

GRAPHIC DESIGN PROGRAM
Sign Off Sheet

Student: _____ **Project:** _____



Due Date

____ / ____ / ____

Logo Thumbnails

step 1A

____ / ____ / ____

Menu Thumbnails

step 1B

____ / ____ / ____

Roughs

step 2

(If thumbnails and roughs are late, Process & Projects grade for project goes down one full grade)

____ / ____ / ____

Artwork / Digital Strategy

step 5

____ / ____ / ____

Digital Comp

____ / ____ / ____

Production / Final

step 7

*Due 5 days after step 6

File Preparation (Lab)

step 4

Account Exec. / Client (Projects)

step 3

step 6

*Comprehensive Design

step 8

Final Design:
*Due 5 days after step 6

Client Notes:

*Client Revision Notes:

Grading / Attendance Policy:

If you have completed the criteria and competency listing on any given project you will receive a 3.0. If you do not meet these industry standards you will receive an "I" for incomplete.

If a comprehensive design deadline is missed the course grade drops 1 grade point. If a final project deadline is missed the course grade drops 1 grade point. Any incomplete projects need to be completed within 5 lab days after the final project is due to receive a grade.

*Projects completed after the 5 lab days will receive a 0.0 and will be averaged into the overall grade for the course. All projects need to be completed otherwise student receives a 0.0 for the course. At least one project must meet the deadlines or student receives a 0.0 for the course.

To obtain a 4.0 you must exceed expectations in either work ethic, artistic ability, production skills, writing skills, computer skills, people skills or idea development.

Attendance is crucial to your progress and will be taken at the beginning of every class. The attendance policy is as follows:
Projects Course: More than 2 absences = 0.0 grade point
Process Course: More than 4 absences = 0.0 grade
Technology Course: More than 4 absences = 0.0 grade point

If you are absent you must make up the work by: a) collecting the class notes, b) doing any missed work and c) coordinating with your instructor. All exercises must be completed by the end of the quarter.

Two late attendances or two early departures equal one absence. Working on projects for another class during class time will result in an absence.

Lab Course: You are required to have a lab instructor sign off on file preparation / construction for every project. You are required to log your hours for each project. Some jobs will require you to hand in a project billing worksheet.

Be prepared: Bring your files, sketches, ideas, research, and textbooks to class. You need to create a binder that contains your class handouts, competency listings and sign off sheets. This should be with you at all times. It is recommended that you make multiple backups of your work. Servers and hard disks fail.

Note: All courses are in sequence. If you receive a failing grade in any course, you may have to come back the following year to complete the SFCC Graphic Design or Web Degree.