Course Syllabus revised 04/04/16

Instructor:
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Office hours: By appointment or email

Course Time and Location: MW 2:30 – 5:50 L116

Course Description:
Introduces tools and techniques for illustrative graphic presentation of design ideas and products. Covers advanced perspective drawing methods. Students practice simple and rapid illustration techniques in various media including graphite, ink, colored pencils, marker pens, pastels, watercolor, and collage. Topics include concept and descriptive writing and production, duplication, transfer, and mounting techniques for presentation.
Prerequisite: ART 111 and either INDES 160 or INDES 167 with a C- or better

STUDENT OUTCOMES:
Students successfully completing Design Illustration will be able to:

- Understand the purpose for visual presentation for self, peers, clients, and others, and select appropriate drawing, rendering, and labeling techniques for communication of design ideas and solutions, depending on audience and information to be conveyed
- Select appropriate mounting and display techniques for finished drawings and flat presentations, and competently execute those techniques
- Understand the purpose for, and relationship between, drawings and actual samples of color and materials, and employ several strategies for effective arrangement in presentations
- Select appropriate mounting and display techniques for samples of color, materials, and other three-dimensional presentations, and competently execute those techniques

After successful completion of Design Illustration, student work will:

- Demonstrate the ability to rapidly visualize concepts and preliminary design ideas, and communicate them through convincing illustrations and diagrams, using mechanical perspective methods and quick, freehand sketches or visual impressions developed in sketchbook practice.
- Produce realistic perspective projections that illustrate interior spaces and objects, using a variety of methods (e.g., projection, grids, freehand)
- Produce realistically-rendered two- and three-dimensional drawings that depict form, detail, light, shade, shadow, texture, color, etc., using a variety of media.
- Demonstrate, design and execute a comprehensive visual presentation of a three-dimensional concept and space.
- Demonstrate, design and execute color and materials boards.
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Recommended Texts (some available in Interior Design library):


Course Policies:

1. Late Work: Unless otherwise announced, projects, sketches, and other outside assignments due at the beginning of class. Late work receives two points deduction (from 4-point grading scale: see below) and if not turned in at the following class period, it will not be accepted. Absentees can have someone else turn in work for them, or make arrangements with me.

2. Side note re: Late Work: "I will guarantee a letter grade of 'C' or better to anyone who turns in all the work finished and on time as long as a visible effort has been made to achieve quality work and meet the project objectives."

3. Absentees and Tardiness: It may affect your final grade if you miss two or more classes or are regularly tardy. Four absences seriously jeopardize your chance of passing the class. You'll need to get any missed instruction from another student outside of class. You are responsible for what you miss (make a class-contact list). Any “open studio” sessions on the schedule are mandatory attendance, and are opportunities for individual feedback on your project work.

4. If you choose to drop, do so. Otherwise, an F grade is assigned.

5. Office hours: Check with me outside of class for advice or help with techniques. Please don’t use this as a substitute for attending class, unless you absolutely cannot get information by other means and your absence was unavoidable.

6. Assignments must be completed and submitted on time without exception. (See 1. Above) In the case of a serious illness or emergency situation, the student needs to contact the instructor prior to class and present his or her situation in writing if the student would like to be considered for an
extension. Only in the most extenuating of documented situations will a request for an extension be granted.

There are no tests, make-up work, or term papers. As in any class, it is advisable to save your work for proof of grade as well as future reference; especially in this class, as “process work” will be featured in the final project.

Participation and evidence of project development in studio is required.

Work cannot appear on the due date without some evidence that it was done by your hand. Instructor reserves the right to refuse work not in evidence earlier.

Course Evaluation:

- Grading will be on a 4-point scale: A=4.0, A-=3.7, B+=3.3, B=3.0, B-=2.7, etc.
- A = Excellent, Remarkable, Exceeds Potential;
- B = Very Good, High Quality, Promising;
- C = Passable, Developing Skills, Meets Minimum Expectations;
- D = Insufficient, Lacking, Poor

Two categories of work will be evaluated and an average grade calculated for each category: 1) projects, 2) color drawing and perspective drawing exercises. The average grade for all assignments in each category will be weighted using the following scale to calculate the final grade for the course:

<table>
<thead>
<tr>
<th>Category</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 1 – Sketchbook Case Study Project</td>
<td>30%</td>
</tr>
<tr>
<td>Project 2 – Final Project and Presentation</td>
<td>50%</td>
</tr>
<tr>
<td>Portfolio – Projects 1 &amp; 2 assembled, edited</td>
<td>10%</td>
</tr>
<tr>
<td>Sketchbook, Exercises, and other work</td>
<td>10%</td>
</tr>
</tbody>
</table>

Course Management:

1. Major project assignments may be due for substantial completion prior to the day they are critiqued in class. This is so that you may benefit from preliminary feedback and have a chance to improve your work before the final submission. In this situation, work must show substantial completion, indicating that the student has satisfied the project requirements, aside from some final details. This is not permission to hold off until 100% due date.

2. Some homework assignments will be done on loose sheets. Place these in a folder with your name on it and turn them in at the beginning of class on the day they are due.

3. I will attempt to inform you of what materials you need each week, but I cannot anticipate everything you may require. Make a reasonable effort to anticipate your needs. Plan ahead.

4. The reading material will help develop evaluation criteria for drawing assignments. Students are expected to thoroughly read – and continue to review – reading assignment prior to class.
Bring studio materials to class every day.

You are responsible for the completeness and content of your work. Completed assignments should be your best work, neat and as accurate as possible. Completed work should be free of obvious errors and demonstrate mastery of the concepts covered.

Active participation in class and during critiques (listening, paying attention, contributing if you have something that should be expressed) is required to pass this class. Listen. Take notes.

