

GRAPHIC DESIGN PROGRAM

Sign Off Sheet

Student: _____ Project: _____



Due Date

____ / ____ / ____

Thumbnails

____ / ____ / ____

Art Director

____ / ____ / ____

Client

Roughs
(If *roughs* are late for Process or Projects, grade for the *project* goes down one full grade)

____ / ____ / ____

Artwork / Digital Strategy

____ / ____ / ____

Art Director

____ / ____ / ____

Client

Digital Comp
(If *comps* are late for Process or Projects, grade for the *project* goes down one full grade)

____ / ____ / ____

Client

Production / Final

____ / ____ / ____

Production Manager

Art Director (Process)

Step 1 _____
Thumbnails

Step 2 _____
Roughs

Step 5 _____
Comprehensive Design

Production Manager (Technology)

Step 4 _____

Step 8 _____
Due upon signature from Step 7

Account Exec. / Client (Projects)

Step 3 _____
Roughs

Step 6 _____
Comprehensive Design

Step 7 _____
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. Any incomplete projects need to be completed within 5 lab days after the final due date to receive a passing grade. To move toward a 4.0 you must exceed expectations in either work ethic, artistic ability, production skills, writing skills, computer skills, people skills or idea development.

If the *rough* deadline is missed for the Process or Projects courses, grades for the project go down one full grade. If a *comprehensive* design deadline is missed for the Process or Projects courses, grades for the project go down one full grade. If a *final project* deadline is missed for the Projects course, grade for the project goes down one full 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. If an instructor is absent, sign-off can be obtained from another instructor.

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: 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.

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