RESPONSIVENESS: Please let me know if you have difficulty understanding an assignment. If you have specific concerns with the expectations of the class, your work, or the method of instruction, bring them to my attention. I will do my best to make sure you understand the requirements of the class.

I expect students to take advantage of my office hours to cover personal issues relating to the course. If you have questions about how you are doing in class, make an appointment to talk with me. Please don't use class time or the time immediately before or after class.

Help with Canvas
The following places are helpful for Students.

Classroom Learning Atmosphere

Instructor’s Expectation

Students are expected to contribute to the discussion and activities of the class in a meaningful, positive, and productive manner.

Affirmation of Inclusion

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

Religious Holidays

Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates
of religious holidays on which they will be absent, preferably at the beginning of
the term. Students who are absent on days of examinations or class assignments
should be offered an opportunity to make up the work without penalty (if they
have previously arranged to be absent), unless it can be demonstrated that a
makeup opportunity would constitute an unreasonable burden on a member of
the faculty. Should disagreement arise over what constitutes an unreasonable
burden or any element of this policy, parties involved should consult the
department chair, or Dean.

College Anti-Discrimination Statement (Title IX)

Bellevue College does not discriminate on the basis of race or ethnicity; color;
creed; national origin; sex; marital status; sexual orientation; age; religion;
genetic information; the presence of any sensory, mental, or physical disability;
gender identity or veteran status in educational programs and activities which it
operates.

For further information and contacts, please consult College Anti-Discrimination
Statements.

• Division Statements

Plagiarism, or academic dishonesty, is the act of using another writer’s words or
ideas as your own. According to the BCC Arts & Humanities website, plagiarism
“may take many forms, including, but not limited to, using a paper written by
someone else, using printed sources word-for-word without proper
documentation, and paraphrasing or summarizing the ideas of others without
acknowledging the source. Plagiarism can also occur when non-written ideas
are taken without documentation--using someone else’s design or performance
idea, for example. In short, plagiarism is passing off someone else’s ideas,
words, or images as your own; it amounts to intellectual theft--whether or not it
was your intention to steal.” Plagiarism in this course may result in a paper’s
failing grade, or further disciplinary action from the Dean of Student Success.
Consecutive acts of plagiarism may result in a failing grade for the class.

Information about Bellevue College’s copyright guidelines can be found at:
College Copyright Policy. This link provides a good, short summary of how to
avoid plagiarism: Avoiding Plagiarism

This 22-minute video also provides a good overview of how to avoid trouble
when using sources: From the college home page select SERVICES, then
LIBRARY MEDIA CENTER, then DATABASES, then FILMS ON DEMAND. At
their site, search by title for PLAGIARISM 2.0: ETHICS IN THE DIGITAL AGE.
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- **Student Code of Conduct and Academic Integrity**

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one’s own without crediting the source), and fabrication and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: Student Code

**Confidentiality and Mandatory Reporting**

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share information regarding sexual assault and other forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that may impact someone on campus with the Title IX Coordinator. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212. The Title IX Office can be contacted at 425-564-2441 and more information can be found at www.bellevuecollege.edu/titleix/.

**Important Links**

- **Bellevue College E-mail and access to MyBC**

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: Create Email

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the Technology Help Desk
The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible.

If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc., please meet with your individual instructors to develop a safety plan within the first week of the quarter.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact Autism Spectrum Navigators. Email and phone number is on the web page. ASN is located in the Library Media Center in D125.

The DRC office is located in B132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by Skype: the address is DRCatBC (NOTE: There is no @ sign...it is actually DRCatBC). Please visit our website at Disability Resource Center for application information into our program and other helpful links.

Accessibility

The online elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

Public Safety

Public Safety and Emergencies

Public Safety is located in the K building and can be reached at 425-564-2400 (easy to remember because it’s the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at RAVE Alert Registration.
If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these three rules:

1) **Take directions from those in charge of the response** - We all need to be working together.

2) **Do not get in your car and leave campus (unless directed to)** - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.

3) **In an emergency, call 911 first, then Public Safety.**

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the Public Safety web page for answers to your questions.

**Final Exam Schedule**

Final presentations are tentatively scheduled for June 15, 2016; 1:30 – 3:20 pm.

**Academic Calendar**

The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.

- **Enrollment Calendar** On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.

- **College Calendar** This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.

**DIVISION POLICIES:**

[http://www.bellevuecollege.edu/artshum/student-information/](http://www.bellevuecollege.edu/artshum/student-information/)
DEPARTMENT POLICY ABOUT KEEPING AND RETURNING WORK:
As a part of our ongoing development of the program, the Bellevue College Interior Design Department reserves the right to collect and keep student work. It should be considered a great honor to have your work held to present to other students as examples. Student work may include process work, notebooks relevant to projects, and finished projects from the beginning of the quarter through final projects. Students may make arrangements to have selected work photographed or checked out for interviews. This class includes a requirement to scan work for your final portfolio, so you will have a digital copy of the work.

1. All students can pick up their work at the beginning of the following quarter, if it’s not being kept.
2. Students may make arrangements with the instructor ahead of time to pick up work during break.
3. Projects not picked up by the end of the 2PndP week of the next term will be discarded. Exception: spring term work will be held until the end of the 2PndP week of fall term.
Recognition of Syllabus

The syllabus is a contract between the student and instructor, establishing the learning outcomes and context, as well as the expected conduct, rights, and responsibilities of students in this class. It is important that you understand and are prepared for the learning experience ahead by understanding the syllabus contents.

Please sign below, as confirmation that you’ve read the syllabus and that you will discuss with the instructor any issues that you consider confusing, problematic, or open to dialogue with the entire class. If your discussion is of a personal nature, please make an appointment with me, rather than discuss it during class.

________________________________________________
Please print name

________________________________________________
Signature

______________________________
Date